

EXCLUSION - PARENTS' CHECKLIST

Excluded child

- previous good character
- pupil's attitude to school
- lack of self-esteem
- domestic violence
- criminality
- special educational needs
- boredom
- inability to manage anger
- lack of assertion skills
- previously being bullied
- racism/sexism
- substance abuse
- temporary or bad housing problems

Documents to obtain

- Annual reports
- Behaviour Management Plans/Pastoral Support Plans/Learning Support Plan
- Educational Psychologist reports
- Statement of Special Educational Needs
- Letters between parents and school
- Minutes of meetings
- Incident log and reports including previous sanctions and exclusions
- Record of achievements
- Statement of child about the incident, signed and dated.
- Academic/school record (see Fact Sheet 12)

Any outside agencies involved?

Any evidence of failure to involve anyone, such as Educational Psychologist, Child Guidance, Behaviour Support Service, Secondary Tuition Service, Social Services, Police.

The Incident - what happened?

- A detailed account of the actual incident which gave rise to the exclusion - intentional or accidental?
- Pupil in control or not?
- Who was present?
- What was the role of the other pupils?
- Did anyone intervene? Who? Why?
- Did the incident escalate or stop as a consequence of the intervention?
- If any injuries, to what extent?

- Check inconsistencies in different accounts
- Where and how the witnesses who were present were questioned?
- Were statements written in the pupils' own words/handwriting?
- Check dates statements were taken
- If possible criminal charges, were parents/carers contacted and present at interview?
- Were other pupils questioned? How reliable are they?

History and Context

Were there any events (in or out of school) immediately before or after the incident that contributed to the pupils' behaviour?

Was there any history of involvement with other individual involved in the incident?

