**PEX.9A**



**HEAD TEACHER’S REPORT (PRIMARY)**

**Please send this report with the following attachments:**

|  |
| --- |
| * School Behaviour Policy or relevant pages
 |
| * Witness statements
 |
| * IEP/PEP
 |

**at least 5 days in advance of the governors’ meeting to the:**

* Parent / Carer
* Inclusion Manager Officer
* Social Worker & Head of Virtual School (if appropriate)
* Members of the Governors Discipline Committee

**SCHOOL: ………………………………………………………………………………………………………..**

**Date of preparation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of exclusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of exclusion/Suspension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for exclusion/suspension as contained in the letter to parent:**

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**PART ONE – INFORMATION ABOUT THE CHILD**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group: \_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_ Gender: Male / Female Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Care Status: Child in Care / Child Protection / Child in Need SEND Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **PUPIL’S POSITIVE PERSONAL QUALITIES AND ACHIEVEMENTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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* **ATTENDANCE/PUNTUALITY:**

Possible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Actual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Term) *(You can attach a SIMS print-out)*

**SPECIAL EDUCATIONAL NEEDS**

* Brief outline of pupil’s identified special needs (including if appropriate stage of the SEN Code of Practice and date):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Brief description of how these identified needs are being met *(attach an IEP/PSP to the report)*:

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* Please give details of pupil’s positive personal qualities and achievements:

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Please complete the following:

**INVOLVEMENT OF OTHER AGENCIES/SERVICES**

*(Please specify the contact person and date of involvement and nature of involvement)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Contact Person** | **Dates** | **Support** |
| Behaviour Support |  |  |  |
| Community Educational Psychology |  |  |  |
| Education Welfare |  |  |  |
| Social Services |  |  |  |
| Youth Offending Team |  |  |  |
| Other agenciesPlease specify: |  |  |  |

**PUPIL BEHAVIOUR**

* This information should be pertinent to the exclusion/suspension and related to incidents in the pupil’s present school:

|  |
| --- |
| **PREVIOUS RELEVANT EXCLUSION/SUSPENSION** (if any) – |
| **Date** | **Type** | **Reason** | **No. of days** | **Year** |
| …………….…………….…………………………………………………..………….. | ……………………………………………………………………………………..…………………………..…………………………..……………………………………………………….. | ………………………………………………….………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | ……………………..…………………….………………………………………..…………………..…………………...…………………… | ……………..……………..…………….…………….…………….………………………… |

**PART TWO – EXCLUSION DETAILS**

**The final incident that led to exclusion**

* Details of the events that led to the exclusion/suspension.
* Attach all supporting and relevant documentation arising from the investigation e.g. reports, statements from witnesses, teachers, pupils and excluded pupil’s statement, photographs or any appropriate physical evidence.
* Original pupil witness statements should be retained but can be kept anonymous within the Head Teacher’s report. *(If retyped, the witness statements must be in the witness’s own words and* ***not*** *a summary of what was said).*

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***(continued)***

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**MITGATING FACTORS TAKEN INTO CONSIDERATION**

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**PARENTAL SUPPORT**

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**PART THREE – EDUCATIONAL ATTAINMENT**

* **KEY STAGE 1 / 2 – (Year R-6)**

|  |  |  |
| --- | --- | --- |
| **Subject** | **National Curriculum Level** | **Comments e.g. Strengths / Needs** |
| Maths: |  |  |
| English: |  |  |
| Science: |  |  |

**Any additional comments on Pupil’s attainment / educational needs:**