

SCC Guidance

Exclusions

All schools in England are required to follow the exclusions guidance.

The team oversees and administers the statutory exclusion process for Staffordshire County Council. It also provides support to schools to prevent exclusions and offers practical help and guidance.

Statutory guidance

[You can view statutory guidance on the central government website.](#)

Notification of permanent term exclusion

- [Notification of permanent term exclusions](#) (110 KB)

The form is required to be completed at the time of the permanent exclusion and sent to inclusion@staffordshire.gov.uk as soon as possible along with a copy of the letter sent to parents. This is to ensure that the 6th day alternative educational provision is put into place by the local authority.

Notification of fixed term exclusions

More than 16 days

The document below is for notification of a fixed term exclusion of 16 days or more only:

- [Notification of fixed term exclusion](#) (80 KB)

5 days or less

Unless the exclusion will result in the pupil missing a public examination, the headteacher is required to report such exclusions to the governors and the

local authority once a term by sending a copy of the letter sent to parents to inclusion@staffordshire.gov.uk.

Please refer to the [exclusions timetable below](#) for more details.

All exclusion model letters

The document below contains the model letters for headteachers and the clerk if the governing body to send out during the exclusion process.

- [All exclusion model letters](#) (218 KB)
- [Advice to governors regarding permanent exclusions](#) (291 KB)
- [Letter to headteacher regarding permanent exclusions](#) (358 KB)
- [Fixed term exclusions meeting protocol](#) (420 KB)

Timescales to adhere to

- [Exclusions timetable](#) (311 KB)

Contact

All enquiries should be sent to inclusion@staffordshire.gov.uk.

You can also find further details in the document below:

- [contact details](#) (39 KB)