

Evidence Pack for Pupil Disciplinary Appeal – Permanent Exclusion

1. Cover Page

- Pupil's Name
- Year Group
- Date of Exclusion
- Date of Appeal Hearing
- School Name

2. Formal Appeal Letter from the Parent/Guardian

- Explanation of the reason for appeal.
- By seeing the parents' concerns and arguments first, the school can directly address them throughout the evidence pack. This ensures that the pack remains focused on countering inaccuracies, reinforcing school policies, and demonstrating due process.

3. Index / Contents Page

- A clear list of all sections and page numbers.

4. Statement of Exclusion Decision

- A formal letter from the headteacher confirming the permanent exclusion.
- Explanation of reasons for the exclusion.
- Summary of incidents leading to the decision.
- How 'Sanction Guidelines' were used to decide the fair and objective outcome of a permanent exclusion.

5. Behavioural History

- Incident logs related to the pupil (in chronological order).
- Behaviour report and history of sanctions (e.g., detentions, internal exclusions, suspensions).
- Past exclusions (if applicable).

6. Incident Details

- Full description of the incident(s) leading to exclusion.
- Witness statements (staff and/or students).
- Any CCTV footage or photographic evidence (if available).
- Staff reports of the incident.
- Statements from the excluded pupil (if provided).

7. School Policies

- Relevant sections from the school's Behaviour Policy.
- Exclusion policy.
- Anti-bullying policy (if relevant).
- Safeguarding policy (if relevant).

- Equality policy (if relevant).

8. Support and Interventions Prior to Exclusion

- Records of any interventions, pastoral support, or alternative strategies used.
- One Page Profile or Individual Development Plan (IDP) (relevant pages).
- Special Educational Needs (SEN) support details (if applicable).
- Referrals to external agencies (e.g., CAMHS, youth workers, early help services).
- Parental engagement record.

9. Governing Body Review (if applicable)

- Minutes from the governor's disciplinary committee meeting.
- Decision letter from the governors' panel.
- Equality Considerations (if applicable):
 - Details of any special educational needs, disabilities, or safeguarding concerns that were considered.
 - Any reasonable adjustments made by the school.

10. Appeal Submission from Parents/Pupil

- Any supporting documents submitted by the family.

11. Correspondence and Communication Records

- Letters/emails between the school, parents, and local authority.
- Notes from meetings regarding the exclusion.

12. Legal Guidance / Statutory Framework

- Extracts from statutory guidance on exclusions (e.g., Welsh Government guidance on school exclusions, if in Wales).