



**BRENTWOOD DIOCESAN EDUCATION SERVICE**

*“Supporting Catholic schools to provide excellent education where pupils flourish,  
and Christ is made known to all.”*

**CHECKLIST FOR PANEL WHEN REVIEWING PERMANENT EXCLUSIONS**

Some points for members of a governing body to consider when reviewing the headteacher’s decision to exclude a pupil (based on the Essex Aide Memoire for decision making)

<ul style="list-style-type: none"><li>• Did the pupil, on the balance of probabilities, commit the breach of commit the breach of the school’s discipline policy of which they are accused?</li></ul>
<ul style="list-style-type: none"><li>• Would allowing the pupil to remain in school seriously harm the education or welfare of the pupils or others in the school?</li></ul>
<ul style="list-style-type: none"><li>• Did the school evidence that all strategies available had been exhausted prior to the decision to exclude?</li></ul>
<ul style="list-style-type: none"><li>• Did the Headteacher have any alternative to exclusion?</li></ul>
<ul style="list-style-type: none"><li>• Is the Headteacher’s decision in line with the school’s published Discipline Policy?</li></ul>
<ul style="list-style-type: none"><li>• Was the decision to exclude based upon a serious one-off incident or for an accumulation of offences?</li></ul>

- Is the pupil defined as having Special Educational Needs? What support has been given by the school or other agencies?

- Has the pupil been identified as having a disability? If so, has the pupil been treated less favourably than other pupils and have reasonable adjustments been made in regard to their disability?

- Was the incident provoked (for example by bullying, racial or sexual harassment)?

- Are you satisfied that a full and appropriate investigation was undertaken? Has the School interviewed all parties and have you cross referenced the witness statements?

- Did the school apply the correct procedures when excluding the pupil?

- Was the pupil given the opportunity to give their version of events?