

Decision to Exclude Checklist

This checklist should be used after completion of Key Considerations Prior to Exclusion Checklist (PM3/11/F01).

Name of Pupil:

Date of Birth:

School:

Year/Stage:

Date(s) of Incident:

Action to be taken	Action Taken	Comment
Child or young person is informed he/she is to be excluded.		
Immediately inform parents/carers verbally.		
Looked After Children (LAC) and children or young people on Child Protection Register/child protection concerns – communication with all potential carers as well as any person who may have parental rights and responsibilities.		
LAC and children or young people on Child Protection Register/child protection concerns – decision communicated to lead professional, Social Worker, Key Worker, Foster Carer, Educational Psychologists and Chief Education Officer.		
Arrange for child or young person to be sent or taken home. Child or young person not to leave school until safety, health and wellbeing assured and appropriate arrangements are in place.		
If parents/carers cannot be contacted child or young person must be supervised at school until suitable arrangements can be made.		
If verbal contact made, follow up by written confirmation of exclusion on same day exclusion takes place. Include reason for exclusion and information on Right of Appeal.		
Inform of date, time and place where HT or official of authority is available to discuss the exclusion.		
If child or young person is of legal capacity inform them in writing of exclusion and right of appeal		
Record of exclusion filled out – incident report form		
Ensure exclusion is recorded accurately on SEEMiS		
All documents relating to exclusion to be retained in Pupil Progress Record		
Appropriate educational provision to be provided and monitored, e.g., course work, access to library,		

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online learning		
Arrangements for the child or young person to access any existing support made (out with school if necessary)		
A contact person should be allocated for parent/carer and child or young person to liaise with re: educational provision		
Parent/carer should be informed of their responsibility to ensure child or young person is provided with appropriate education throughout the period of exclusion.		
Parent/carer should be provided with information on support to assist them or advocate on behalf of child or young person.		
Notify local authority.		
If exclusion is lengthy or multiple, refer to local authority for support in decision-making.		
If parent/carer and/or child or young person exercise their right of appeal, meet with parent/carer and child or /young person to discuss		
Referral to Scottish Children's Reporter if appropriate.		