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| A copy of the invitation letter(s) sent to parents confirming the date and time of the Governors Disciplinary Hearing, together with a copy of the agenda notifying the names of the panel members.  **Note any supporting evidence from the school must be sent to all parties at least 5 school days in advance** |  |
| Copies of the letter(s) advising the parent/carer of the permanent exclusion – this must be sent to everyone with parental responsibility, even if the child does not live with them |  |
| A copy of the Head teacher/Principal’s report giving details of the reason for the permanent exclusion, including a summary of the time at the School/Academy |  |
| Witness Statements (if there are any) from staff and students re any significant incidents. CCTV footage or photographic evidence may also be provided |  |
| Evidence that the pupil’s views have been sought – this could be through a transcript of an interview with the pupil or a written statement – these should be signed and dated by the pupil |  |
| Provide details of the pupil’s Special Education Needs or disabilities, or any other risk factors which may be contributing to the pupil’s behaviour.  If the child has an EHCP, include a copy of the plan and details of any reviews |  |
| Copies of any documented support plans, including regular reviews, e.g. Individual Education Plans, Pastoral Support Plans, Behaviour Support Plans.  Records of any intervention strategies and the reasonable adjustments implemented by the school, including records of the outcomes and impacts, and evidence that the strategies have been regularly reviewed |  |
| Details of other agencies that have been involved - include copies of any assessment reports or recommendations, e.g. Ed Psych, S2S, SRB Outreach Teams or Inclusion Team reports |  |
| A copy of the behaviour log, especially if there has been a history of persistent disruptive behaviour etc. Copies of any ABC reports (if available) to identify triggers |  |
| Information on previous fixed term exclusions and copies of the notification letters |  |
| Copies of any Risk Assessments and Risk Management Plans, including reviews |  |
| Information on whether a Family Support Plan or referral to Early Help has been offered or implemented and details of any other support given |  |
| Copies of all relevant policies, e.g.  Behaviour  SEND Policy  Drugs Policy  Safeguarding Policy  Anti-Bullying Policy |  |

The definition of parent is laid down in Section 576 of the Education Act 1996 which defines 'parent' as

* all natural parents, whether they are married or not;
* any person who, although not a natural parent, has parental responsibility for a child or young person;
* any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).