**PEX.9**



**HEAD TEACHER’S REPORT (SECONDARY)**

**Please send this report with the following attachments:**

|  |
| --- |
| * School Behaviour Policy or relevant pages |
| * Witness statements |
| * IEP/PEP |

**at least 5 days in advance of the governors’ meeting to the:**

* Parent / Carer
* Inclusion Manager Officer
* Social Worker & Head of Virtual School (if appropriate)
* Members of the Governors Discipline Committee

**SCHOOL: ………………………………………………………………………………………………………..**

**Date of preparation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of exclusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of exclusion/suspension: \_\_\_\_\_\_\_\_\_\_**

**Reason for exclusion/suspension as contained in the letter to parent:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PART ONE – INFORMATION ABOUT THE CHILD**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group: \_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_ Gender: Male / Female Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Care Status: Child in Care / Child Protection / Child in Need

* **PUPIL’S POSITIVE PERSONAL QUALITIES AND ACHIEVEMENTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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* **ATTENDANCE/PUNTUALITY:**

Possible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Actual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Term) *(You can attach a SIMS print-out)*

**SPECIAL EDUCATIONAL NEEDS**

* Brief outline of pupil’s identified special needs (including if appropriate stage of the SEN Code of

Practice and date):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Brief description of how these identified needs are being met *(attach an IEP/PSP to the report)*:

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* Please give details of pupil’s positive personal qualities and achievements:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please complete the following:

**INVOLVEMENT OF OTHER AGENCIES/SERVICES**

*(Please specify the contact person and date of involvement and nature of involvement)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Contact Person** | **Dates** | **Support** |
| Behaviour Support |  |  |  |
| Community Educational Psychology |  |  |  |
| Education Welfare |  |  |  |
| Social Services |  |  |  |
| Youth Offending Team |  |  |  |
| Other agencies  Please specify: |  |  |  |

**PUPIL BEHAVIOUR**

* This information should be pertinent to the exclusion/suspension and related to incidents in the

pupil’s present school:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS RELEVANT EXCLUSION/SUSPENSION** (if any) – | | | | |
| **Date** | **Type** | **Reason** | **No. of days** | **Year** |
| …………….  …………….  ……………  ……………  ……………  …………..  ………….. | ……………………………  ……………………………  …………………………..  …………………………..  …………………………..  ……………………………  ………………………….. | ………………………………………………….  ………………………………………………….  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  ………………………………………………… | ……………………..  …………………….  ……………………  …………………..  …………………..  …………………...  …………………… | ……………..  ……………..  …………….  …………….  …………….  ……………  …………… |

**PART TWO – EXCLUSION/SUSPENSION DETAILS**

**The incident that led to exclusion/Suspension**

* Details of the events that led to the exclusion/suspension.
* Attach all supporting and relevant documentation arising from the investigation e.g. reports, statements from witnesses, teachers, pupils and excluded pupil’s statement, photographs or any appropriate physical evidence.
* Original pupil witness statements should be retained but can be kept anonymous within the Head Teacher’s report. *(If retyped, the witness statements must be in the witness’s own words and* ***not*** *a summary of what was said).*

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**MITGATING FACTORS TAKEN INTO CONSIDERATION**

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**PARENTAL SUPPORT**

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**PART THREE – EDUCATIONAL ATTAINMENT**

* **KEY STAGE 3 – (Year 7-9)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** |
| Maths: |  |  |  |  |  |
| English: |  |  |  |  |  |
| Science: |  |  |  |  |  |
| Other subject area(s): | | | | | |
| Brief summary of ability: | | | | | |

* **KEY STAGE 4 – (Year 10-11)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Exam Board** | **Has coursework been completed** | **Estimated Grade(s)** | **Comments**  **Strengths/ Needs** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide details of other courses undertaken, e.g. vocational qualification, basic skills:

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Accreditation** | **Achievement** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Briefly describe subjects and/or activities the pupil has shown an interest in and curriculum strengths:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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