

To Headteachers of  
Tower Hamlets Schools

Children's Services  
Pupil Services  
Tower Hamlets Town Hall  
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Dear Headteacher,

### **Pupil Exclusions Guidance**

Please see attached Tower Hamlets Local Authority's latest pupil exclusion guidance and enclosures as follows:

#### **1. LBTH Exclusions Guidance (PDF and Word Templates)**

This document updates all previously issued guidance by Tower Hamlets. It should be used in conjunction with the DfE Statutory Guidance on 'Exclusion from maintained schools, Academies and pupil referral units in England' (2017).

For your ease of use some appendices within the LBTH Exclusions guidance have been converted to word templates and included as follows:

- Pupil Interview template (Appendix C)
- Head teacher's exclusion checklist (Appendix E)
- Head teacher's report to the Discipline Committee (Appendix J)
- Discipline Committee – checklist for Clerks (Appendix K)
- Decision record of Discipline Committee review hearing (Appendix M)

#### **2. New Model Letters (Microsoft Word Template)**

The model letters incorporate Local Authority (LA) and statutory guidance on pupil exclusion and specify the arrangements for the school to ensure that the excluded pupil receives full-time education from the 6th day of exclusion. The letter must be issued to the parent immediately following the headteacher's decision and before the 1st day of exclusion. A copy must be sent to Pupil Services at: [exclusions@towerhamlets.gov.uk](mailto:exclusions@towerhamlets.gov.uk) and to the Chair of the School's Pupil Discipline Committee.

#### **3. LA Exclusion Monitoring Form (Excel Template)**

The LA 'Monitoring of Pupil Exclusion' form replaces all previous versions and must be fully completed and sent to the Pupil Services at: [exclusions@towerhamlets.gov.uk](mailto:exclusions@towerhamlets.gov.uk), immediately following a pupil exclusion.

#### **4. Notification of Attendance at the PRU from Day 6 (Excel Template)**

The 'Notification of Attendance at the PRU from day six of Exclusion' form must be completed in addition to the LA Exclusion Monitoring form for:

- all permanent exclusions;
- all fixed term exclusions of more than 5 days in duration;
- looked after children (as they must receive full-time alternative provision from the 1st day of exclusion)

The form should be sent immediately following a pupil's exclusion to the PRU at:  
[day6@pru.towerhamlets.sch.uk](mailto:day6@pru.towerhamlets.sch.uk)

A copy should also be sent to Pupil Services at: [exclusions@towerhamlets.gov.uk](mailto:exclusions@towerhamlets.gov.uk)  
It is the school's responsibility to ensure that the child attends the PRU from the 6th day for both fixed term and permanent exclusions. The school should also monitor the child's attendance for the duration of a fixed term exclusion.

#### **5. Exclusions Leaflet (PDF)**

The Authority has devised a parents' advice leaflet on exclusion, which is attached.

#### **6. Verifying Pupil Exclusions Data**

The LA will send its record of pupil exclusions notified by the school at the end of each term for verification. It is important that the school checks and confirms that the LA record is accurate in individual pupil's case. This will be important for the purposes of an Ofsted inspection.

#### **7. Pupil Discipline Committee (PDC) meetings**

For permanent exclusions or fixed term exclusions that total more than 15 school days in any one school term, the school **must** convene a meeting of its PDC to review the exclusion within 15 school days. Further advice on this is provided in the LA's Exclusions Guidance, along with the responsibilities of the PDC when parents decide to make representation about exclusions of less than 15 school days.

Following the PDC review the outcome letter should be emailed to the exclusions mailbox:  
[exclusions@towerhamlets.gov.uk](mailto:exclusions@towerhamlets.gov.uk).

If you have any queries, please contact Huong Le on 0207 364 4301 or [huong.le@towerhamlets.gov.uk](mailto:huong.le@towerhamlets.gov.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Huong Le', with a long horizontal flourish extending to the right.

Huong Le  
Pupil Services Business Manager