SUSPENSION – NOTIFICATION TO LOCAL AUTHORITY

Headteachers MUST notify the governing board and the Local Authority of any suspension regardless of length. Please make sure you have read the DFE guidance on exclusions [HERE](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101498/Suspension_and_Permanent_Exclusion_from_maintained_schools__academies_and_pupil_referral_units_in_England__including_pupil_movement.pdf)

Please submit the notification via the portal [HERE](https://myestablishmentportal.oxfordshire.gov.uk/web/portal/pages/home) Guidance for the portal is [HERE](https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/attendanceandengagement/Liquidlogic-EstablishmentPortalGuidanceforAttendance%20ExclusionsMakingaReferraltotheLA.pdf)

Guidance and further information can be found at [Suspensions and Exclusions guidance](http://schools.oxfordshire.gov.uk/cms/content/exclusion-guidance). Schools are responsible for ensuring the child/ young person has schoolwork to complete at home for the first 5 days of suspension. The governing board is responsible for ensuring full time education is provided from day 6 of any suspension.

|  |  |
| --- | --- |
| **Name of school** |  |
| **Name of pupil (include legal and given name)** |  |
| **Date of birth** |  |
| **UPN** |  |
| **Year group at start of exclusion** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Social care status (CP, CIN, EH, CWCF)** |  |
| **SEN status (N,K,EHCP)** |  |
| **Eligible for PP (Y/N)** |  |
| **Parent name and phone number** |  |
| **Date of first day of exclusion** |  |
| **Reason code (see below)** |  |
| **Number of days suspended in same academic year** |  |

**Reason for suspension/exclusion codes**

# PP Physical Assault against pupil

## PA Physical Assault against adult

## VP Verbal abuse/threatening behaviour against pupil

## VA Verbal abuse/threatening behaviour against adult

## BU Bullying

## RA Racist abuse

## SM Sexual misconduct

## DA Drug and alcohol related

## DM Damage:

## TH Theft

## DB Persistent disruptive behaviour

## OW Use or threat of use of an offensive weapon or prohibited item

**LG Abuse against sexual orientation and /or gender identity**

**DS Abuse relating to a disability**

**MT Inappropriate use of social media or online technology**

**PH Transgression of public health protective measures**