### Self-Evaluation Tool for Headteachers when Considering Permanent Exclusion (PEX)

It is the expectation in HCC that schools will contact ISS **before** the decision to permanently exclude is made, and beforethe subsequent letter and notification are uploaded to the Hub. It is also expected that any permanent exclusion paperwork is fully completed and uploaded on the day that the permanent exclusion is issued.



|  |  |
| --- | --- |
| Areas to Evaluate | Notes |
| The Incident(s)/Behaviour Policy/Tests for Permanent Exclusion | |
| Is it for a single serious incident / one off incident or for persistent disruptive behaviour? |  |
| How are you certain, that this incident relates to this child and that they are responsible for the behaviour? DfE civil standards of proof (on the balance of probability) did the child do this? |  |
| Has there been a **serious** breach(s) of the school’s behaviour policy? Details of **how** the policy has been breached. Reference page/paragraph numbers |  |
| How will the child’s presence **seriously** harm the education and welfare of them / others? Have you completed a full risk assessment? How could you mitigate against permanent exclusion? |  |
| Is the permanent exclusion a ‘**last resort’** following a wide range of other strategies that have been unsuccessful? Has there been a recent review of the support? Have you reviewed minutes of this? |  |
| Is the exclusion a **fair**, **rationa**l, **reasonable** and **proportionate** decision?  Is the behaviour so serious that no other sanction is appropriate? |  |
| Investigation and Statements | |
| Has the child had opportunity to explain what happened (not straight after the event)? Have they been offered a variety of ways to contribute?  Are the school clear on what the child’s behaviour is trying to communicate? Does the child understand the seriousness of the situation? |  |
| Have parents/others been consulted and did they add helpful information or context regarding the child’s behaviour? Were minutes produced and have they been reviewed? |  |
| Have you considered **before** making the decision:   * Has the decision to exclude been made in the heat of the moment? * Has there been a thorough investigation? * Have robust witness statements been collated? * Was there any provocation? E.g. bullying. Was it part of a wider picture? |  |
| SEND |  |
| Does the child have any SEN- diagnosed or non-diagnosed conditions?  Have reasonable adjustments been made? How? Was everything in place that should have been in place on this day? |  |
| Does the child have an EHCP?  Has an interim annual review been called to consider this incident / behaviour? Have you made contact with SEN to discuss? |  |
| Intervention/Support/Alternatives | |
| Have you spoken to PBS or the Education Centre about this potential permanent exclusion? If not, why not? |  |
| Does the child have a working Pastoral Support Plan / Individual Behaviour Plan etc? When was this last reviewed? Did a range of professionals inform this? |  |
| Is the child known to Children Services and if so, what is their current involvement? Have you spoken with the Social Worker? Have they added any relevant information? Has the Virtual School Extended Duties Team been contacted? |  |
| Is the child a Looked After Child?  If so, has the Virtual School been contacted and a meeting held? What has been suggested? Has this been put in place? |  |
| Is the child from traveller or global majority heritage or have English as an additional language? If so, has EMTAS been contacted and a meeting held? What has been suggested? Has this been put in place? |  |
| If a permanent exclusion is decided upon, would this increase the safeguarding risks for this child? How? Can this be mitigated? |  |
| Has the child had multiple exclusions, or will this be their first? |  |
| Have exclusions been effective in the past as a sanction? What else might be more appropriate:   * Education/awareness? * Restorative strategies? * Mediation? |  |
| Would a managed move or temporary direction offsite been a more appropriate strategy? If not, why not? |  |
| Contact with ISS/Procedural Propriety | |
| Following the above, have you contacted ISS **before** the decision to permanently exclude is made, andthe subsequent letter and notification was uploaded to the Hub? |  |
| Has the permanent exclusion paperwork been fully completed and uploaded on the day that the permanent exclusion is issued? |  |

**Schools are directed to** [**HCC Exclusions Guidance**](https://hants.sharepoint.com/sites/InformationHubforEducationalSettings/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FInformationHubforEducationalSettings%2FSiteAssets%2FSitePages%2FExclusions%2FHCC%2DExclusions%2DGuidance%2Dfor%2DSchools%2DSeptember%2D2024%2Epdf&parent=%2Fsites%2FInformationHubforEducationalSettings%2FSiteAssets%2FSitePages%2FExclusions)**, September 2025, specifically Section J- Behaviour Checklist and Strategies, pp 57-61 for further information, advice and signposting.**