# City of Birmingham School Permanent Exclusion Referral Sheet

**Data Protection Act 2018**

**This information is collected in compliance with the above Act and may be shared with relevant colleagues within the City Council, including Children and Families Directorate. The information requested assists in enabling schools and the City Council to meet their statutory requirements in relation to notification and monitoring.**

|  |  |  |
| --- | --- | --- |
| **PUPIL NAME: & GENDER** |  | |
| **DOB:** |  | |
| **YEAR GROUP:** |  | |
| **LAC or previously LAC, if yes name and email address of Virtual Team Worker : \*** |  | |
| **2nd PERM EXCL:** |  | |
| **SEN STAGE:** |  | |
| **EARY HELP Assessment Initiated? If yes, details:** |  | |
| **CHILD PROTECTION:**  **yes or no**  **details/issues if applicable:** |  | |
| **Name & email address of Social Worker: \*** |  | |
| **ETHNICITY:** |  |
| **UPN:** |  | |
| **ULN (unique learner)** |  | |
| **FREE SCHOOL MEALS:** |  | |
| **PARENT/CARER:** |  | |
| **EMAIL ADDRESS:** |  | |
| **ADDRESS:** |  | |
| **PHONE NUMBER (S):** |  | |
| **SCHOOL:** |  | |
| **NETWORK AREA:** |  | |
| **KEY CONTACT AT SCHOOL: email address and phone number** |  | |
| **REASON FOR EXCLUSION:** |  | |
| **START DATE OF EXCL:** |  | |
| **DATE EXCL TEAM NOTIFIED:** |  | |
| **GOVERNORS MEETING DATE: (IF KNOWN)** |  | |
| **OFFICER MAKING REFERRAL:** |  | |

**\*Social Workers and Virtual School Head should be invited to and attend (where possible) governors meeting to consider the permanent exclusion.**

|  |
| --- |
| **ADDITIONAL COMMENTS:** |