



Day 6 Provision Process Map for Permanent Exclusions

Activity/ Actions	Who is responsible	Timeframes (where applicable)
School informs Safeguarding and Inclusion Team of intention to Permanently Exclude a pupil (phone or email)	Head teacher	On day decision is taken
Acknowledge receipt of notification to the school	Safeguarding and Inclusion Manager	On day decision taken
College Hall notified	Safeguarding and Inclusion Manager	On day decision taken
Information sought by College Hall from the school regarding the pupils circumstances and needs	Head Teacher College Hall	On receipt of notification
Review the information supplied	Head Teacher College Hall	Within two working days of response being received
Decision taken regarding nature of provision required in light of information supplied	Head teacher College Hall in liaison with Safeguarding and Inclusion Manager	Within two working days of response being received
School informed of day 6 arrangements	Head teacher College hall	Within one working day of decision being agreed
Parents and pupil informed of Day 6 provision	Head teacher College Hall	Within one working day of decision being agreed
Formal notification of Permanent Exclusion received by the LA	Head teacher of excluding school	Within two working days of the decision being taken