

Appendix 1

Included, Engaged and Involved Part 2: a positive approach to managing school exclusions

RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately

1. Name/Organisation

Organisation Name

West Lothian Council, Education Services

Title Mr ☒ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Please tick as appropriate

Surname

Millar

Forename

Alan

2. Postal Address

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Phone 01506 777445

Email alan.millar@westlothian.gov.uk

3. Permissions - I am responding as...

Individual

☐

/

Group/Organisation

☐

Please tick as appropriate

- (a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

Please tick as appropriate ☐ Yes ☐ No

- (b) Where confidentiality is not requested, we will make your responses available to the public on the following basis

Please tick **ONE** of the following boxes

Yes, make my response, name and address all available ☐

or

Yes, make my response available, but not my name and address ☐

or

Yes, make my response and name available, but not my address ☐

- (c) The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

Are you content for your **response** to be made available?

Please tick as appropriate ☐ Yes ☒ No

- (d) We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Please tick as appropriate

☒ Yes

☐ No

CONSULTATION QUESTIONS

Question 1: Introduction. Do you have any comments on this section of the document?

Clear and concise

Question 2: Purpose and guidance of structure. Do you have any comments on this section of the document?

Clear and concise

Question 3: Policy Context. Do you have any comments on this section of the document?

Clear and concise – the guidelines are firmly embedded in the context of national outcomes and current national and local guidelines

Question 4: Key Principles. Do you have any comments on this section of the document?

Clear and concise

Question 5: Prevention, Early Intervention and Staged Intervention. Do you have any comments on this section of the document?

Clear and concise – largely supports and reflects on current council policy and advice

Question 6: Consideration of Individual Circumstances. Do you have any comments on this section of the document, including Looked After children and young people, those on the child protection register or for whom there are previous or current concern and those with additional support needs?

Clear and concise - an emphasis on constantly reviewing the CPD needs of all staff to ensure current knowledge and understanding needs to be highlighted

Question 7: Paragraph 88 indicates an increase in the number of exclusions of learners within special schools. Should there be more specific guidance on exclusion from special schools?

Additional guidelines related to supporting the specific needs of particular identified groups of young people would be useful as an additional staff CPD tool

Question 8: Decision Making, Managing Exclusions and Re-engagement. Do you have any comments on this section of the document?

Clear and concise – Additional guidance and support when working with children and young people who are reluctant to engage in full time provision would be welcomed

Question 9: Paragraphs 137-141: should we provide more guidance or exemplification around written notification to parents/carers?

Clear and concise – West Lothian Council currently provide schools with exemplar materials, additional support guidelines would/could be helpful

Question 10: Paragraphs 149-152: should we provide more guidance or exemplification on timescales to provide written confirmation of reason for exclusion and right to appeal within or after 8 days?

A short summary of procedures would be useful

Question 11: Paragraph 166-174: should we provide more guidance or exemplification on timescales and types of provision of alternative education provision while excluded?

**A short summary of timescales would/could be useful
A fuller list of current types of provision being offered/used by local authorities could/would be useful**

Question 12: Annex B – Legislative position on exclusion. Do you have any comments on this section of the document?

**A very useful guide
Whilst recognising the complexity of the legislation involved a short bullet point summary would/could be useful**

Question 13: Annex D – Approaches to improving relationships and promoting positive behaviour. Do you have any comments on this section of the document?

A very useful guide and summary of current approaches

Case studies and exemplification. Do you have any comments on the case studies and exemplification in the document and do you have any suggestions for additional good practice examples?

The use of case studies and exemplification support the reading and understanding of the entire document

Document overall: Do you have any general comments about the document as a whole?

The document is generally very clear and concise. It will be an invaluable tool in supporting schools to adopt a positive approach to managing school exclusions.

The content clearly has an emphasis on strategies that would support schools and young people to avoid exclusion wherever and whenever possible.

A fuller breakdown of statistics related to diagnosed conditions e.g. ASD may be useful when planning future provision etc.

We invite responses to the consultation by **29 December 2010**.

Please reply by email to: exclusionsguidance@scotland.gsi.gov.uk

Or post your response to:

Exclusions Guidance Consultation
Support for Learning Division
Victoria Quay
Edinburgh
EH6 6QQ

Please send your completed respondent information form with your reply (see 'Handling your response' below)

If you have any queries about how to reply, please contact a member of the team on 0131 244 0960 or email us at exclusionsguidance@scotland.gsi.gov.uk

This consultation, and all other Scottish Government consultation exercises, can be viewed online on the consultation web pages of the Scottish Government website at <http://www.scotland.gov.uk/consultations>.

The Scottish Government now has an email alert system for consultations (SEconsult: <http://www.scotland.gov.uk/consultations/seconsult.aspx>). This system allows stakeholder individuals and organisations to register and receive a weekly email containing details of all new consultations (including web links). SEconsult complements, but in no way replaces Scottish Government distribution lists, and is designed to allow stakeholders to keep up to date with all Scottish Government consultation activity, and therefore be alerted at the earliest opportunity to those of most interest. We would encourage you to register.

Handling Your Response

We need to know how you wish us to handle your response and, in particular, whether you are happy for us to make your response public. Please complete and return the respondent information form which comes with this questionnaire. This will help us to treat your response appropriately. If you ask for your response not to be published, we will regard it as confidential, and we will treat it as such.

The Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002. This means we have to consider any request made to us under the Act for information relating to responses made to this consultation exercise.

Next steps in the process

Where respondents have given permission for their response to be made public and after we have checked that they contain no potentially defamatory material, responses will be made available to the public in the Scottish Government Library (see the attached Respondent Information Form), these will be made available to the public in the Scottish Government Library by January 2011. You can make arrangements to view responses by contacting the SG Library on 0131 244 4552.

Responses can be copied and sent to you, but a charge may be made for this service.

What happens next ?

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us publish a finalised version of 'Included, Engaged and Involved Part 2: a positive approach to managing school exclusions'. We aim to conclude the final guide early in 2011.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please contact a member of the team on 0131 244 0960 or e-mail us at exclusionsguidance@scotland.gsi.gov.uk.