

MODULE 7

Exhibits

Proof the court can follow



Accountable



Integrity



Empower



Respect



Excellence



Why this matters

Unlabelled, unreferenced exhibits waste good evidence.

Everything you submit will be seen by the parent and the magistrates. You are proving your support and legal intervention as the last avenue to explore.



Remember this

“Every exhibit should answer one question: which sentence in the statement does this prove? If you cannot point to it, the exhibit does not belong, or the statement is missing a reference.”



What good looks like

- Label each exhibit: witness initials + 01, 02, in order of appearance
- Reference every exhibit from the point it's relied on
- Include only relevant, factual documents
- Redact third-party, medical and GDPR detail — keep the evidence
- Check every exhibit is clear, legible and complete before it goes in



The two exhibit sets

- Standard set (other unauthorised absence): attendance policy; attendance certificate; registration/coding evidence; communication log; meeting and support notes; letters sent (named, dated); any agency notes relied on
- G-coded set (term-time leave): attendance policy; certificate showing first and last dates with a present mark after; the parent's leave request; the school's written response; evidence the reasons were considered; the covering correspondence
- Label each set in the order the exhibits are first referred to in the witness statement



Common mistakes

- Exhibits unlabelled or labelled inconsistently
- Exhibits never referenced from the statement
- Out of the order they appear in the statement
- Irrelevant documents padding the bundle
- Redaction that removes the evidence



In practice

- JS01 attendance policy, JS02 certificate, JS03 comms log — each referenced in turn
- A meeting note names another child → redact the name, keep the evidence

Independent schools: Exhibit rules are identical for independent schools supporting a s444(1A) request.



Your takeaway

Exhibit labelling & linking guide

One line per exhibit: label, reference, relevance, redaction.



Before you submit

“Would this stand up in court?”

Offence proven · chronology clear · escalation justified · every line fact.

