Model Letter Permanent Exclusion

From the head teacher of a primary, secondary or special school notifying the parent(s) of a pupil of compulsory school age of that pupil’s permanent exclusion.

Dear (Name(s) of parent(s) (Child’s name) (Child’s Date of birth)

I regret to inform you of my decision to permanently exclude (Child’s Name) with effect from (date). This means that (Child’s Name) will not be allowed in this school unless he/she is reinstated by the Governing Body/The Discipline Committee or by recommendation of a review panel I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude (Child’s Name) has not been taken lightly. (Child’s Name) has been excluded because (reasons for the exclusion – include any other relevant previous history here).

This decision has not been made lightly and follows a serious breach of our school’s code of conduct/persistent breaches of our school behavior policy.

(Where the incident refers to a serious breach)

The incident that led to this decision occurred on [date of incident] and involved [detailed description of the incident]. This behavior is in violation of our school’s policies, specifically [cite specific rule or policy violated].

This exclusion is in accordance with the Education Act 2002 and the Department for Education's statutory guidance on school exclusions. We have ensured that all procedures have been followed correctly to uphold [pupil's Name]'s rights and to maintain a safe and orderly environment for all students and staff.

You have a duty to ensure that your child is not present in a public place at any time in school hours during the first five school days of this exclusion, that is on (specify the precise dates) unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during normal school hours on the specified dates. It will be for you to show reasonable justification.

Alternative arrangements for (Child’s Name)’s education to continue will be made. For the first five school days of the exclusion we will set work for (Child’s Name) and would ask you to ensure this work is completed and returned promptly to school for marking (this may be different if supervised education is being provided earlier than the sixth day). From the sixth school day of the exclusion onwards – i.e. from (specify the date) the local authority (give the name of the authority) will provide suitable full-time supervised education (Set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by email or by phone).

(Where pupil lives in a local authority other than the excluding school’s local authority)

I have also today informed (name of officer) at (name of local authority) of your child’s exclusion and they will be in touch with you about arrangements for (his/her) education from the sixth school day of exclusion. You can contact them at (give contact details).

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the Governing Body/Management Committee if you wish and ask them to reinstate your child in school. The Governing Body/Management Committee have the power to reinstate your child immediately or from a specific date, or, alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an independent appeal panel. The latest date by which the Governing Body/Management Committee must meet is (specify the date – the 15th school day after the date on which the governing body was notified of the exclusion). If you wish to make representations to the Governing Body/Management Committee and wish to be accompanied by a friend or representations please contact (name of contact) on/at (contact details – address, phone number, email), as soon as possible. You will, whether you choose to make representatives or not, be notified by the Clerk to the Governing Body/Management Committee of the time, date and location of the meeting.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate [his/her] views by other means. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform (contact) if it would be helpful for you to have an interpreter present at the meeting. If you need support or advice with this process you can contact the Social Inclusion Officer at Herefordshire Council, socialinclusion@herefordshire.gov.uk.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disabilities) www.tribunals.gov.uk/tribunals/Firsttier/firsttier.htm Making a claim would not affect your right to make representations to the governing body/PRU management committee.

You have the right to see a copy of (Name of Child)’s school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of (Name of Child)’s school record. I would be happy to supply you with a copy if you request it. There may be a charge for photocopying.

We understand that this is a difficult time for you and **[Pupil's Name]**. We are committed to supporting you through this transition. If you have any questions or need further assistance, please do not hesitate to contact me at **[phone number]** or **[email address]**.

For your information the following sources of advice are available to you;

• You may also find it useful to contact the Advisory Centre for Education (ACE) – an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 0300 0115 142 or at <http://www.ace-ed.org.uk/>.

• Statutory guidance on exclusion can be found here: <https://www.gov.uk/government/publications/school-exclusion>

• You may wish to explore Coram Children’s Legal Centre, https://childlawadvice.org.uk/information-pages/school-exclusion/, phone 0300 330 5485.

• Support and advice is also available for children with SEN from SENDIASS, 01432 260955, [sendiass@herefordshire.gov.uk](mailto:sendiass@herefordshire.gov.uk).

• Support or advice is available from the local authority, Social Inclusion Officer, [socialinclusion@herefordshire.gov.uk](mailto:socialinclusion@herefordshire.gov.uk), 01432 260651/01432 383194

Yours sincerely

Name Headteacher