| **TEMPLATE EXCLUSION LETTERS** |
| --- |
| The letters in this pack reflect the 2017 statutory guidance “*Exclusion from maintained schools, academies and pupil referral units in England*”. The tables below set out the circumstances in which the various letters should be used.  The letters in this policy are drafted for students of compulsory school age, on the basis that the in our experience, the vast majority of exclusions are made in respect of students of compulsory school age. If the student being excluded is not of compulsory school age, the relevant letter will need to be amended to remove references to compulsory school age.  If you would like to discuss a specific exclusion, please contact our School Support team on 0345 070 7437 or [schoolsupport@wslaw.co.uk](mailto:schoolsupport@wslaw.co.uk).  We can also offer training to senior leaders and or Governors on the exclusion regime generally – please contact us for details. |

| **TABLE A – EXCLUSION NOTIFICATION LETTERS** | | | | |
| --- | --- | --- | --- | --- |
| **Length of current exclusion** | **Total number of school days excluded in current school term** | **Total number of school days excluded in current academic year** | **Letter to be sent by Headteacher** | **Comments** |
| Up to 5 school days | Up to 5 school days | Maximum 45 school days | Letter 1 | Parents have right to make representations, which must be considered by Governors  No requirement to hold Governors’ statutory review meeting  Governors do not have power to reinstate student |
| Up to 5 school days | Over 5 to up to 15 school days | Maximum 45 school days | Letter 2 | Parents have right to make representations, which will trigger requirement to hold Governors’ statutory review meeting  Governors have power to reinstate student  N.B. Alternative wording applies where consecutive fixed term exclusions are imposed |
| Up to 5 school days | Over 15 school days | Maximum 45 school days | Letter 3 | Parents have right to make representations  Legally required to hold Governors’ statutory review meeting  Governors have power to reinstate student  N.B. Alternative wording applies where consecutive fixed term exclusions are imposed |
| Over 5 school days | Over 5 to up to 15 school days | Maximum 45 school days | Letter 4 | Parents have right to make representations, which will trigger requirement to hold Governors’ statutory review meeting  Governors have power to reinstate student |
| Over 5 school days | Over 15 school days | Maximum 45 school days | Letter 5 | Parents have right to make representations  Legally required to hold Governors’ statutory review meeting  Governors have power to reinstate student |
| Permanent | N/A | N/A | Letter 6 | Parents have right to make representations  Legally required to hold Governors’ statutory review meeting  Governors have power to reinstate student |
| Up to 5 school days and will miss public examination/national curriculum test | N/A | Maximum 45 school days | Letter 7 | Parents have right to make representations  Legally required to hold Governors’ statutory review meeting  Governors have power to reinstate student  N.B. Alternative wording applies where consecutive fixed term exclusions are imposed |
| Over 5 school days and will miss public examination/national curriculum test | N/A | Maximum 45 school days | Letter 8 | Parents have right to make representations  Legally required to hold Governors’ statutory review meeting  Governors have power to reinstate student |
| Permanent and will miss public examination/national curriculum test | N/A | N/A | Letter 9 | Parents have right to make representations  Legally required to hold Governors’ statutory review meeting  Governors have power to reinstate student |

| **TABLE B – OTHER EXCLUSION LETTERS** | | |
| --- | --- | --- |
| **Letter Number** | **Sent by:** | **Type of Letter** |
| 10 | Headteacher | Letter to parents confirming arrangements for full-time education from sixth consecutive school day of exclusion(s) |
| 11 | Headteacher | Letter to parents withdrawing exclusion, prior to Governors’ review meeting where applicable |
| 12 | Clerk to Governors | Letter to parents confirming date of Governors’ review meeting |
| 13 | Clerk to Governors | Letter to parents confirming decision to uphold fixed term exclusion |
| 14 | Clerk to Governors | Letter to parents confirming decision to uphold permanent exclusion |
| 15 | Clerk to Governors | Letter to parents confirming reinstatement of student following fixed term exclusion |
| 16 | Clerk to Governors | Letter to parents confirming reinstatement of student following permanent exclusion |

| **EXPLANATORY NOTE – INTERIM EXCLUSIONS** |
| --- |
| The 2017 Department for Education Statutory Exclusion Guidance indicates that it is not possible to “convert” a fixed term exclusion into a permanent exclusion. The previous Statutory Guidance indicated that this was possible.  In our view it is still possible in exceptional circumstances to issue a further fixed term or permanent exclusion for the same misbehaviour. Generally this will be where further evidence has come to light. Headteachers should bear in mind that a fixed term exclusion is still subject to the exclusion guidance, so they must have sufficient evidence to justify imposing a fixed term exclusion at the time that the exclusion is imposed.  If possible, the investigation should be completed before taking any decision on sanction. In reality, there will be circumstances where the investigation simply cannot be carried out on the day of the incident, but there is enough immediate evidence to be satisfied that the student should at the very least be excluded for a fixed period. In that case, the fixed term exclusion should be properly documented using the appropriate letter from the pack, and the following wording should be added.  “The investigation into the [incident on {DATE} OR other explanation of what is being investigated] is ongoing. The sanction may be revisited in the light of the evidence gathered, and this could involve a permanent exclusion.”  If a further exclusion is imposed following the investigation, this should be documented as a new exclusion, using the appropriate letter. If it is a permanent exclusion, it will start from the day on which it is imposed. If it is a further fixed term exclusion, the two exclusions will be aggregated for determining when alternative education must be provided.  The rationale for the subsequent exclusion, as set out in the exclusion letter, should expressly make reference to the previous fixed-term exclusion.  If you have any questions or would like to discuss, please contact our School Support team on 0345 070 7437 or [schoolsupport@wslaw.co.uk](mailto:schoolsupport@wslaw.co.uk). |

**Letter 1**

**From Headteacher to parents notifying them of fixed term exclusion of 5 days or less, resulting in total of no more than 5 school days in the current term, and where public examination/national curriculum test will not be missed**

Dear [Parent's Name],

I am writing to inform you of my decision to exclude [Student's Name] for a fixed period of [Insert] days from [Date] to [Date] inclusive. This means that [Student’s Name] will not be allowed to come into school for the duration of this period.

As a result of this exclusion, [Student’s Name] has been excluded for a total of [Insert] days during the current term.

I realise that this exclusion is likely to be upsetting for you and your family, but I have not taken the decision to exclude [Student's Name] lightly. The reasons why [Student’s Name] has been excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours for the duration of the exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during the exclusion period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the period of the exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. *[Where consecutive fixed term exclusions have been imposed for different incidents of misbehaviour, the number of days excluded is aggregated for the purpose of calculating the date that alternative provision must be made (i.e. from the sixth day)]*

You have the right to make representations about the exclusion to the Governing Body. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or by email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

The Governing Body has no power to direct the reinstatement of [Student’s Name] in relation to this exclusion, however any representations you make must be considered, and the Governing Body may direct that a copy of its findings be placed on [Student’s Name]’s educational record.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

<https://www.gov.uk/school-discipline-exclusions/exclusions>.

Coram Children’s Legal Centre can be accessed via:

<http://www.childrenslegalcentre.com/index.php?page=school_exclusions>

ACE Education offer a limited advice line service on 0300-011-5142 from Monday to Wednesday from 10.00 a.m. to 1.00 p.m. during term time. Their website can be accessed via:

<http://www.ace-ed.org.uk/>

The Independent Parental Special Education Advice service can be contacted via:

<http://www.ipsea.org.uk/>

[The National Autistic Society (NAS) School Exclusion Service (England) can be contacted on 0808-800-4002 or via their email address:

[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Once the exclusion period has been completed, I expect [Student's Name] to return to school on [Date] at [Time]. [A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.]

Yours sincerely

**[Name]   
Headteacher**

**Letter 2**

**From Headteacher to parents notifying them of fixed term exclusion of 5 days or less, resulting in total of more than 5 school days but no more than 15 school days in the current term, and where public examination/national curriculum test will not be missed**

Dear [Parent's Name]

I am writing to inform you of my decision to exclude [Student's Name] for a fixed period of [Insert] days from [Date] to [Date] inclusive. This means that [Student’s Name] will not be allowed to come into school for the duration of this period.

As a result of this exclusion, [Student’s Name] has been excluded for a total of [Insert] days during the current term.

I realise that this exclusion is likely to be upsetting for you and your family, but I have not taken the decision to exclude [Student's Name] lightly.

The reasons why [Student’s Name] has been excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours for the duration of this exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the period of the exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. *[Where consecutive fixed term exclusions have been imposed for different incidents of misbehaviour, the number of days excluded is aggregated for the purpose of calculating the date that alternative provision must be made (i.e. from the sixth day)]*

You have the right to make representations about the exclusion to the Governing Body. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

If you do make representations to the Governing Body as outlined above, the Governing Body will ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether [Student’s Name] should be reinstated. This meeting must take place within fifty school days of the date the Governing Body was notified of the exclusion. In the absence of any representations from you, the Governing Body is not required to meet and cannot direct the reinstatement of [Student’s Name].

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once the Student Discipline Committee has heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the exclusion.

If you do choose to make representations about the exclusion, you will be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

<https://www.gov.uk/school-discipline-exclusions/exclusions>.

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[The National Autistic Society (NAS) School Exclusion Service (England) can be contacted on 0808-800-4002 or via their email address:

[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Once the exclusion period has been completed, I expect [Student's Name] to return to school on [Date] at [Time]. [A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.]

Yours sincerely

**[Name]**   
**Headteacher**

**Letter 3**

**From Headteacher to parents notifying them of fixed term exclusion of 5 days or less, resulting in total of more than 15 school days in current term, and where public examination/national curriculum test will not be missed**

Dear [Parent's Name]

I am writing to inform you of my decision to exclude [Student's Name] for a fixed period of [Insert] days from [Date] to [Date] inclusive. This means that [Student’s Name] will not be allowed to come into school for the duration of this period.

As a result of this exclusion, [Student’s Name] has been excluded for a total of [Insert] days during the current term.

I realise that this exclusion is likely to be upsetting for you and your family, but I have not taken the decision to exclude [Student's Name] lightly.

The reasons why [Student’s Name] has been excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours for the duration of this exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the period of the exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. *[Where consecutive fixed term exclusions have been imposed for different incidents of misbehaviour, the number of days excluded is aggregated for the purpose of calculating the date that alternative provision must be made (i.e. from the sixth day)]*

The Governing Body will now ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether [Student’s Name] should be reinstated. This meeting must take place within fifteen school days of the date the Governing Body was notified of the exclusion.

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once they have heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the exclusion.

You will shortly be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You have the right to make written representations about the exclusion to the Governing Body ahead of the meeting, in addition to making verbal representations at the meeting. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

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[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Once the exclusion period has been completed, I expect [Student's Name] to return to school on [Date] at [Time]. [A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.]

Yours sincerely

**[Name]   
Headteacher**

**Letter 4**

**From Headteacher to parents notifying them of fixed term exclusion of more than 5 days, resulting in total of more than 5 school days, but no more than 15 school days, in current term, and where public examination/national curriculum test will not be missed**

Dear [Parent's Name]

I am writing to inform you of my decision to exclude [Student's Name] for a fixed period of [Insert] days from [Date] to [Date] inclusive. This means that [Student’s Name] will not be allowed to come into school for the duration of this period.

As a result of this exclusion, [Student’s Name] has been excluded for a total of [Insert] days during the current term.

I realise that this exclusion is likely to be upsetting for you and your family, but I have not taken the decision to exclude [Student's Name] lightly. The reasons why [Student’s Name] has been excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours during the first five school days of the exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the first five school days of the period of the exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. From the sixth school day of the exclusion, the Governing Body will provide a suitable full-time education for [Student’s Name]. You will be notified of the specific arrangements for this in writing no less than forty-eight hours before the alternative education is to commence. *[Where consecutive fixed term exclusions have been imposed for different incidents of misbehaviour, the number of days excluded is aggregated for the purpose of calculating the date that alternative provision must be made (i.e. from the sixth day)]*

You have the right to make representations about the exclusion to the Governing Body. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

If you do make representations to the Governing Body as outlined above, the Governing Body will ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether [Student’s Name] should be reinstated. This meeting must take place within fifty school days of the date the Governing Body was notified of the exclusion. In the absence of any representations from you, the Governing Body is not required to meet and cannot direct the reinstatement of [Student’s Name].

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once the Student Discipline Committee has heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the exclusion.

If you do choose to make representations about the exclusion, you will be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

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[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Once the exclusion period has been completed, I expect [Student's Name] to return to school on [Date] at [Time]. [A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.]

Yours sincerely

**[Name]**   
**Headteacher**

**Letter 5**

**From Headteacher to parents notifying them of fixed term exclusion of more than 5 days, resulting in total of more than 15 school days in current term, and where public examination/national curriculum test will not be missed as a result of exclusion**

Dear [Parent's Name]

I am writing to inform you of my decision to exclude [Student's Name] for a fixed period of [Insert] days from [Date] to [Date] inclusive. This means that [Student’s Name] will not be allowed to come into school for the duration of this period.

As a result of this exclusion, [Student’s Name] has been excluded for a total of [Insert] days during the current term.

I realise that this exclusion is likely to be upsetting for you and your family, but I have not taken the decision to exclude [Student's Name] lightly.

The reasons why [Student’s Name] has been excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours for the first five school days of the exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the first five school days of the period of the exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. From the sixth school day of the exclusion, the Governing Body will provide a suitable full-time education for [Student’s Name]. You will be notified of the specific arrangements for this in writing no less than forty-eight hours before the alternative education is to commence. *[Where consecutive fixed term exclusions have been imposed for different incidents of misbehaviour, the number of days excluded is aggregated for the purpose of calculating the date that alternative provision must be made (i.e. from the sixth day)]*

The Governing Body will now ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether [Student’s Name] should be reinstated. This meeting must take place within fifteen school days of the date the Governing Body was notified of the exclusion.

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once they have heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the exclusion.

You will shortly be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You have the right to make written representations about the exclusion to the Governing Body ahead of the meeting, in addition to making verbal representations at the meeting. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

<https://www.gov.uk/school-discipline-exclusions/exclusions>.

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The Independent Parental Special Education Advice service can be contacted via:

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[The National Autistic Society (NAS) School Exclusion Service (England) can be contacted on 0808-800-4002 or via their email address:

[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Once the exclusion period has been completed, I expect [Student's Name] to return to school on [Date] at [Time]. [A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.]

Yours sincerely

**[Name]   
Headteacher**

**Letter 6**

**From the Headteacher notifying parents of the permanent exclusion of a student, and where public examination/national curriculum test will not be missed as a result of exclusion**

Dear [Parent's Name]

I am writing to inform you of my decision to permanently exclude [Student's Name] from [Date]. This means that [Student’s Name] will not be allowed attend school from that date.

I realise that the permanent exclusion is likely to be upsetting for you and your family, but I have not taken the decision to permanently exclude [Student's Name] lightly.

I have permanently excluded [Student’s Name] for [a serious breach][persistent breaches] of the school’s Behaviour Policy and because allowing [him][her] to remain in school would seriously harm the education and welfare of [himself][herself][ and ][others in the school].

The reasons why [Student’s Name] has been permanently excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours for the first five school days of the permanent exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the first five school days of the period of the permanent exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. From the sixth school day of the permanent exclusion, the local authority will provide a suitable full-time education for [Student’s Name]. You will be notified of the specific arrangements for this in writing no less than forty-eight hours before the alternative education is to commence.

The Governing Body will now ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether to reinstate [Student’s Name]. This meeting must take place within fifteen school days of the date the Governing Body was notified of the exclusion.

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once they have heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the permanent exclusion.

You will shortly be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You have the right to make written representations about the permanent exclusion to the Governing Body ahead of the meeting, in addition to making verbal representations at the meeting. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

<https://www.gov.uk/school-discipline-exclusions/exclusions>.

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[The National Autistic Society (NAS) School Exclusion Service (England) can be contacted on 0808-800-4002 or via their email address:

[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Yours sincerely

**[Name]   
Headteacher**

**Letter 7**

**From Headteacher to parents notifying them of fixed term exclusion of 5 days or less, and where public examination/national curriculum test will be missed as a result of exclusion**

Dear [Parent's Name]

I am writing to inform you of my decision to exclude [Student's Name] for a fixed period of [Insert] days from [Date] to [Date] inclusive. This means that [Student’s Name] will not be allowed to come into school for the duration of this period.

As a result of this exclusion, [Student’s Name] has been excluded for a total of [Insert] days during the current term, and will miss the opportunity of sitting a [public examination][national curriculum test] on [insert date of examination/test].

I realise that this exclusion is likely to be upsetting for you and your family, but I have not taken the decision to exclude [Student's Name] lightly.

The reasons why [Student’s Name] has been excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours during the period of this exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the period of the exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking.

As [Student’s Name] will lose the opportunity to take a [public examination][national curriculum test] as a result of this exclusion, the Governing Body will now ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether [Student’s Name] should be reinstated. This meeting must take place, where reasonably practicable, before the date of the [public examination][national curriculum test], and in any event within fifteen school days of the date the Governing Body was notified of the exclusion.

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once they have heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the exclusion.

You will shortly be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You have the right to make written representations about the exclusion to the Governing Body ahead of the meeting, in addition to making verbal representations at the meeting. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

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[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Once the exclusion period has been completed, I expect [Student's Name] to return to school on [Date] at [Time]. [A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.]

Yours sincerely

**[Name]   
Headteacher**

**Letter 8**

**From Headteacher to parents notifying them of fixed term exclusion of more than 5 days, and where public examination/national curriculum test will be missed as a result of exclusion**

Dear [Parent's Name]

I am writing to inform you of my decision to exclude [Student's Name] for a fixed period of [Insert] days from [Date] to [Date] inclusive. This means that [Student’s Name] will not be allowed to come into school for the duration of this period.

As a result of this exclusion, [Student’s Name] has been excluded for a total of [Insert] days during the current term, and will miss the opportunity of sitting a [public examination][national curriculum test] on [insert date of examination/test].

I realise that this exclusion is likely to be upsetting for you and your family, but I have not taken the decision to exclude [Student's Name] lightly. The reasons why [Student’s Name] has been excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours for the first five school days of the exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the [first five school days of the] period of the exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. From the sixth school day of the exclusion, the Governing Body will provide a suitable full-time education for [Student’s Name]. You will be notified of the specific arrangements for this in writing no less than forty-eight hours before the alternative education is to commence. *[Where consecutive fixed term exclusions have been imposed for different incidents of misbehaviour, the number of days excluded is aggregated for the purpose of calculating the date that alternative provision must be made (i.e. from the sixth day)]*

As [Student’s Name] will lose the opportunity to take a [public examination][national curriculum test] as a result of this exclusion, the Governing Body will now ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether [Student’s Name] should be reinstated. This meeting must take place, where reasonably practicable, before the date of the [public examination][national curriculum test], and in any event within fifteen school days of the date the Governing Body was notified of the exclusion.

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once they have heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the exclusion.

You will shortly be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You have the right to make written representations about the exclusion to the Governing Body ahead of the meeting, in addition to making verbal representations at the meeting. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

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[The National Autistic Society (NAS) School Exclusion Service (England) can be contacted on 0808-800-4002 or via their email address:

[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

Once the exclusion period has been completed, I expect [Student's Name] to return to school on [Date] at [Time]. A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.

Yours sincerely

**[Name]   
Headteacher**

**Letter 9**

**From Headteacher to parents notifying them of permanent exclusion, and where public examination/national curriculum test will be missed as a result of exclusion**

Dear [Parent's Name]

I am writing to inform you of my decision to permanently exclude [Student's Name] from [Date]. This means that [Student’s Name] will not be allowed attend school from that date, and will miss the opportunity of sitting a [public examination][national curriculum test] on [insert date of examination/test].

I realise that the permanent exclusion is likely to be upsetting for you and your family, but I have not taken the decision to permanently exclude [Student's Name] lightly.

I have permanently excluded [Student’s Name] for [a serious breach][persistent breaches] of the school’s Behaviour Policy and because allowing [him][her] to remain in school would seriously harm the education and welfare of [himself][herself][ and ][others in the school].

The reasons why [Student’s Name] has been permanently excluded is due to [Insert Detailed Reasons].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm at this point what adjustments have previously been made for the student to avoid an exclusion, and what adjustment (if any) has been made to this exclusion. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] is not present in a public place during normal school hours for the first five school days of the permanent exclusion, unless there is reasonable justification for this. If [Student’s Name] is found to be present in a public place during this period, you will be liable to receive a penalty notice from the local authority, or be prosecuted in the criminal court. It will be for you to establish that [Student’s name]’s presence in a public place was reasonably justified to the satisfaction of the local authority.

Work has been set for [Student's Name] to complete during the [first five school days of the] period of the permanent exclusion, which is set out in the note attached to this letter. Please ensure that the work set is completed and returned to the school promptly for marking. From the sixth school day of the permanent exclusion, the local authority will provide a suitable full-time education for [Student’s Name]. You will be notified of the specific arrangements for this in writing no less than forty-eight hours before the alternative education is to commence. *[Where consecutive fixed term exclusions have been imposed for different incidents of misbehaviour, the number of days excluded is aggregated for the purpose of calculating the date that alternative provision must be made (i.e. from the sixth day)]*

As [Student’s Name] will lose the opportunity to take a [public examination][national curriculum test] as a result of this exclusion, the Governing Body will now ask its Student Discipline Committee to arrange for a meeting to take place for them to consider whether [Student’s Name] should be reinstated. This meeting must take place, where reasonably practicable, before the date of the [public examination][national curriculum test], and in any event within fifteen school days of the date the Governing Body was notified of the exclusion.

You and [Student’s Name] are entitled to attend the meeting and make further verbal representations to the Student Discipline Committee. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

I will also be present at the meeting, together with any other relevant members of staff. Once they have heard representations from all parties present and considered the interests and circumstances of [Student’s Name], the Student Discipline Committee must decide whether [Student’s Name] should be reinstated (and, if so, whether this should be immediately or on a specified date) or to uphold the permanent exclusion.

You will shortly be contacted by the Clerk to the Governors to arrange a mutually convenient date for the meeting to take place. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend. The Clerk to the Governors is [Insert Name] and [he][she] can be contacted by telephone on [Number] or by email on [Email].

You have the right to make written representations about the permanent exclusion to the Governing Body ahead of the meeting, in addition to making verbal representations at the meeting. If you wish to make representations, please put them in writing and address them to [Name of Contact] at [Insert Address] or via email to [Insert Email Address].

[Student’s Name] may also be involved in this process by making written representations about the exclusion and the reasons for it, and attaching these to your own representations.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

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Yours sincerely

**[Name]   
Headteacher Letter 10**

**From Headteacher to parents notifying them of arrangements for suitable full-time education from sixth school day of exclusion to be sent at least 48 hours before alternative provision commences**

Dear [Parent’s Name]

Further to my letter dated [Date], I am writing to confirm the arrangements for [Student’s Name] to commence alternative full-time education from the sixth school day of the exclusion imposed by me on [Date].

Arrangements have been made for [Student’s Name] to attend [Venue] at [Address] from Monday to Friday between the hours of [Time] and [Time] for the morning session and [Time] and [Time] for the afternoon session.

[Student’s Name] must attend [Venue] at [Address of Venue] on [Day of Week], [Date], at [Time] and report to [Contact Name for First Day] who will provide further information.

As [Student’s Name] is of compulsory school age, you are legally required to ensure that [Student’s Name] attends for all sessions each day to ensure that any disruption to [his][her] education is kept to a minimum.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

**[Name]**

**Headteacher**

**Letter 11**

**From Headteacher to parents notifying them of withdrawal of exclusion, prior to Governors’ review where applicable**

Dear [Parent’s Name]

Further to my letter dated [Date], I am writing to confirm that I have withdrawn the [fixed term exclusion from [date] to [date][permanent exclusion] of [Student’s Name] with immediate effect, effectively removing the exclusion from [his][her] record.

The reasons why I have withdrawn the exclusion are [Insert Reasons].

[Student’s Name] should return to school at [Time] on [Date] as normal.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

**[Name]**

**Headteacher**

**Letter 12**

**Letter from Clerk to the Governors to parents confirming date for the Governors’ review meeting**

Dear [Parent’s Name]

I am writing to inform you that Student Discipline Committee will meet to consider whether to reinstate [[Student’s Name] following the Headteacher’s decision [to issues a fixed term exclusion from [Date] to [Date]][permanently exclude [Student’s Name] from [Date]].

You are entitled to attend the meeting and make verbal representations to the Student Discipline Committee, even if you have already made representations in writing. You may be accompanied by a supporter and a legal representative (at your own expense) who may also make further verbal representations. You may request that a representative of the local authority attends the meeting[, together with a representative of your home local authority], however this will be as an observer only unless permission is granted by the Student Discipline Committee for representations to be made.

The Student Discipline Committee would encourage [Student’s Name] to attend also, if [he][she] so wishes.

It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend.

Following the meeting, having considered representations made by all parties and the interests and circumstances of [Student’s Name], the Student Discipline Committee will decide whether [Student’s Name] should be reinstated (and, if so, whether the reinstatement should take place immediately or on a specified date) or whether to uphold the Headteacher’s decision to permanently exclude [Student’s Name].

If you have any queries, please do not hesitate to contact me.

Yours sincerely

**[Name]**

**Clerk to the Governors**

**Letter 13**

**From the Clerk to the Governors to parents upholding the Headteacher’s decision to impose a fixed term exclusion on a student**

Dear [Parent's name]

The Student Discipline Committee met on [Date] to consider whether to reinstate [Students Name] following [his][her] exclusion for a period of [Number] days from [Date] to [Date].

After carefully considering all relevant documentation, the representations made by all parties before and at the hearing, the interests and circumstances of [Student’s Name] and the circumstances in which [he][she] was excluded, and the interests of other students, employees and volunteers at the school, the Student Discipline Committee has decided to uphold the fixed term exclusion.

The reasons why the Student Discipline Committee have upheld the exclusion are [Insert reasons in detail; confirming analysis of whether the exclusion was lawful, reasonable and procedurally fair, whether the Headteacher complied with their duties and complied with the statutory guidance, confirming what facts were accepted as accurate why they were accepted, and specifically addressing any SEN or equality issues, including the need to make reasonable adjustments for disability].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm that the Student Discipline Committee was satisfied that the duty was complied with at this point. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

<https://www.gov.uk/school-discipline-exclusions/exclusions>.

Coram Children’s Legal Centre can be accessed via:

<http://www.childrenslegalcentre.com/index.php?page=school_exclusions>

ACE Education offer a limited advice line service on 0300-011-5142 from Monday to Wednesday from 10.00 a.m. to 1.00 p.m. during term time. Their website can be accessed via:

<http://www.ace-ed.org.uk/>

The Independent Parental Special Education Advice service can be contacted via:

<http://www.ipsea.org.uk/>

[The National Autistic Society (NAS) School Exclusion Service (England) can be contacted on 0808-800-4002 or via their email address:

[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

A guide to making claims for discrimination to the First Tier Tribunal (Special Educational Needs and Disability) can be accessed via the internet on www.justice.gov.uk/tribunals/send/appeals/ddc.

**[Either:]**

[Student’s Name] is due to return to school on [Date] at [Time]. [A reintegration meeting has been arranged to take place on [Date] at [Time] to discuss how [Student’s Name]’s return to school and future behaviour will be managed.]

**[Or:]**

[The exclusion period has now expired and [Student’s Name] has now returned to school.]

The Student Discipline Committee is confident that you and the school will be able to work together to ensure that there is no recurrence of this kind of behaviour in the future.

Yours sincerely

**[Name]**

**Clerk to the Governors**

**Letter 14**

**From the Clerk to the Governors to parents confirming Student Discipline Committee’s decision to uphold Headteacher’s decision to permanently exclude student**

Dear [Parent's name]

The Student Discipline Committee met on [Date] to consider whether to reinstate [Student’s name] following the Headteacher’s decision to permanently exclude [him][her] from [Date].

After carefully considering all relevant documentation, the representations made by all parties before and at the hearing, the interests and circumstances of [Student’s Name] and the circumstances in which [he][she] was excluded, and the interests of other students, employees and volunteers at the school, the Student Discipline Committee has decided to uphold the permanent exclusion.

The reasons why the Student Discipline Committee have upheld the exclusion are [Insert reasons in detail; confirming analysis of whether the exclusion was lawful, reasonable and procedurally fair, whether the Headteacher complied with their duties and complied with the statutory guidance, confirming what facts were accepted as accurate why they were accepted, and specifically addressing any SEN or equality issues, including the need to make reasonable adjustments for disability].

*[N.B. Where the student has a disability, or additional needs/special educational needs which may amount to a disability, as defined by the Equality Act 2010, this triggers the duty to make an adjustment to avoid a substantial disadvantage suffered by the student because of their disability compared to other students, where it is reasonable make such an adjustment. The letter should therefore confirm that the Student Discipline Committee was satisfied that the duty was complied with at this point. A “disability” is defined as a physical or mental impairment which has a substantial and long term adverse effect (lasting or recurring, or likely to last or recur, for at least twelve months) on the student’s ability to carry out normal day to day activities.]*

You have the right to request to have the Student Discipline Committee’s decision to uphold the permanent exclusion reviewed by an Independent Review Panel.

You must set out in writing the reasons why you want the Student Discipline Committee’s decision to be reviewed and, if applicable, you may also include reference how special educational needs may have been relevant to the permanent exclusion. It would be helpful if you could confirm whether you will be accompanied by a supporter or a legal representative at the meeting, and whether you have a disability or additional needs which would affect your ability to attend or take part in the meeting, so that these needs may be addressed, for example by arranging for an interpreter or signer to attend.

If you wish to request a review, please write to the Clerk to the Governors within fifteen school days of the date that you are deemed to have received this letter, namely by [Insert Date Two Working Days After Letter is Posted First Class to Parent]. The request, and any supporting documentation, should be sent to:

The Clerk to the Governors

[School Name]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Postcode]

If you have not made a request for a review by [Insert Date As Above], you will lose your right to request a review.

The review of the School Discipline Committee’s decision will be heard by an Independent Review Panel, whose role is to review the School Discipline Committee’s decision, not to consider whether to reinstate [Student’s Name]. The Independent Review Panel will consist of three trained members, comprising of one serving or recently retired (within the last five years) Headteacher; one Governor, Member of a Pupil Referral Unit or Director of a school who has served at least twelve consecutive months in the previous five years and has not been a Headteacher or teacher in any school during the last five years; and one lay member who has never worked in a school in a paid capacity (disregarding any service as a Governor or a volunteer). The Chairman of the Independent Review Panel will be the lay member.

The Independent Review Panel Hearing will take place no later than fifteen school days after the date on which your application for a review was made, which is deemed to have been on the day that it was received if it was delivered in person, or two working days after it was sent by first class post.

The Independent Review Panel will consider the representations made by all parties before or during the Independent Review Panel Hearing, all relevant documentation, the interests and circumstances of [Student’s Name], the circumstances in which the permanent exclusion was imposed, and will have regard to the interests of other students, employees and volunteers at the school. Findings will be made on a balance of probabilities, and decisions made on the basis of a majority vote.

The Independent Review Panel can make one of three decisions:

* To uphold the Student Discipline Committee’s decision to permanently exclude [Student’s Name];
* To recommend that the Student Discipline Committee reconsiders its decision;
* To quash the Student Discipline Committee’s decision on the grounds of illegality, irrationality or procedural impropriety, and direct that it reconsiders its decision.

You are able to bring a relative or friend to support you at the Independent Review Panel Hearing, and you may also (at your own expense) appoint somebody to make written and/or oral representations to the Independent Review Panel on your behalf.

Regardless of whether [Student’s Name] has recognised special educational needs, you have the right to ask the school to arrange for an independent special educational needs expert (“SEN Expert”) to attend the Independent Review Panel Hearing, at the school’s expense.

The role of the SEN expert will be to provide impartial advice on how special educational needs may be relevant to the permanent exclusion, based on the evidence before the Independent Review Panel. The SEN Expert’s focus will be on whether the school’s policies were legal, reasonable and procedurally fair. The SEN Expert would be expected to advise the Independent Review Panel on whether he or she believes that the school acted in a legal, reasonable and procedurally fair way in relation to the identification of any special educational needs, including any contribution they could have made to the circumstances surrounding the permanent exclusion. The role of the SEN expert does not include assessing whether [Student’s Name] has any special educational needs, or deciding the nature of those needs.

If you do wish for a SEN Expert to attend the Independent Review Panel Hearing, you must make this clear in your request for a review.

You may wish to contact the Exclusion Officer at[Insert Local Authority Name] for further advice and guidance in relation to the exclusion. The Exclusion Officer can be contacted by telephone on [Insert Number], or by email on [Insert Email].

You may also find the following sources of information useful:

Statutory guidance on exclusions published by the Department for Education can be accessed via:

<https://www.gov.uk/school-discipline-exclusions/exclusions>.

Coram Children’s Legal Centre can be accessed via:

<http://www.childrenslegalcentre.com/index.php?page=school_exclusions>

ACE Education offer a limited advice line service on 0300-011-5142 from Monday to Wednesday from 10.00 a.m. to 1.00 p.m. during term time. Their website can be accessed via:

<http://www.ace-ed.org.uk/>

The Independent Parental Special Education Advice service can be contacted via:

<http://www.ipsea.org.uk/>

[The National Autistic Society (NAS) School Exclusion Service (England) can be contacted on 0808-800-4002 or via their email address:

[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)]

In addition to requesting an Independent Review Panel Hearing, you may also make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability) in the case of unlawful disability discrimination, and to the County Court in the case of other forms of unlawful discrimination. Any such claim must be submitted within six months of the date of the discriminatory act, which in this case would be the date that the permanent exclusion was first imposed.

A guide to making a claim for discrimination to the First Tier Tribunal (Special Educational Needs and Disability) can be accessed via the internet on www.justice.gov.uk/tribunals/send/appeals/ddc.

The arrangements made by the local authority for [Student’s Name]’s full-time education will continue.

Yours sincerely

**[Name]**

**Clerk to the Governors**

**Letter 15**

**From the Clerk to the Governors to parents reinstating the student following the Headteacher’s decision to impose a fixed term exclusion**

Dear [Parent's name]

The Student Discipline Committee met on [Date] to consider whether to reinstate [Student’s Name] following the Headteacher’s decision to exclude [him][her] for a period of [Number] days from [Date] to [Date].

After carefully considering all relevant documentation, the representations made by all parties before and at the hearing, the interests and circumstances of [Student’s Name] and the circumstances in which [he][she] was excluded, and the interests of other students, employees and volunteers at the school, the Student Discipline Committee has decided to reinstate [Student’s Name] to the school [with immediate effect][with effect from [Date]].

This means that [Student’s Name]’s educational record will be amended to reflect that [he][she] was not excluded from [Date].

The reasons why the Student Discipline Committee has decided to reinstate [Student’s Name] are [Insert brief reasons for reinstatement].

The Student Discipline Committee is confident that you and the school will be able to work together to ensure that no further incidents of concern occur in the future.

Yours sincerely

**[Name]**

**Clerk to the Governors**

**Letter 16**

**From the Clerk to the Governors to parents reinstating the student following the Headteacher’s decision to impose a permanent exclusion**

Dear [Parent's name]

The Student Discipline Committee met on [Date] to consider whether to reinstate [Student’s Name] following the Headteacher’s decision to permanently exclude [him][her] from [Date].

After carefully considering all relevant documentation, the representations made by all parties before and at the hearing, the interests and circumstances of [Student’s Name] and the circumstances in which [he][she] was excluded, and the interests of other students, employees and volunteers at the school, the Student Discipline Committee has decided to reinstate [Student’s Name] to the school [with immediate effect][with effect from [Date]].

This means that [Student’s Name]’s educational record will be amended to reflect that [he][she] was not permanently excluded from [Date].

The reasons why the Student Discipline Committee has decided to reinstate [Student’s Name] are [Insert brief reasons for reinstatement].

The Student Discipline Committee is confident that you and the school will be able to work together to ensure that no further incidents of concern occur in the future.

Yours sincerely

**[Name]**

**Clerk to the Governors**