**Model Letter 4: Permanent Exclusion**

**SCHOOL LETTER HEAD (containing Head teacher’s Name and School Address)**

Dear [**Parent’s Name**]

I regret to inform you of my decision to exclude [**Child’s Name**] permanently with effect from [**Date**]. This means that [**he/she**] will not be allowed in this school unless [**he/she**] is reinstated by the school’s **[governing body/Academy Trust]**.

I realise that this exclusion may well be upsetting for you and your family but the decision to exclude [**Child’s Name**] has not been taken lightly. [**Child’s Name**] has been excluded permanently because [**Reason for Exclusion – also include any relevant previous history here**].

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, that is on **[specify precise dates]** unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. It will be for you to show that there is 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 education. **[set out the arrangements if known at time of writing, if not known say that arrangements will be notified shortly by a further letter or by phone].**

**[Add this paragraph where a 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. The meeting must consist of at least 3 Governors, (unless the exclusion results in your child missing a public examination or national curriculum test in which case the Chair of Governors may consider the exclusion alone). At the meeting, you may make representations to the governing body and you may wish and ask them to reinstate your child in school. The **[Governing Body/Academy Trust]** committee have the power to reinstate your child immediately or from a specified date; or, alternatively, they have the power to decline to reinstate your child, in which case you may request an independent review of their decision by requesting an independent review panel.

The latest date on which the governing body/academy trust must meet is [**date …….no later than 15 school days after the date on which the governing body were notified of this exclusion]**. We will endeavour to arrange the meeting at a date and time that is convenient for you to attend within this timeframe. If you wish to make representations to the **[governing body/academy trust]** and wish to be accompanied by a friend or representative please contact [**Name of Contact**] on/at [**Contact Details – Address, Phone** **Number, email**], as soon as possible. You will, whether you chose to make representations or not, be notified by the Clerk to the **[governing body/academy trust]** of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend or take part in the meeting. Also, please inform [**contact**] if it would be helpful for you to have an interpreter present at the meeting.

The governing body/academy trust will ask for written evidence from the school in advance of the meeting (including witness statements and other relevant information held by the school such as those relating to a pupil’s SEN) and will endeavour to circulate this information to you and all those who will be present at the meeting at least five school days in advance of the meeting. If you have any written evidence that you would like to submit to the governing body/academy trust, please send this to the Clerk to the governing body/academy trust at the earliest opportunity.

[Use if a Maintained school]

The Local Authority, will be invited to send a representative to attend the meeting and advise on procedural matters. You may wish to contact Elyse Ledwith, Education and Fair Access Co-ordinator, if you have any questions about the exclusion procedures on 01744 671262 or by email [managedtransfersandexclusions@sthelens.gov.uk](mailto:managedtransfersandexclusions@sthelens.gov.uk)

[Use if an Academy].

You may request that the Local Authority and/or the home Local Authority attend the meeting of the academy’s governing board as an observer; that representative may only make representations with the governing board’s consent. If you would like a Local Authority representative to attend, please inform the Clerk of this and contact Elyse Ledwith, Educaton and Fair Access Co-ordinator at the Local Authority, on 01744 671262 or by email [managedtransfersandexclusions@sthelens.gov.uk](mailto:managedtransfersandexclusions@sthelens.gov.uk)

**[Where a public examination would be missed, please insert the following text into the letter]**

As a public examination will be missed, the [Governing Body/Academy Trust] will try to consider the exclusion before that date or the Chair of [Governing Body/Academy Trust] may exceptionally consider the exclusion and decide whether or not to reinstate (pupil’s name) or allow return for the duration of the examination.

You should also be aware that if you think this 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 First-tier Tribunal (Special Educational Needs and Disability). The address to which appeals should be sent is First-tier Tribunal (Special Educational Needs and Disability) 1st Floor, Darlington Magistrates Court, Parkgate, Darlington, DL1 1RU Email [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk) Telephone 01325 289 350 Website <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

You also have the right to see and have a copy of [**Name of Child**]’s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of [**Name of Child**]’s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may also find it useful to contact the following services for free and impartial information:

St Helens IASS (formerly Parent Partnership) offers impartial information, advice and support to parents of children and young people with special educational needs (SEN) and disabilities. IASS can be contacted on 01744 673428.

Coram’s Child Law Advice service which can be accessed through the website <https://childlawadvice.org.uk/information-pages/school-exclusion> or by contacting by telephone on 0300 330 5485 from Monday to Friday, 8am – 6pm

ACE (Advisory Centre for Education) can be contacted on 0300 0115 142 from Monday to Wednesday from 10am to 1pm during term time. Information can also be found on the website <http://www.ace-ed.org.uk/>

Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk) ) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities

The statutory exclusions guidance ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England including pupil movement May 2023’ can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

Along with information and advice for parents:

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

Yours sincerely

**[Name]**

**Headteacher**

c.c. Elyse Ledwith, Education and Fair Access Co-ordinator