**Model Letter 9: from Clerk to the Governing Body/Academy Trust to a Parent Offering Reinstatement of a Permanently Excluded Pupil**

**SCHOOL LETTER HEAD (containing Clerk to the Governing Body’s Name and School Address)**

Dear **[Parent’s Name]**

**PERMANENT EXCLUSION: [ENTER PUPIL NAME] [ENTER D.O.B 00.00.00]**

The meeting of the governing body at [**school**] on [**date**] considered the decision by [**head teacher**] to exclude [**name of pupil**) permanently. The **[Governing Body/Academy Trust]**, after carefully considering the representations made and all the available evidence, have decided to reinstate [**name of pupil**].

The reasons for the **[Governing Body/Academy Trust]**’s decision are as follows: [**give the reasons in as much details as possible, explaining how they were arrived at**, **making reference to how the DfE exclusion guidance has been followed**].

You and **[your child or pupil’s name]** will be invited to attend a reintegration interview with **[Name of head teacher**]. The purpose of the reintegration interview is to discuss how we can best manage your child’s return to school.

You may wish to contact Sarah Rogers, Managed Transfers and Exclusions Manager, if you have any questions about the exclusion procedures on 01744 676210 or by email [sarahrogers@sthelens.gov.uk](mailto:sarahrogers@sthelens.gov.uk)

Yours sincerely

**[Name]**

**Clerk to the [Governing Body/Academy Trust]**

Cc Headteacher

Sarah Rogers, Managed Transfers and Exclusions Manager