**Model Letter 10: For Rescinded Permanent Exclusion**

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

Dear [**Parent/Carer’s name**]

Further to my decision to permanently exclude [**Child’s name**] effective from [**date**]; I am writing to inform you of my decision to withdraw this permanent exclusion [**insert description of the reason**].

**[If the pupil is returning to your School or alternative provision use the following paragraph]**

I would like to confirm that [**child’s name**] is welcome to return to [**school’s name**] and in order to facilitate [**child’s name**]’s reintegration I have planned a reintegration meeting on [**date**] at [**time**] in school.

**[If the pupil is leaving the school use the following paragraph]**

Once [**Child’s name**] has started at [**receiving school’s name**] his/her name will be removed from [**sending school’s name**]’s roll.

As we notified the Local Authority of the permanent exclusion, a copy of this letter has also been sent to the Local Authorityto inform them that the permanent exclusion has been withdrawn.

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

Yours sincerely

**[Name]**

**Head teacher**

cc Sarah Rogers, Managed Transfers and Exclusions Manager