**Model letter 5**

**From the clerk of the governing body to parent/carer upholding a permanent exclusion.**

**[School Name]**  
**[School Address]**  
**[Date]**

**Private and Confidential**

Dear [Parent/Carer’s Name],

**Outcome of Governing Body Meeting – Permanent Exclusion of [Child’s Full Name]**

The governing body met at **[School Name]** on **[Date]** to consider the decision made by **[Headteacher’s Name]** to permanently exclude your child, **[Child’s Name]**.

After reviewing all available evidence and considering the representations made, the governing body has decided to **uphold the permanent exclusion**.

**Reasons for the Decision**

The governing body reached this decision for the following reasons:  
**[Insert clear and detailed explanation of the reasons for upholding the exclusion, including reference to evidence and rationale.]**

**Your Right to Request an Independent Review**

You have the right to request a review of this decision by an **Independent Review Panel**. If you wish to do so, please write to:

**Tania Martin**  
Senior School Appeals Officer  
Legal Services  
Warwickshire County Council  
Shire Hall  
Warwick  
CV34 4RL

Your request must be submitted **no later than [insert date – 15 school days from receipt of this letter]**. Requests received after this date will not be accepted. Please include the grounds for your review and indicate if you require an interpreter or have any access needs.

**Special Educational Needs (SEN)**

If you believe your child’s **Special Educational Needs (SEN)** are relevant to the exclusion, you may request the attendance of an **SEN Expert** at the review. This expert provides impartial advice to the panel and does not assess your child’s needs. There is no cost for this service, but you must clearly state your request for an SEN Expert when submitting your review.

You may also appoint someone (at your own expense) to represent you in writing or in person, or bring a friend to the review.

**Independent Review Panel Process**

The panel will consist of:

* One serving or recently retired headteacher (within the last five years)
* One serving or recently served school governor (with at least 12 months’ experience)
* One lay member (who will act as Chair)

The panel will consider whether the governing body’s decision was lawful and proportionate. You may present new evidence at the review. The panel must meet within **15 school days** of receiving your request, although this may be extended in exceptional circumstances.

Following the review, the panel may:

* Uphold the exclusion
* Recommend that the governing body reconsider their decision
* Quash the decision and direct the governing body to reconsider

**Disability Discrimination**

If you believe the exclusion relates to a disability and constitutes discrimination, you may make a claim to the **First-tier Tribunal (Special Educational Needs and Disability)** or the **County Court**. Claims must be made within **six months** of the date of exclusion.  
More information is available at:  
https://www.justice.gov.uk/tribunals/send/appeals

**Support and Advice**

You may find the following services helpful:

* **Warwickshire County Council Admissions Service**  
  Tel: 01926 738353 | Email: exclusions@warwickshire.gov.uk  
  www.warwickshire.gov.uk/exclusions
* **Special Educational Needs and Disabilities Information, Advice, and Support Service (SENDIAS) Warwickshire, provided by Barnardo’s**  
  Tel: 01788 593159 | Email: warwickshiresendiass@barnardos.org.uk  
  www.warwickshiresendiass.org.uk
* **Coram Child Law Advice**  
  Tel: 0300 330 5485 | https://childlawadvice.org.uk/information-pages/school-exclusion/
* **IPSEA (Independent Provider of Special Education Advice)**  
  www.ipsea.org.uk
* **Department for Education Guidance**  
  [www.gov.uk/government/publications/school-exclusion](https://www.gov.uk/government/publications/school-exclusion)

The current arrangements for **[Child’s Name]**’s education will continue.

Yours sincerely,  
**[Name]**  
Clerk to the Governing Body