***Model letter 4***

***From the head teacher of a primary, secondary or special school notifying the parent(s) of that pupil's permanent exclusion.***

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

**Private and Confidential**

Dear [Parent/Carer’s Name],

**Notification of Permanent Exclusion – [Child’s Full Name]**

I regret to inform you that I have made the decision to permanently exclude [Child’s Name] from school, effective from **[date]**. This means that [Child’s Name] will not be allowed to return to school unless reinstated by the governing board.

This decision has not been taken lightly. [Child’s Name] has been permanently excluded because:  
**[Insert clear and specific explanation of the incident(s), behaviour, and any relevant previous history leading to the exclusion]**

**Your Responsibilities During the First Five School Days**

If your child is of compulsory school age, you have a legal duty to ensure that [Child’s Name] is not present in any public place during school hours for the first five school days of the exclusion (**[insert relevant dates]**), unless there is a reasonable justification. Failure to comply may result in a penalty notice or prosecution by the local authority.

**Education Provision**

During the first five school days, we will provide work for [Child’s Name] to complete at home. Please ensure this work is completed and returned for marking.

From the **sixth school day** of the exclusion (**[insert date]**), the local authority will arrange suitable full-time education for [Child’s Name].  
**[Insert details of the arrangements if known. If not known, state that the local authority will contact you shortly with further information.]**

If [Child’s Name] lives in a different local authority area than the school, I have informed **[Name of Officer]** at **[Local Authority Name]**, who will contact you about education arrangements from the sixth school day. You can reach them at **[contact details]**.

If [Child’s Name] has a social worker or is looked after by the local authority, I have also informed **[Name of Social Worker or Virtual School Head]**.

**Governing Board Review Meeting**

The governing board must meet to review this decision. You have the right to attend this meeting and make representations. The latest date this meeting can be held is **[insert date – no later than the 15th school day after notification]**.

You will be notified of the time, date, and location of the meeting by the Clerk to the governing board. If you wish to attend or make representations, please contact **[Name of contact]** at **[contact details – phone/email/postal address]**. You may be accompanied by a friend or representative. Please let us know if you have any access needs or require an interpreter.

We also encourage [Child’s Name] to attend the meeting and speak on their own behalf, where appropriate.

If the governing board decides not to reinstate your child, you have the right to request a review of the decision by an Independent Review Panel.

**Disability Discrimination**

If you believe this exclusion relates to a disability and may involve discrimination, you have the right to make a claim to the **First-tier Tribunal (Special Educational Needs and Disability)**. This does not affect your right to make representations to the governing board.  
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)

Yours sincerely,  
**[Headteacher’s Name]**  
Headteacher