**Model letter 6**

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

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

**Private and Confidential**

Dear [Parent/Carer’s Name],

**Outcome of Governing Body Meeting – Reinstatement 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 **overturn the permanent exclusion**. This means that **[Child’s Name]** will be reinstated and is entitled to return to school.

**Reasons for the Decision**

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

**Next Steps**

We understand that this process may have been difficult for you and your family. To support a successful return to school, the headteacher (or a designated senior member of staff) will arrange a **reintegration meeting** with you and [Child’s Name]. This meeting will take place on **[insert date]** at **[insert time]** at **[insert location]**. If this time is not convenient, please contact the school to arrange an alternative.

The purpose of the meeting is to discuss how best to support [Child’s Name]’s reintegration, including any pastoral or academic support that may be needed.

**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)

If you have any questions about the decision or the reintegration process, please contact the school directly.

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