

Model letter 4

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

Dear ***[Parent's Name]***

I regret to inform you of my decision to permanently exclude ***[Child's Name]*** with effect from ***[date]***. This means that ***[Child's Name]*** will not be allowed in school unless **he/she** is reinstated by the **governing body/the discipline committee**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been excluded because ***[specify full reasons for exclusion — include any other relevant previous history]***.

[For pupils of compulsory school age]

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, specifically ***[specify dates]***. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the dates above without reasonable justification. It will be for you to show that there is reasonable justification for this.

[For pupils of compulsory school age]

Alternative arrangements for ***[Child's Name]***'s education to continue will be made. For the first five school days of the exclusion we will set work for ***[Child's Name]*** and would ask you to ensure this work is completed and returned promptly to school for marking **[this may be different if supervised education is being provided earlier than the sixth day]**. From the sixth school day of the exclusion onwards — i.e. from ***[specify the date]*** the local authority ***[give the name of the authority]*** will arrange education provision. **[set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]**

[For pupils of compulsory school age where the pupil lives in a local authority other than the excluding school's local authority] I have also today informed ***[name of officer]*** at ***[name of local authority]*** of your child's exclusion and they will be in touch with you about arrangements for **his/her** education from the sixth school day of exclusion. You can contact them at ***[give contact details]***.

As this is a permanent exclusion the governing body must meet to consider it. You may make representations to the governing body at the review meeting, if you wish, and ask them to reinstate your child. The governing body have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may request that the decision be reviewed by an Independent Review Panel. The latest date by which the governing body must meet is ***[specify the date — the 15th school day after the date on which the governing body was notified of the exclusion]***. If you wish to make representations to the governing body and would like to be accompanied by a friend or representative please contact ***[name of contact] on/at [contact details — address, phone number, email]***, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. Please let us know if you have a disability or special needs that would affect your ability to attend the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Please inform ***[contact]*** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals>. Making a claim would not affect your right to make representations to the governing body/management committee.

You have the right to see a copy of **[Name of Child]**'s school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **[Name of Child]**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

The following sources of information are available to you:

For general advice on the exclusions process you may contact the Exclusions team at Warwickshire LA by telephone: 01926 738353, by email: exclusions@warwickshire.gov.uk or view the website at www.warwickshire.gov.uk/exclusions

You may also find it useful to view the Coram Children's Legal Centre website www.childlawadvice.org.uk. The website can offer advice and information on child, family and education law.

The Department for Education statutory exclusions guidance can be found at www.gov.uk/government/publications/school-exclusion

Yours sincerely

[Name]

Head teacher