**Model Letter For Permanent Exclusion**

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

**[child's name] [date of birth]**   
I regret to inform you of my decision to permanently exclude **[child's name]** with effect from **[date]**. This means that your child will not be allowed in **[this school/Academy/PRU]** unless they are is reinstated by the governing body/the discipline committee or by the recommendation of a review panel.  
   
I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude your child has not been taken lightly. **[child's name]** has been excluded because **[reasons for the exclusion — include any other relevant previous history]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first five school days of this exclusion, unless there is reasonable justification for this.  
   
Alternative arrangements for your child’s education to continue will be made. For the first five school days of the exclusion we will set work and would ask you to ensure this work is completed and returned promptly to school for marking. From the sixth school day of the exclusion onwards the local authority will provide suitable full-time education.   
 I have today informed the Local Authority of your child's exclusion and they will be in touch with you about arrangements for your child’s education from the sixth school day of exclusion. You can contact them at 01902 550621.

You have the right to make representations about this decision to the **[governing body/the discipline committee]** and ask them to reinstate your child. As this is a permanent exclusion the **[governing body/the discipline committee]** must meet to consider it. The **[governing body/the discipline committee]** 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 ask for the decision to be reviewed by an Independent Review Panel. The latest date by which the **[governing body/the discipline committee]** must meet is **[specify the date — the 15th school day after the date on which the governing body/the discipline committee was notified of the exclusion]**. If you wish to make representations to the **[governing body/the discipline committee]** 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/the discipline committee]** of the time, date and location of the meeting.

If it would be helpful for you to have an interpreter present at the meeting, please contact [name of contact]. You are also able to request this meeting be held via the use of remote access technology (for example, live video link). Please inform [name of contact] within three school days of this notification, if this is your preferred option.

At the meeting you have the right to be accompanied by a friend or representative (at your own expense). Taking into account your child's age and understanding, theymay also attend the meeting to speak on their own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate their views by other means.

Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[chair of governors/contact details]** 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/guidance/courts-and-tribunals/tribunals/send/index.htm>).

You also have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy. 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 advice and guidance are available to you:

* The Children's Legal Centre or ACE Education. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 03000 115 142 (open between Monday to Wednesday from 10 am to 1 pm during term time) or at <http://www.childrenslegalcentre.com> or <http://www.ace-ed.org.uk>
* If your child has additional needs you can access the Information, Advice and Support Service. The service offers dedicated exclusion support and can be contacted on 01902 556945. There is also additional information about exclusion on their website <http://wolvesiass.org/>
* Local Authority: Amanda Haddon, Inclusion Manager. 01902 550621 [amanda.haddon@wolverhampton.gov.uk](mailto:amanda.haddon@wolverhampton.gov.uk)
* Statutory guidance on exclusions can be found here: <https://www.gov.uk/government/publications/school-exclusion>

Yours sincerely,

Head Teacher/Principal