

**SUSPENSION & EXCLUSION**

**TEMPLATE LETTERS**

**September 2022**

**( 01743 254397**

**\*** [**inclusion@shropshire.gov.uk**](mailto:inclusion@shropshire.gov.uk)

**The DfE document: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement. A guide for those with legal responsibilities in relation to exclusion, came into force with effect from 1 September 2022.**

**The DfE have informed us that they do not intend to supply model letters as was the case with previous guidance.**

**Regarding the attached suggested template letters, we have referred to the current guidance however, you are encouraged to check each letter before sending it and as these are only suggested letters you may wish to compile your own.**

**Please note that the term ‘head teacher’ in these letters applies equally to the teacher in charge at a pupil referral unit and principals of Academies.**

**The term ‘governing body’ applies to pupil referral unit management committees. In respect of Academies, reference to the ’governing body’ should be read to mean the board of directors of the Academy Trust company.**

**Therefore, you may need to amend these terms where they appear within the body of the suggested letters.**

The template letters included are:

**Letter 1 ………………………………………………………………………….……. *(Pg. 4)***

From (Head teacher) notifying parent of a suspension of 5 school days or fewer in one term, and where a public examination is not missed.

**Letter 2** **……………………………………………………………………….………. *(Pg. 6)***

From (Head teacher) notifying parent of a suspension of 5 days or fewer in one term and where the number of school days has accumulated to between 6 and 15 in one term.

**Letter 3 ……………………………………………………………….………………. *(Pg. 8)***

From (Head teacher) notifying parent of a pupil of that pupil’s suspension of more than 5 days (up to and including 15 days) in a term.

**Letter 4 ………………………………………………………………………..……. *(Pg. 11)***

From (Head teacher) notifying parent of a pupil’s suspension of 16 days or more in one term or where a suspension of any length would result in the pupil missing a public examination/national curriculum test.

**Letter 5** **………………………………………………………………………..……. *(Pg. 14)***

From the clerk to the governing body to parent upholding a suspension. (where parent has made representations)

**Letter 6** **………………………………………………………………………..……. *(Pg. 15)***

From (Head teacher) notifying the parent of that pupil’s permanent exclusion.

**Letter 7** **………………………………………………………………………..……. *(Pg. 17)***

From the (Head teacher) notifying parent of the date of the governors meeting.

**Letter 8** **………………………………………………………………………..……. *(Pg. 19)***

From the clerk to the governing body to parent upholding a permanent exclusion.

**Letter 9** **………………………………………………………………………..……. *(Pg. 22)***

From the clerk to the governing body to parent reinstating a permanent exclusion.

**Letter 10** **…………….………………………………………………………..……. *(Pg. 23)***

From the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/Principal of an Academy/Free School notifying the parent(s) that a pupil’s permanent exclusion has been rescinded.

**Letter 1**

**From (Head teacher) notifying parent of a suspension of 5 school days or fewer in one term, and where a public examination is not missed.**

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [specify period]. This means that he/she will not be allowed in school for this period. The suspension begins/began on [date] and ends on [date].

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [reason for exclusion].

[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 this suspension on [specify dates] unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for [Child's Name] to be completed during this suspension. Please ensure that work set by the school is completed and returned to us promptly for marking. [detail the arrangements for this]

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact [the school governing body] on/at [contact details — address, phone number, email], as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think the suspension 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.

You [and your child or pupil's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school [within the next ten days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

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

Statutory guidance on exclusion can be found at:

<http://www.gov.uk/government/publications/school-exclusion>

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

• Coram Children’s Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/index.php?page=education_legal_practice>.

• ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

• The National Autistic Society (Schools Exclusion Service (England) can be contacted on 0808 800 4002 or through:

<http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

• Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

 [Insert reference to local sources of independent advice if known.]

You may wish to contact the local authority’s Inclusion Service to discuss this or if you have any questions about the exclusion procedures on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time].

Yours sincerely

[Name]

Head teacher/Principal

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

**Letter 2**

**From (head teacher) notifying parent of an individual suspension of 5 school days or fewer and where the number of school days has accumulated to between 6 and 15 school days in one term.**

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [specify period]. This means that he/she will not be allowed in school for this period. The suspension begins/began on [date] and ends on [date].

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [reason for exclusion].

[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 this suspension on [specify dates] unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for [Child's Name] to be completed during this suspension. Please ensure that work set by the school is completed and returned to us promptly for marking. [detail the arrangements for this]

You have the right to make representations about this suspension to the governing body. As the number of school days [child’s name] has been suspended has accumulated to more than 5 days in a term the governing body must meet if you request a meeting. The latest date by which the governing body must meet, if you request a meeting, is [specify date – no later than the 50th school day after the date on which the governing body were notified of the suspension] If you do wish to make representations to the governing body please contact [name of governing body contact] on/at [contact details – address, phone number, email] as soon as possible.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child’s age and understanding [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively, your child may wish to communicate [his/her] views by other means.

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. Also, 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 suspension 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.

You [and your child or pupil's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school [within the next ten days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

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

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 [Insert reference to local sources of independent advice if known.]

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[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time].

Yours sincerely

[Name]

Head teacher/Principal

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

**Letter 3**

**From (head teacher) notifying parent(s) of a pupil of that pupil's individual suspension of more than 5 school days (up to and including 15 school days) in a term.**

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [specify period]. This means that he/she will not be allowed in school for this period. The suspension begins/began on [date] and ends on [date].

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [reason for exclusion].

I realise that this exclusion may well be upsetting for you and your family, but my decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [specify reasons for exclusion].

[for pupils of compulsory school age -  next 3 paragraphs]

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 suspension, that is on [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 specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for [Child's Name] during the [first 5 or specify other number as appropriate] school days of his [or her] suspension [specify the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

[if the individual suspension is for more than 5 days]

From the [6th school day of the pupil's suspension[specify date] until the expiry of his suspension we [For PRUs the local authority] - 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.] will provide suitable full-time education. On [date] [Child’s name] should attend [give name and address of the alternative provider if not the home school] at [specify the time — this may not be identical to the start time of the home school] and report to [staff member's name]. [If applicable — say something about transport arrangements from home to the alternative provider. If not known, say that the arrangements for suitable full-time education will be notified by a further letter].

You have the right to make representations about this suspension to the governing body. As the number of school days [child’s name] has been suspended has accumulated to more than 5 days in a term the governing body must meet if you request a meeting. The latest date by which the governing body must meet, if you request a meeting, is [specify date – no later than the 50th school day after the date on which the governing body were notified of the suspension] If you do wish to make representations to the governing body please contact [name of governing body contact] on/at [contact details – address, phone number, email] as soon as possible.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child’s age and understanding [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively, your child may wish to communicate [his/her] views by other means.

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. Also, 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 suspension 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.

You [and your child or pupil's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school [within the next ten days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

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

Statutory guidance on exclusion can be found at:

<http://www.gov.uk/government/publications/school-exclusion>

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• Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

 [Insert reference to local sources of independent advice if known.]

You may wish to contact the local authority’s Inclusion Service to discuss this or if you have any questions about the exclusion procedures on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time].

Yours sincerely

[Name]

Head teacher/Principal

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

**Letter 4**

**From (head teacher) notifying parent(s) of a pupil of that pupil's suspension totalling 16 school days or more in one term or where a suspension of any length would result in the pupil missing a public examination/national curriculum test.**

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [specify period]. This means that he/she will not be allowed in school for this period. The suspension begins/began on [date] and ends on [date].

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [reason for exclusion].

[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 this suspension on [specify dates] unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

[Delete next two paragraphs if the individual suspension is less than 5 days in total.]

*For the first five school days of the suspension we will set work for [child’s name] and would ask you to ensure this work is completed and returned promptly to the school for marking. [specify the arrangements for this]*

*From the 6th school day of the pupil’s suspension [specify date] we [for PRU’s the local authority] will provide suitable full-time education. [set out the arrangements if known at the time of writing. Please note that full time education can be provided from the first day of the suspension] On [date] [child’s name] should attend [give name and address of alternative provider] at [specify the time – this may not be identical to the start time at the home school] and report to [staff member’s name]. [If applicable – say something about transport arrangements from home to the alternative provider] [If not known say that the arrangements for suitable full-time education will be notified shortly by a further letter]*

[insert if the suspension results in the child missing a public examination/national curriculum test]

*As this suspension will result in [child’s name]* *missing a public examination/national curriculum test* *the governors should consider meeting to consider the suspension as far as reasonably practicable before the examination.*

You have the right to make representations about this suspension to the governing body. As the period of this suspension is more than 15 school days (or) As the number of school days [child’s name] has been suspended has accumulated to more than 15 school days in one term, the governing body must meet to consider the suspension. The latest date on which the governing body must meet is [insert date – no later than 15 school days from the date the governing body is notified] If you wish to make representations to the governing body please contact [name of governing body 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.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child’s age and understanding [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively, your child may wish to communicate [his/her] views by other means.

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. Also, 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 suspension 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.

You [and your child or pupil's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school [within the next ten days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

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

Statutory guidance on exclusion can be found at:

<http://www.gov.uk/government/publications/school-exclusion>

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

• Coram Children’s Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/index.php?page=education_legal_practice>.

• ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

• The National Autistic Society (Schools Exclusion Service (England) can be contacted on 0808 800 4002 or through:

<http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

• Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

 [Insert reference to local sources of independent advice if known.]

You may wish to contact the local authority’s Inclusion Service to discuss this or if you have any questions about the exclusion procedures on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time].

Yours sincerely

[Name]

Head teacher/Principal

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

**Letter 5**

**From the clerk to the governing body to parent upholding a suspension of more than five days in total in one term. (Where parent has made representations).**

Dear [Parent's Name]

The meeting of the governing body at [school] on [date] considered the decision by the head teacher to suspend [child’s name]. The governing body after carefully considering the representations made and all the available evidence has decided to uphold [child’s name] suspension.

The reasons for the governing body decision are as follows; [give the reasons in as much detail as possible, explaining how they were arrived at]

There is no further right of representation about this suspension and a copy of this letter will be placed on your child’s curriculum record.

Statutory guidance on exclusion can be found at:

<http://www.gov.uk/government/publications/school-exclusion>

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

• Coram Children’s Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/index.php?page=education_legal_practice>.

• ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

• The National Autistic Society (Schools Exclusion Service (England) can be contacted on 0808 800 4002 or through:

<http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

• Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

You may wish to contact the local authority’s Inclusion Service to discuss this or if you have any questions about the exclusion procedures on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

Yours sincerely

[Name]

Clerk to the Governors’ Committee

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

Head Teacher

**Letter 6**

**From the (Head teacher) 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 this school/this PRU unless he/she is reinstated by the governing body/the discipline committee or following direction to reconsider by an Independent Review panel.

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 [reasons for the exclusion — include any other relevant previous history].

[For pupils of compulsory school age – next 3 paragraphs]

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, i.e. on [specify the precise dates] unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

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 provide suitable full-time education. [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.]

[Where pupil lives in a local authority other than the excluding school's local authority] I have also today informed Shropshire Council Inclusion Service 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 Shropshire Councils Inclusion Service on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

You have the right to make representations about this decision to the governing body and ask them to reinstate your child. As this is a permanent exclusion the governing body must meet to consider it. 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 ask for the decision to be reviewed by an Independent Review Panel. The latest date by which the governing body must meet is [specify the date – within 15 school days after the date on which the governing body were notified of the permanent exclusion] If you wish to make representations to the governing body please contact [name of governing body 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.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child’s age and understanding [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively, your child may wish to communicate [his/her] views by other means.

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. Also, 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.

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

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Yours sincerely

[Name]

Head teacher/Principal

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

**Letter 7**

**From the (Head teacher or clerk to the Governors) notifying the parent(s) of the date of the governors meeting.**

Dear [Parent's Name]

I refer to my letter dated [date of letter informing parent of exclusion] and wish to inform you that the governing body will meet to review my decision on [time and date] at [location].

You are invited to attend this meeting and you have the right to be accompanied by a friend or representative. Taking into account your child’s age and understanding [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively, your child may wish to communicate [his/her] views by other means.

If you wish to attend, please contact [name of contact] on/at [contact details – address, phone number, email] or alternatively please complete and return the reply slip at the bottom of this letter.

Statutory guidance on exclusion can be found at:

<http://www.gov.uk/government/publications/school-exclusion>

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

• Coram Children’s Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/index.php?page=education_legal_practice>.

• ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

• The National Autistic Society (Schools Exclusion Service (England) can be contacted on 0808 800 4002 or through:

<http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

• Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

You may wish to contact the local authority’s Inclusion Service to discuss this or if you have any questions about the exclusion procedures on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

Yours sincerely

[Name]

Head teacher/Principal

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

……………………..……………………………………………………………………………

**Governors Meeting Attendance Response**

To Head teacher [name and address of school}

Or clerk to the governing body [name and address of contact]

[Insert child’s name and date of birth]

Meeting of the governing body on [insert time and date] to review the head teacher’s decision to exclude [child’s name] from school.

I wish/do not wish\* to attend the meeting to review my child’s exclusion.

I will/will not be\* accompanied by a friend or representative.

My child will/will not\* be attending. (if applicable)

My child will/will not\* be accompanied by a friend. (if applicable)

\*Please delete as applicable

Signed……………………………………………………………………. Date……………

**Letter 8**

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

Dear [Parent's Name]

The meeting of the governing body/management committee at [school] on [date] considered the decision by [head teacher/teacher in charge] to permanently exclude your son/daughter [name of pupil]. The governing body/PRU management committee, after carefully considering the representations made and all the available evidence, has decided to uphold [name of pupil]'s exclusion.

The reasons for the governing body/management committee's decision are as follows: [give the reasons in as much detail as possible, explaining how they were arrived at.]

You have the right to request a review of this decision. If you wish to request a review any written evidence should be sent to; The Clerk to the Independent Review Panel, Legal and Democratic Services, Shirehall, Abbey Foregate, Shrewsbury. SY2 6ND.

You should set out the grounds on which your application is being made in writing, and if appropriate include any reference to how your child’s special educational needs are considered to be relevant to the exclusion. An application for a review must be received within 15 days after receipt of this letter. The latest time for receipt of an application is [insert date]. Any application made outside the legal time frame must be rejected by the [insert either Local Authority/Academy Trust]

Please advise if you have a disability or special needs which would affect your ability to attend the hearing. Also, please inform the Clerk to the Independent Review panel if it would be helpful for you to have an interpreter present at the hearing.

Whether or not your child has a recognised special educational need you have the right to require the [Local Authority/Academy Trust] to appoint a Special Education |Needs (SEN) expert to attend the review. There is no cost to you in this appointment and details of the role of the SEN expert are set out on the statutory guidance on exclusion available at: <http://www.gov.uk/government/publications/school-exclusion> paragraphs 155 to 158.

Those paragraphs are reproduced below for your information:

Statutory guidance to SEN experts on their conduct during an independent review panel.

155. The SEN expert’s role is analogous to an expert witness, providing impartial advice to the panel on how special educational needs might be relevant to the exclusion. The SEN expert should base their advice on the evidence provided to the panel. The SEN expert’s role does not include making an assessment of the pupil’s special educational needs.

156. The focus of the SEN expert’s advice should be on whether the school’s policies which relate to SEN, or the application of these policies in relation to the excluded pupil, were legal, reasonable, and procedurally fair (in line with the explanations in paragraph 148). If the SEN expert believes that this was not the case, he / she should, where possible, advise the panel on the possible contribution that this could have made to the circumstances of the pupil’s exclusion.

157. Where the school does not recognise that a pupil has SEN, the SEN expert should advise the panel on whether he / she believes the school acted in a legal, reasonable, and procedurally fair way with respect to the identification of any special educational needs that the pupil may potentially have, and any contribution that this could have made to the circumstances of the pupil’s exclusion.

158. The SEN expert should not criticise a school’s policies or actions simply because he / she believes a different approach should have been followed or because another school might have taken a different approach.

Please confirm in writing if you wish a SEN expert to be appointed.

You may also, at your own expense, appoint someone to make written and oral representations to the panel. You may also bring a friend to the review.

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>).

The following sources of advice are available which may help you make an informed decision whether to seek a review of the decision:

Statutory guidance on exclusion can be found at:

<http://www.gov.uk/government/publications/school-exclusion>

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

• Coram Children’s Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/index.php?page=education_legal_practice>.

• ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

• The National Autistic Society (Schools Exclusion Service (England) can be contacted on 0808 800 4002 or through:

<http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

• Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

Where considered relevant to the governing body:

*Parent Partnership Service for Shropshire and Telford and Wrekin. 01952 457176*

*Or* [www.parentpartnership-shropshireandtelford.org.uk](http://www.parentpartnership-shropshireandtelford.org.uk)

The review panel will be constituted by three members representing one from each of the categories below:

* A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer.
* A School Governor who has served as a governor for at least 12 consecutive months in the last five years, provided he/she has not been a teacher or head teacher during this time.
* A Head teacher or individual who has been a head teacher within the last five years.

If you have fresh evidence to present to the panel you may do so. The panel must meet no later than the 15th school day after the date on which your request for a review is lodged.

Following the review, the panel can decide to:

* Uphold the exclusion decision
* Recommend that the governing body reconsiders the exclusion again, or
* Quash the decision and direct that the governing body considers the exclusion again.

The arrangements currently being made for [pupil's name]'s education will continue. You can contact Shropshire Councils Inclusion Service on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

Yours sincerely

[Name]

Clerk to the Governing Body

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

**Letter 9**

**From the clerk to the governing body to parent reinstating a permanent exclusion.**

Dear [Parent's Name]

The meeting of the governing body/management committee at [school] on [date] considered the decision by [head teacher/teacher in charge] to permanently exclude your son/daughter [name of pupil]. The governing body/PRU management committee, after carefully considering the representations made and all the available evidence, has decided to reinstate [name of pupil]'s exclusion.

The reasons for the [Governing Body/Academy Trust]’s decision are as follows: [give the reasons in as much details as possible, explaining how they were arrived at, making reference to how the DfE exclusion guidance has been followed].

You and [your child or pupil’s name] will be invited to attend a reintegration interview with [Name of head teacher] on [date] and [time]. The purpose of the reintegration interview is to discuss how we can best manage your child’s return to school.

You may wish to contact the local authority’s Inclusion Service to discuss this or if you have any questions about the exclusion procedures on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

Yours sincerely

[Name]

Clerk to the Governing Body

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).

Head teacher

**Letter 10**

**From the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/Principal of an Academy/Free School notifying the parent(s) that a pupil’s permanent exclusion has been rescinded.**

Dear [Parent's Name]

Further to my decision to permanently exclude [Child’s name] effective from [date]; I am writing to inform you of my decision to rescind this permanent exclusion [insert description of the reason].

[If this is because a managed move has been arranged use the following paragraph]

The permanent exclusion has been withdrawn because we have arranged an 8-week managed move trial to [insert name of school]. Once [Child’s name] has completed the managed move trial [his/her] name will be removed from [insert the name of your school]’s roll. [Enter details of any interim arrangements].

[If the pupil is remaining at the school use the following paragraph]

I would like to confirm that [child’s name] is welcome to return to [school’s name]. To facilitate [child’s name]’s reintegration I have planned a reintegration meeting on [date] at [time] at the school.

As we notified the local authority of the permanent exclusion, a copy of this letter has been sent to the Inclusion Service at Shropshire Council [Include the details of the home authority if the pupil living in a different local authority] to inform them that the permanent exclusion has been rescinded.

You may wish to contact the local authority’s Inclusion Service to discuss this or if you have any questions about the exclusion procedures on 01743 254397 or by email to [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk)

Yours sincerely

[Name]

Head teacher/Principal

cc Inclusion Service – [inclusion@shropshire.gov.uk](mailto:inclusion@shropshire.gov.uk).