

Model Letter to parent notifying them of the permanent exclusion

September 2022 statutory guidance:

Exclusion from maintained schools, academies and pupil referral units in England.

[Suspension and Permanent Exclusion Guidance September 2022](#)

Key points to consider:

62. Whenever a headteacher suspends or permanently excludes a pupil they must, without delay, notify parents of the period of the suspension or permanent exclusion and the reason(s) for it.

63. They must also, without delay, after their decision, provide parents with the following information in writing:

- the reason(s) for the suspension or permanent exclusion;
- the period of a suspension or, for a permanent exclusion, the fact that it is permanent;
- parents' right to make representations about the suspension or permanent exclusion to the governing board (in line with the requirements set out in paragraphs 95 to 105) and how the pupil may be involved in this;
- how any representations should be made; and
- where there is a legal requirement for the governing board to consider the suspension or permanent exclusion, that parents or a pupil if they are 18 years old have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.

72. For notifications under paragraph 62, although this must not delay notification, notification should be in person or by telephone in the first instance as this would allow parents to ask any initial questions or raise concerns directly with the headteacher.

79. The headteacher must, without delay, notify the governing board of:

- any permanent exclusion (including where a suspension is followed by a decision to permanently exclude the pupil);

98. The governing board must consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:

- it is a permanent exclusion;

Model Letter:

The following model letter provides an outline for schools to adopt or amend.

Dear **[Parent's name]**

I am writing to inform you of my decision to permanently exclude **[child's name]** with effect from **[specify date]**. This means that he/she will not be allowed in this school/PRU unless he/she is reinstated by the School's Governing Board.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Child's name]** has not been taken lightly. **[Child's name]** has been excluded because **[reason for exclusion - include any other relevant previous history. You cannot later supplement the reasons for the permanent exclusion]**.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion 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.

Alternative arrangements for **[child's name]** education to continue will be made. For the first five school days of the exclusion **[include date range – day 1-5]** 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.

From the sixth school day of the permanent exclusion onwards – i.e from **[specify date]** the Local Authority will provide suitable full-time education. A member of staff from the Alternative Provision will contact you in the next couple of days.

[child's name] will attend their Alternative Provision at **[Please add details of the Alternative Provision depending on Key Stage – see note A overleaf]**

[Where the pupil lives in a local authority other than the excluding school's local authority schools have a duty to inform them – please add & complete note B if the child resides outside of Kirklees]

As this is a permanent exclusion the School's Governing Board must meet to consider the exclusion. At the hearing you may make representations to the Governing Board. The Governing Board can either reinstate your child immediately or on a particular date, or decline reinstatement. If the reinstatement is declined, you have the right to request an Independent Review. The latest date by which the Governing Board must meet is **[specify date – no later than the 15 school days from the date which the Governing Board were notified of this exclusion]**.

You will be notified by the Clerk to the Governing Board of the time, date and location of this meeting. If you wish to respond and/or be accompanied by a friend or representative at the meeting please contact school.

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 at the meeting.

A more detailed report is being prepared about the circumstances which led to the exclusion. A copy of the report will be sent to you by the clerk to the discipline committee prior to the meeting.

(Child's name) is also entitled to attend the meeting.

Additional information & support:

You should 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 First Tier Tribunal (SEN and Disability) 01325 289350. <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

Making a claim would not affect your right to make representations to the Governing Board.

If you would like further information with regard to the exclusion process you can contact Ethos Academy Trust. A guide to the exclusion process can also be found on the ETHOS Academy Trust: <http://www.eat.uk.com/permanent-exclusions/>

Allison Langdale, Inclusion Manager, Tel: 01924 478482 ALangdale@eat.uk.com
Tracy Rider, Inclusion Manager, Tel:01924 478482 TRider@eat.uk.com

You can also contact Kirklees Information, Advice and Support (KIAS) on 03003301504. The service offers information, advice and support relating to a child or young person's special educational needs and/or disability and is available to anybody living within the Kirklees area. <http://www.kirklees.gov.uk/beta/special-education/kirklees-information-advice-and-support-service.aspx>

You may also find it useful to contact the Children's Legal Centre. They can be contacted at www.childrenslegalcentre.com. They aim to provide free legal advice and information to parents on state education matters or Ace Education on 0300 0115 142 Monday to Wednesday from 10am to 1pm during term time. www.ace-ed.org.uk

Yours sincerely

Head teacher

Note A: please add depending on year group

KS1/2

Engage Academy
Park Road
Batley
West Yorkshire
WF17 5LP

Tel: 01924 476449

School day – 8.45 -2.30

KS3

Reach Academy
Field Hill Centre
Batley Field Hill
West Yorkshire
WF17 0BQ

Tel: 01924 478482

School day – 8.50 – 2.30

KS4

Pivot 6
87 Bradley Road (off St Thomas Gardens)
Huddersfield
HD2 1RA.

School Day:
Monday - Thursday 9.30 - 14.45
Friday 9.30 - 13.30

Note B: please insert if applicable

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 **[contact details]**