**Model letters**

**Fixed-term exclusion of 5 days or fewer**

**Model letter 1**

**From the head teacher at Ealing PRU notifying parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed.**

**Please delete the information in ‘italics’ before sending the letter.**  
   
Dear **[Parent's Name]**

I am writing to inform you of my decision to exclude **[Pupil’s name]** for a fixed period of **[specify period]**. This means that he/she will not be allowed in school for this period. The exclusion begins on **[date]** and ends on **[date]**.  
   
I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Pupil’s name]** has not been taken lightly. **[Pupil’s name]** has been excluded for this fixed period because **[reason for exclusion]**.

***[The following 2 paragraphs apply only to 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 exclusion, without reasonable justification. 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 from **[insert exclusion start date]** to **[insert exclusion end date]** and you are unable to showreasonable justification.

We will set work for **[Pupil’s name]** to be completed on the school days specified in the previous paragraph when you must ensure that he/she is not present in a public place without reasonable justification. **[Detail the arrangements for setting work]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing body. If you wish to make representations, please contact **[Name of Contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the discipline committee 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 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).

***[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]***

You and **[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 xxx 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 have the right to see and have a copy of **[Pupil’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 and there may be a charge for photocopying.

A copy of Ealing Local Authority’s information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy - Behaviour Service and Exclusions on 0208 825 5070.

The statutory guidance on exclusions can be found here: <https://www.gov.uk/government/publications/school-exclusion>

You may also find it useful to contact the Children's Legal Centre; which aims to provide free legal advice and information to parents on state education matters. They can be contacted on 0300 330 5485 or on: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**[Pupil’s name]**'s exclusion expires on **[date]** and we expect **[Pupil’s name]** to be back in school on **[date]** at **[time]**.  
   
Yours sincerely

**[Name]**   
Head teacher

CC: Principal Officer, Exclusions

**Fixed-term exclusion of 5 days or fewer resulting in an accumulation of 5+ days in a term**

**Model letter 1B**

**From the head teacher notifying parent of a fixed period exclusion of 5 school days or fewer in one term where the latest exclusion results in an accumulation of more than 5 but fewer than 15 days in that term. Parents have increased rights to request a meeting of the school's discipline committee to whom they may make representations.**

**Please delete the information in ‘italics’ before sending the letter.**  
   
Dear **[Parent's Name]**

I am writing to inform you of my decision to exclude **[Pupil’s name]** for a fixed period of **[specify period]**. This means that he/she will not be allowed in school for this period. The exclusion begins on **[date]** and ends on **[date]**.  
   
I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Pupil’s name]** has not been taken lightly. **[Pupil’s name]** has been excluded for this fixed period because **[reason for exclusion]**.

***[The following 2 paragraphs apply only to 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 exclusion, without reasonable justification. 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 from **[insert exclusion start date]** to **[insert exclusion end date]** and you are unable to showreasonable justification.

We will set work for **[Pupil’s name]** to be completed on the school days specified in the previous paragraph when you must ensure that he/she is not present in a public place without reasonable justification. **[Detail the arrangements for setting work]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to request a meeting of the school's discipline committee to whom you may make representations and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term, the discipline committee must meet if you request it to do so. If you do request a meeting, the latest date by which the discipline committee must meet is **[specify date] *(no later than the 50th school day after the date on which the discipline committee were notified of this exclusion)****.* If you do wish to make representations to the discipline committee, and wish 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. 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 **[name of 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/guidance/courts-and-tribunals/tribunals/send/index.htm).

***[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]***

You and **[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 xxx 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 have the right to see and have a copy of **[Pupil’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 and there may be a charge for photocopying.

A copy of Ealing Local Authority’s information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy - Behaviour Service and Exclusions on 0208 825 5070.

The statutory guidance on exclusions can be found here: <https://www.gov.uk/government/publications/school-exclusion>

You may also find it useful to contact the Children's Legal Centre; which aims to provide free legal advice and information to parents on state education matters. They can be contacted on 0300 330 5485 or on: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**[Pupil’s name]**'s exclusion expires on **[date]** and we expect **[Pupil’s name]** to be back in school on **[date]** at **[time]**.  
   
Yours sincerely

**[Name]**   
Head teacher

CC: Principal Officer, Exclusions

**Fixed-term exclusion 6 - 15 days**

**Model letter 2**

**From the head teacher at Ealing PRU notifying parent(s) of a pupil's fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term, i.e.**

* **an accumulation of fixed term exclusions whereby the latest incident would bring the total to between 6 and 15 school days in one term**

**or**

* **a single exclusion of more than 5 school days (up to and including 15 school days) in a term**

**Please delete the information in ‘italics’ before sending the letter.**  
   
Dear **[Parent's name]**   
I am writing to inform you of my decision to exclude **[Pupil’s name]** for a fixed period of **[specify period]**. This means that **[Pupil’s name]** will not be allowed in school for this period. The exclusion start date is **[date]** and the end date is **[date]**. Your child should return to school on **[date]**.  
   
I realise that this exclusion may well be upsetting for you and your family, but my decision to exclude **[Pupil’s name]** has not been taken lightly. **[Pupil’s name]** has been excluded for this fixed period because **[specify reasons for exclusion]**.

***[The following 3 paragraphs apply only to 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, 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 from **[insert date of 1st school day of exclusion]** to **[insert date of 5th school day of exclusion]** and you are unable to showreasonable justification.

We will set work for **[Pupil’s name]** to be completed during the school days specified in the previous paragraph, when you must ensure that he/she is not present in a public place without reasonable justification. **[Detail the arrangements for setting work]**. Please ensure that work set by the school is completed and returned to us promptly for marking.  
   
The school will provide suitable full-time education for **[Pupil’s name]** from the 6th school day of the exclusion **[specify date]** until the expiry of his/her exclusion. On **[specify date]** **[Pupil’s name]** should attend at **[give name and address of the alternative provider if not the home school *(for those whose on-site provision is shared with another school)*]** at **[specify the start 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).***

You have the right to request a meeting of the PRU's discipline committee to whom you may make representations and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term, the discipline committee must meet if you request it to do so. If you do request a meeting, the latest date by which the discipline committee must meet is **[specify date] *(no later than the 50th school day after the date on which the discipline committee were notified of this exclusion)****.* If you do wish to make representations to the discipline committee, and wish 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. 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 **[name of 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/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the discipline committee.

***[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]***

You and **[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 xxx 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 have the right to see and have a copy of **[Pupil’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 and there may be a charge for photocopying.

A copy of Ealing Local Authority’s information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy – Behaviour Service and Exclusions on 0208 825 5070.

The statutory guidance on exclusions can be found here: <https://www.gov.uk/government/publications/school-exclusion>

You may also find it useful to contact the Children's Legal Centre; which aims to provide free legal advice and information to parents on state education matters. They can be contacted on 0300 330 5485 or on: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**[Pupil’s name]**'s exclusion expires on **[date]** and we expect **[Pupil’s name]** to be back in school on **[date]** at **[time]**.  
   
Yours sincerely  
   
**[Name]**   
Head teacher  
   
CC: Principal Officer, Exclusions

**Fixed-term exclusion > 15 days**

**Model letter 3**

**From the head teacher of Ealing PRU notifying parent of a fixed period exclusion of more than 15 school days in total in one term, i.e.**

* **an accumulation of fixed term exclusions whereby the latest incident would bring the total to more than 15 school days in one term**

**or**

* **a single exclusion of more than 15 school days.**

**Please delete the information in ‘italics’ before sending the letter.**Dear **[Parent's Name]**I am writing to inform you of my decision to exclude **[Pupil’s name]** for a fixed period of **[specify period].** This means that **[Pupil’s name]** will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends on **[date].**I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Pupil’s name]** has not been taken lightly. **[Pupil’s name]** has been excluded for this fixed period because **[reason for exclusion].  
   
*[The following 3 paragraphs apply only to 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, 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 from **[insert date of 1st school day of exclusion]** to **[insert date of 5th school day of exclusion]** and you are unable to show reasonable justification.

We will set work for **[Pupil’s name]** to be completed during the school days specified in the previous paragraph, when you must ensure that he/she is not present in a public place without reasonable justification. **[Detail the arrangements for setting work]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th school day of the pupil's exclusion **[specify date]** until the expiry of his/her exclusion, the school will provide suitable full-time education. On **[specify date]** **[Pupil’s name]** should attend at **[give name and address of the alternative provider if not the home school *(for those whose on-site provision is shared with another school)*]** at **[specify the start 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).***

As the length of the exclusion brings the total to more than 15 school days in total in one term, the governing body must meet to consider the exclusion. At the review meeting you may make representations to the governing body if you wish. The latest date on which the governing body can meet is **[insert date] *(no later than 15 school days from the date the discipline committee is notified)****.* If you wish to make representations to the discipline committee and wish 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 discipline committee of the time, date and location of 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. 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/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim will not affect your right to make representations to the discipline committee.   
   
***[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]***

You and **[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 xxx 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 have the right to see and have a copy of **[Pupil’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 and there may be a charge for photocopying.

A copy of Ealing Local Authority’s information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy – Behaviour Service and Exclusions on 0208 825 5070.

The statutory guidance on exclusions can be found here: <https://www.gov.uk/government/publications/school-exclusion>

You may also find it useful to contact the Children's Legal Centre; which aims to provide free legal advice and information to parents on state education matters. They can be contacted on 0300 330 5485 or on: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**[Pupil’s name]**'s exclusion expires on **[date]** and we expect **[Pupil’s name]** to be back in school on **[date]** at **[time]**.  
   
Yours sincerely  
   
**[Name]**   
Head teacher

CC: Principal Officer, Exclusions