# Exclusion Letter Templates for

# High, Primary and Special Schools

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

**Model letter 1**

**From the head teacher 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 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 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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

**[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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

**[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 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 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>). 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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

**[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 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 governing body is notified)****.* If you wish to make representations to the governing body 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 governing body 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 governing body.   
   
***[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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

**[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

**Permanent exclusion**

**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 **[Pupil’s name]** with effect from **[date]**. This means that **[Pupil’s name]** will not be allowed in this 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 **[Pupil’s name]** has not been taken lightly. **[Insert one of the options below depending on whether the exclusion is for a ‘one-off’ incident or ‘persistent disruptive behaviour’]**

***[Wording for ‘one-off serious incident’]***

**[Pupil’s name]** has been excluded because of a serious breach of the school’s behaviour policy when he/she did X **[DETAIL REASON)** on **[DATE].**

***[Wording for ‘persistent disruptive behaviour’]***

**[Pupil’s name]** has been excluded because of persistent breaches of the school’s behaviour policy culminating in incident X **[DETAIL REASON)** on X DATE **[insert reason(s) for the exclusion and include 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, 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.  
   
***[For pupils of compulsory school age]***Alternative arrangements will be made for **[Pupil’s name]**'s education to continue. For the first five school days of the exclusion we will set work for **[Pupil’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, i.e. Looked After Child]**. From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** Ealing local authority will provide suitable full-time education and will be in contact with you shortly to make arrangements for that.

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body has the power to either direct reinstatement immediately or from a specified date, or, alternatively, it has the power to decline to reinstate, in which case you have the right to 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 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 governing body of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.  
   
If you think this exclusion relates to a disability your child has, and you think discrimination has occurred, you may raise the issue with the governing body.

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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

Yours sincerely  
   
**[Name]**   
Head teacher

CC: Principal Officer, Exclusions

**Permanent exclusion of an out borough resident**

**Model letter 5**

**From the head teacher of a primary, secondary or special school notifying the parent(s) of a pupil's permanent exclusion, where the pupil is not an Ealing resident.**

Dear **[Parent's Name]**   
I regret to inform you of my decision to permanently exclude **[Pupil’s name]** with effect from **[date]**. This means that **[Pupil’s name]** will not be allowed in this 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 **[Pupil’s name]** has not been taken lightly. **[Insert one of the options below depending on whether the exclusion is for a ‘one-off’ incident or ‘persistent disruptive behaviour’]**

***[Wording for ‘one-off serious incident’]***

**[Pupil’s name]** has been excluded because of a serious breach of the school’s behaviour policy when s/he did X **[DETAIL REASON)** on **[DATE].**

***[Wording for ‘persistent disruptive behaviour’]***

**[Pupil’s name]** has been excluded because of persistent breaches of the school’s behaviour policy culminating in incident X **[DETAIL REASON)** on X DATE **[insert reason(s) for the exclusion and include 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, 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.

***[For pupils of compulsory school age]***Alternative arrangements will be made for **[Pupil’s name]**'s education to continue. For the first five school days of the exclusion we will set work for **[Pupil’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, i.e. Looked After Child]****.* As you are resident in **[insert name of pupil’s home Local Authority]** I have also today informed **[name of officer]** at **[name of pupil’s home 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 onwards — i.e. from **[specify the date]**. You can contact them at **[give contact details for named officer in pupil’s home Local Authority**]. If your child fails to attend the provision from the 6th day and the absences are not authorised, you may also be liable to a fixed penalty.

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body has the power to either direct reinstatement immediately or from a specified date, or, alternatively, it has the power to decline to reinstate, in which case you have the right to 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 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 governing body of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.  
   
If you think this exclusion relates to a disability your child has, and you think discrimination has occurred, you may raise the issue with the governing body.

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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

Yours sincerely  
   
**[Name]**   
Head teacher

CC: Principal Officer, Exclusions

**Pending exclusion**

**Model letter 6**

**From the head teacher notifying parent of a fixed period exclusion pending investigation.**

**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 period of **[specify period]** in the first instance, pending further investigation. This means that he/she will not be allowed in school for this period. The exclusion begins on **[date]**.

***[Please choose one of the following paragraphs as appropriate]***

***[If the pending exclusion (and any subsequent permanent exclusion) is for a ‘one off’ serious breach of the behaviour policy]***   
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]**.

**or**

***[If the pending exclusion (and any subsequent permanent exclusion) is for an incident which is the ‘final straw’ in a history of persistent breaches of the behaviour policy]***

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]** and in consideration of **his/her** whole school record.

***[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.

**[Name of staff member]** will contact you before the end of the day on [last day of exclusion] to notify you of the outcome of the investigation.

Or

I will advise you of my final decision, which may be to permanently exclude **[Pupil’s name]**, at a meeting on **[specify date, time and location].**

When you know the outcome you will have the right to make representations about the 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 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 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 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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

   
Yours sincerely

**[Name]**   
Head teacher

CC: Principal Officer, Exclusions

**Lunchtime exclusion**

**Model letter 7**

**From the head teacher notifying parent of a fixed period exclusion for the duration of the lunchtime period. Lunchtime exclusions are counted as one half of a school day for statistical purposes and to trigger governor meetings so parents can 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]** from the school at lunchtime only for a period of **[xx]** school days. **[specify period]**. This means that **he/she** will not be allowed in school for this period. **He/she** will need to be collected from the school office at **[specify time]** and returned to the school office at **[specify time]**. The exclusion begins on **[date]** and ends on **[date]**.

**(IF THIS IS APPROPROPRIATE – PLEASE INCLUDE)**

**As he/she is entitled to free school meals, a packed lunch will be available for him/her to take home during this period of lunchtime exclusion. Please see the school office to confirm the contents of the lunch each day.**

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]**.

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 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 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.

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 <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

**[Pupil’s name]**'s lunchtime 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

**Some schools have asked for suggested wording for the letter notifying parent/carers of the governors review meeting**

**Model letter 8**

**From the clerk to the governing body inviting parent/carer to governors review meeting**

**Please delete the information in ‘italics’ before sending the letter.**

Dear **[Parent's name]**

**Re: Permanent Exclusion of** **[NAME OF PUPIL] – [DOB:]**

I am writing to confirm the Governing body’s’ Discipline Committee will meet to consider [**PUPIL NAME’S]** permanent exclusion on [DAY and DATE]. The meeting will start at [**TIME**]. Please come to reception 10 minutes before the scheduled start.

You and [**PUPIL NAME**] are invited to attend this meeting. [**PUPIL NAME**] should attend the meeting in full school uniform **(*more applicable to high school pupils*).**

If you wish to be accompanied to the meeting by a friend or representative please let me know in advance of the meeting. **[*include if required*] Please advise me immediately if you need an interpreter present at the meeting so that I may make arrangements.**

You have the right to make representations, both in writing before the meeting and by speaking at the meeting, if you wish. Should you choose to submit written information please send this to me before the hearing so that I may forward it to the governors.

The Governors serving on the discipline committee will be **[NAME GOVERNOR 1]**, **[NAME GOVERNOR 2]** and **[NAME GOVERNOR 3**]. The committee will be clerked by the clerk to the Governors’ Discipline Committee.

A copy of all the paperwork related to the exclusion will be sent out to you in advance of the meeting.

In the meantime if you have any questions please do not hesitate to get in touch with me.

Yours sincerely

Clerk to the governors

CC: Members of the Discipline Committee

CC: Head teacher

CC: Principal Officer Exclusions Ealing Local Authority

**Governors review meeting outcome letter: declining reinstatement**

**Model letter 9**

**From the clerk to the governing body to parent declining reinstatement**

Dear **[Parent's name]**

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

**[Feedback from Ealing’s review panels confirms that your outcome letter should be as detailed as possible; covering the points submitted by each party during the meeting, all of the factors considered by the governors and the decision(s) reached in each case. A review panel will expect to see evidence that each element of the guidance was properly covered during your decision making process, and that the decision was clearly documented and communicated to the parent(s)/carer(s), not least to allow them to make an informed choice whether or not to request a review. Please follow the GRM Decision Letter Checklist (P22 of the LA’s guidance) when drafting the outcome letter to ensure that you have covered all relevant areas, including:**

* **The decision**
* **Paragraph 15 of the DfE guidance**
* **The incident**
* **Pupil’s background**

You have the right to request a review of this decision. You also have the right to request the presence of an SEN expert at that review. The SEN expert’s role is to provide impartial advice to the panel about how SEN could be relevant to the exclusion. Your request for an SEN expert must be included in your application for a review.

If you wish to request a review, please notify Linda Zimmerman, Committee Section, Town Hall, New Broadway, Ealing, W5 2BY. Email: zimmermal@ealing.gov.uk. Tel: 020 8825 6253. You must set out the reasons for your request in writing, and if appropriate may also include your request for an SEN expert and/or reference to any disability discrimination claim you may wish to make. Please send this request for a review by no later than **[specify the latest date — the 15th school day after receipt of this letter]**. If you have not requested a review by **[repeat latest date]**, you will lose your right to do so.

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

The review will be carried out by an Independent Review Panel, which can also hear disability discrimination claims. A three-member panel will comprise one serving, or recently retired (within the last five years), head teacher, one serving, or recently serving, experienced governor member and one lay member who will be the Chairman. The review panel will rehear all the facts of the case — 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 made. In exceptional circumstances panels may adjourn the hearing until a later date.

The Independent Review Panel can make one of three decisions: they may uphold your child's exclusion; recommend that the governors reconsider the decision or direct the governors to reconsider the decision.

I would advise you of the following sources of advice: Ealing Local Authority’s Principal Officer, Debby Legg or the Support Officer, Ben Lundy – Behaviour Service and Exclusions on 0208 825 5070 or the Children's Legal Centre, who aim to provide free legal advice and information to parents on state education matters. They can be contactedon0300 330 5485 or on<http://www.childrenslegalcentre.com/>.

The arrangements currently being made for **[Pupil’s name]**'s education will continue.

Yours sincerely

**[Name]**Clerk to the Governing Body

CC: Head teacher

CC: Principal Officer, Exclusions

**Governors review meeting outcome letter directing reinstatement**

**Model letter 10**

**From the clerk to the governing body to parent directing reinstatement**

**Please delete the information in ‘italics’ before sending the letter.**

Dear **[Parent's name]**

The meeting of the governing body at **[school]** on **[date]** considered the decision by **[head teacher]** to permanently exclude your son/daughter **[name of pupil]**. The governing body after carefully considering the representations made and all the available evidence; has decided to overturn the head teacher’s decision and to direct that **[name of pupil]** return tothe school.

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

***[Governors should direct reinstatement of the pupil immediately or by a particular date, allowing time for arrangements to be made. Governors cannot attach conditions to the reinstatement].***

**[Name of pupil]** should return to school on **[date].**

Yours sincerely

**[name]**Clerk to the Governing Body

CC: Head teacher

CC: Principal Officer, Exclusions

**Some schools have asked for suggested wording for the Governors outcome letter considering a fixed-term exclusion**

**Model letter 11**

**From the Clerk or Chair to the governing body to parent considering representations against a fixed-term exclusion.**

Dear **[Parent's name]**

The governing body considered your representations about the decision by the head teacher to exclude your **son/daughter** **[name of pupil]** for a total of **X** days. The fixed-term exclusion was for 5 days or fewer in a term. The governors cannot reinstate your child or remove the exclusion from your child’s record, we can simply consider the head teacher’s decision and your representations and include a copy of our response in your child’s file.

The governing body after carefully considering the representations made and all the available evidence has decided it **agrees / disagrees** with the head teacher’s decision. We agree that **X** days **was / was not** an appropriate sanction.

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

Yours sincerely

**[name]**Clerk to the Governing Body

**Or**

Chair to the Governing Body

CC: Head teacher

CC: Principal Officer, Exclusions