**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 reinstate your child immediately or from a specified date, or, alternatively, it has the power to uphold the exclusion 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.

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)

Yours sincerely  
   
**[Name]**   
Head teacher

CC: Principal Officer, Exclusions