**Pending exclusion – extended for more than 5 days**

**Model letter 6B**

**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]**

Further to my letter of DATEI am writing to inform you of my decision to exclude **[Pupil’s name]** for a period of further period **[specify period]**, pending further investigation. This means that he/she will not be allowed in school for this period. The exclusion begins 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 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).***

**[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.

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