**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.

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