**From the Headteacher of a primary, secondary or special school notifying the parents/carers of the pupil’s permanent exclusion**

[Address]

Date ……

Dear ……….

I regret to inform you of my decision to permanently exclude **[insert pupil’s name]** with effect from **[insert date]**. This means that **[insert pupil’s name]** will not be allowed in this school unless he is reinstated by the Governing Board/the Discipline Committee.

The decision to permanently exclude **[insert pupil’s name]** has not been taken lightly **[insert pupil’s name]** has been excluded because on **[insert date] [insert pupil’s name]** **[give details of reason(s) for exclusion]**.

**[INSERT ANY OTHER RELEVANT PREVIOUS HISTORY HERE]**.

The decision to exclude a pupil permanently should only be taken:

• in response to a serious breach or persistent breaches of the school's behaviour policy**; and**

• where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school

**[HEADTEACHER MUST ADDRESS HERE HOW THE TESTS HAVE BEEN MET IN RELATION TO THE DECISION TO PERMANENTLY EXCLUDE CHILD]**

**[THE NEXT 3 PARAGRAPHS ARE FOR PUPILS OF COMPULSORY SCHOOL AGE – REMOVE IF NOT APPLICABLE]**

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 days of this exclusion: from **[date to date]** 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.

Alternative arrangements for **[insert pupil’s name]**’s education to continue will be made. For the first five days of the exclusion, we will set work for **[insert 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]** From the sixth day of the exclusion onwards, **[insert date]** the Local Authority, **[insert name of Local Authority]** will provide suitable full-time education. Arrangements will be notified shortly by letter or telephone.

**[THE NEXT PARAGRAPH IS FOR PUPILS LIVING IN LA OTHER THAN EXCLUDING SCHOOL’S LA – REMOVE PARAGRAPH IF NOT APPLICABLE]**

I have also today informed **[insert name of officer]** at **[insert name of Local Authority]** of your child’s exclusion and they will be in touch with you about arrangements for their education from the sixth school day of exclusion. You can then contact them at **[insert contact details]**.

As this is a permanent exclusion the governing board must meet to consider it. At the review meeting you may make representations to the governing board if you wish and ask them to reinstate your child in school. The governing board has the power to reinstate your child immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you have the right to ask for the decision to be reviewed by an Independent Review Panel. The latest date by which the governing board must meet is **[insert date – 15 SCHOOL DAYS FROM THE DATE THE GOVERNING BODY IS NOTIFIED]**.

You can ask for a governing board meeting or independent review panel (IRP) meeting to be held via the use of remote access technology, such as video conferencing software. However, remote meetings should not be the automatic choice and face-to-face meetings should always be encouraged.

When deciding whether to request a remote meeting, you should consider:

* your internet connectivity, whether it is good enough and not intermittent or slow
* if you have a suitable space free from distraction to enable you to fully take part
* whether a face-to-face meeting may be better.

Each person attending the meeting should be able to hear and be heard and (where using a live video link) see and be seen throughout the meeting.

If the governing board does not think that a meeting can be held fairly and openly via remote access, they should talk to you about how a face-to-face meeting can be arranged that will be convenient for you.

If you wish for the meeting to be held remotely you must inform the school within 3 school days of this notification.

If you wish to make representations to the Governing Board and wish to be accompanied by a friend or representative, please contact **[insert name of contact]** on/at **[insert contact details]** as soon as possible. You will, whether you choose to make representations or not, be notified by the clerk to the Governing Board 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 **[insert name of contact]** if it would be helpful for you to have an interpreter present at the meeting. **[insert pupil’s name]** where applicable, is encouraged to attend any proposed meeting.

You should be aware that if you think the exclusion has occurred as a result of discrimination, you may make a claim under the Equality Act 2010 to the First-Tier Tribunal (Special Educational Needs and Disability) in the case of disability discrimination, or to the County Court in the case of other forms of discrimination (<http://www.justice.gov.uk/tribunals/send>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, eg: the day on which the pupil was excluded.

You may wish to contact the following sources of advice about exclusion from school:

Inclusion Support Service, Children’s Services, Hampshire County Council, Elizabeth II Court, The Castle, Winchester, Hampshire SO23 8UG

Enquiries to: [Exclusion.queries@hants.gov.uk](mailto:Exclusion.queries@hants.gov.uk) / 0370 7790123

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice>

The Coram Children's Legal Centre aims to provide free legal advice and information to parents/carers on state education matters

Telephone: 020 7713 0089. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January

<http://www.childrenslegalcentre.com>

Hampshire Special Education Needs & Disability Information, Advice & Support: [Hampshire SENDIASS | Impartial SEND Advice & Support](https://www.hampshiresendiass.co.uk/)

[Independent Provider of Special Education Advice (IPSEA)](http://www.ipsea.org.uk/) - independent information and support on the suspension and permanent exclusion of children with SEND

Department for Education Statutory Guidance on exclusions is published online at:

<https://www.gov.uk/government/publications/school-exclusion>

Department of Education A Guide for Parents: [A guide for parents on school behaviour and exclusion - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion)

Yours sincerely

**[INSERT NAME OF HEADTEACHER]**

Headteacher