**Letter from clerk to Governors Discipline Committee/Management Committee directing reinstatement following permanent exclusion**

**CONFIDENTIAL**

Dear **[parent/carer]**

**Re: Governors/Management** **Discipline Committee meeting to consider the permanent exclusion of [insert name and date of birth of pupil]**

The meeting of the **[insert name of school]** Governors Discipline Committee at the **[insert name of school]** on **[insert date]** considered the decision by the headteacher to permanently exclude your son/daughter **[insert pupil’s name]**. The Committee, after carefully considering the representations made and all the available evidence, has decided to direct the reinstatement of **[insert pupil’s name]**.

The reasons for the Committee’s decision are: …….. **[give details of all reasons]**.

**[insert pupil’s name]** should, therefore, return to school on **[insert date]** and the headteacher will contact you to agree a reintegration plan and arrange a reintegration interview.

**[Insert below paragraph if applicable]**

If you do not want your child to return to **[insert name of school]** because you have made other arrangements for their education because (eg: they are now on roll at another school or because you have chosen to electively home educate), please reply to this letter in writing giving details of those other arrangements so that **[insert name of school]** is able to remove **[insert pupil’s name]**’s name from the school roll.

Yours sincerely

**[insert clerk’s name]**

Clerk to the Governors/Management Discipline Committee

Copy to: Headteacher

Inclusion Officer

Virtual School / Children’s Services Department (Social Care) (if appropriate)