

<internal reference>

<Date>

<parent/carer name>

<address>

Dear Parent/Carer,

**RE: <name and DOB of child> Permanent Exclusion**

I regret to inform you of my decision to permanently exclude <name> with effect from <date>.

This means that <name> will not be allowed in this school unless he is reinstated by the Governing Body Exclusion review Committee.

I realise that this exclusion may be upsetting for you and your family, but the decision to permanently exclude <name> has not been taken lightly. <name> has been permanently excluded for:

- <list reasons>
- 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 in the school.

Should <name> be seen in a public place in the first 5 days of this exclusion, you may be subject to a penalty notice.

As this is a permanent exclusion, the Exclusion review Committee of the Governing Body must meet to consider it within 15 school days. At the review meeting you may make representations to the Governing Body if you wish. The Governing Body have 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 may appeal against their decision to an Independent Appeal Panel. The latest date by which the governing body must meet is <date>.

If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact <Academy contact details>. 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.

You may find it useful to review the following free and impartial advice:

- <https://www.gov.uk/government/publications/school-exclusion>,
- Coram Children's Legal Centre ([www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)),
- ACE Education (<http://www.ace-ed.org.uk>) and their advice line service on 03000 115 142 on Monday to Wednesday from 10 am to 1 pm during term time.

<Where considered relevant by the head teacher, links to local services, such as Traveller Education Services,

*the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Service (England) (0808 800 4002 or [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)), or Independent Parental Special Education Advice <http://www.ipsea.org.uk/>>*

Yours Sincerely

<Principal>