Date

Dear [Parent/Carer]

I regret to inform you of my decision to exclude [Child’s Name] permanently from [Date]. This means that [Child’s Name] will not be allowed back to this school unless they are reinstated by the governing body.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [Child’s Name] has not been taken lightly. [Child’s Name] has been excluded permanently because [Reason(s) for exclusion – include any other relevant previous history].

Both of the following two thresholds for permanent exclusion have been met:

* a serious breach or persistent breach of the school’s behaviour policy has occurred; ***and***
* allowing the pupil to remain in school would seriously harm the education and welfare of the pupil or others in the school

[Include a summary of how the threshold has been met].

You have a duty to ensure that your child is not found in a public place during the first 5 school days of this exclusion, that is on [specify dates], unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is found in a public place during school hours on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

Alternative education arrangements for [Child’s Name]’s education will be made. For the first five school days of the exclusion we will set work for [Child’s Name] [explain what the arrangements are for engaging, completing, and submitting work or if supervised education is being provided]. From the sixth school day of the exclusion onwards – i.e. from [specify the date] [give name of the ‘home’ authority] will provide suitable full-time education.

I have also today informed Slough Borough Council of your child's exclusion and they will be in touch with you about arrangements for [Child’s Name]’s education from the sixth school day of exclusion. You can contact them at 01753 875769 or you can email them at [fairaccess@slough.gov.uk](mailto:fairaccess@slough.gov.uk)

As this is a permanent exclusion the governing board must meet to consider the exclusion. You have the right to attend a meeting of the governing board to whom you may present your views and make representations. This can now be held via the use of remote access (for example, live video link) if requested by you. Please see page 66 of the Department for Education guidance ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, dated September 2023, which sets out a number of matters you may want to consider before requesting a remote access meeting. If you do not request a remote meeting it will be held in person.

The governing board has the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to decline to reinstate the exclusion in which case you may have the decision reviewed by an Independent Review Panel. The governing board must take all reasonable steps to meet to consider the decision within 15 school days of receiving the notice of exclusion[**specify the date — the 15th school day from the exclusion decision date]**.

Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also, please inform us if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may raise this issue with the governing body.

If you think the exclusion relates to discrimination (under the Equality Act 2010) with regard to the permanent exclusion, you can also make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination. Such a claim should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the date on which your child was excluded. Making a claim would not affect your right to make representations to the governing body.

You have the right to see a copy of [Child’s Name] school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of [Child’s Name] school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may wish to contact Paula Doneghan, In Year and Fair Access Team Leader at [paula.doneghan@slough.gov.uk](mailto:paula.doneghan@slough.gov.uk) and [fairaccess@slough.gov.uk](mailto:fairaccess@slough.gov.uk) who can provide further advice.

**[If the exclusion will mean that the pupil misses a public examination or national curriculum test. Delete paragraph if not applicable]**

As this exclusion will result in [Child’s Name] missing a public exam or national curriculum test, the governing board are required to consider the exclusion, as far as is reasonably practicable, before the examination or test. If this is not possible, the chair of the governing board will consider the exclusion alone to make a decision before the exam or test. You still have the right to make representations to the governing board. [If alternative arrangements have been made for the pupil to access their exam or test, details can be included here and the letter amended]

The statutory guidance connected to suspension from school can be found at:

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

I would advise you of the following sources of free and impartial advice:

* Coram’s Child Law Advice service can be accessed through their website https://childlawadvice.org.uk/information-pages/school-exclusion/ or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
* ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.
* Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
* SENDIASS Information Advice & Support Services [Slough SEND Information Advice and Support Service (SENDIASS) – Slough Borough Council](https://www.slough.gov.uk/educational-support-services/slough-send-information-advice-support-service-sendiass)

Yours sincerely

[Name]

Head Teacher / Principal

CC: Paula Doneghan, In-Year and Fair Access Team Leader

**Social Worker**

**Virtual School Head**