**MODEL LETTER 9 – NOTIFICATION OF CANCELLATION OF A SUSPENSION OR EXCLUSION**

**From head teacher of a primary, secondary or special school (or teacher in charge of a PRU) notifying parent(s)/carer/ cc’ing in the Local Authority, the social worker, if a pupil has one, and the VSH, if the pupil is a LAC of the cancellation of a suspension/exclusion**

Dear **[parent(s)/carer(s) name(s)]**

Further to my letter of **[date of letter giving notification of exclusion/suspension]** I am writing to advise you that I am cancelling my earlier decision to [**suspend [child’s name] for a period between [insert dates of start and end of suspension / permanently exclude [child’s name] from the school]**

I have cancelled this **[exclusion/suspension]** for the following reason(s)

**[insert reasons]**

If you would like theopportunity to meet with me to discuss the circumstances that led to the exclusion being cancelled please contact **[insert contact details]**

As we notified the local authority of the permanent exclusion, a copy of this letter has been sent to Paula Doneghan, In-Year and Fair Access Team Leader **[Include the details of the home authority if the pupil living in a different local authority]** to inform them that the permanent exclusion has been cancelled.

My decision to suspend/permanently exclude has not been considered by the Governing Board. I will report to the Governors that I have withdrawn my decision and that the suspension /permanent exclusion has been cancelled.

(NAME) can return to school immediately /on (date)

Yours sincerely,

**[Name]**

Head Teacher/Principal

Cc Paula Doneghan, In-Year and Fair Access Team Leader

[Social worker if applicable]

[For Looked After Children please send a copy of the parent/carer letter to headteacher Virtual School]