Parent address

Parent address

Parent address

Parent address

DATE

Dear [name of parent],

**Re permanent exclusion of [name of child]**

I regret to inform you of my decision to permanently exclude ***[Child's Name]*** with effect from ***[date]***. This means that ***[Child's Name]*** will not be allowed in school unless **he/she** is reinstated by the **governing body/the discipline committee**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been excluded for the following reasons:

* List reason listed on exclusion notification form and include an appropriate amount of detail

We have taken the following steps to try to avoid this exclusion:

* List the strategies you have in place for this child to increase their engagement and minimise their risk of exclusion

This permanent exclusion for persistently disruptive behaviour means that there have been previous instances of behaviour leading to exclusion. I have listed the dates and reasons for those exclusions below:

* List all previous FTEs for persistent disruptive behaviour if appropriate

I must further advise you that during the period for which your child is excluded you are responsible for ensuring that [he/she] is not present in a public place during school hours in the first 5 days of any exclusion. If your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the Local Authority.

Alternative arrangements for ***[Child's Name]***'s education to continue will be made. For the first five school days of the exclusion we will set work for ***[Child'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 school day of the exclusion onwards — i.e. from ***[specify the date]*** the local authority ***[give the name of the authority]*** will arrange education provision. **[set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]**

**[For pupils of compulsory school age where the pupil lives in a local authority other than the excluding school's local authority]** I have also today informed ***[name of officer]*** at ***[name of local authority]*** of your child's exclusion and they will be in touch with you about arrangements for **his/her** education from the sixth school day of exclusion. You can contact them at ***[give contact details]***.

As this is a permanent exclusion the governing body must meet to consider it. You may make representations to the governing body at the review meeting, if you wish, and ask them to reinstate your child. 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 request that the decision be reviewed by an Independent Review Panel. The latest date by which the governing body must meet is ***[specify the date***

***— the 15th school day after the date on which the governing body was notified of the exclusion]***. If you wish to make representations to the governing body and would like to be accompanied by a friend or representative please contact ***[name of contact]* on/at *[contact details — address, phone number, email]***, as soon as possible. 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 that would affect your ability to attend the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Please inform ***[contact]*** if it would be helpful for you to have an interpreter present at the meeting

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals>. Making a claim would not affect your right to make representations to the governing body/management committee.

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

We are aware of [child’s name] SEN. The following steps have been taken to make reasonable adjustments for this:

* Include steps you have taken to meet the child’s individual needs and enable them to make progress and build their resilience to manage in school.

[You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals>.]

Local Authority officers with responsibility for exclusions who can provide you with advice on the exclusions process are:

Debbie Houghton David Purcell, Exclusions Officer

Principal Education Welfare Officer Education Welfare Officer

[Debbie.houghton@halton.gov.uk](mailto:Debbie.houghton@halton.gov.uk) [david.purcell@halton.gov.uk](mailto:david.purcell@halton.gov.uk)

0151 511 8231 0151 511 7357

Government guidance on exclusions can be found here <https://www.gov.uk/government/publications/school-exclusion>

The Coram Children’s Legal Centre also have a helpline on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) . The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December – 1st January.

Yours sincerely

Headteacher