# Model exclusion letter 5 (permanent exclusion)

**From a head teacher notifying the parent of a permanent exclusion**

Dear **[parent/carer's name]**

I regret to inform you of my decision to exclude **[child's name]** permanently with effect from **[date]**. This means that **[child's name]** will not be allowed in this school unless **[he/she]** is reinstated by the governing body. Alternative arrangements for **[child’s name]**’s education will be made.

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 for exclusion — also include any other relevant previous history here]**.

As this is a permanent exclusion the governing board must meet to consider reinstating your child. At the hearing you may make representations to the governing board if you wish, and ask them to reinstate your child in school. In the light of its consideration, the governing board can either: decline to reinstate your child; or direct reinstatement of your child immediately or on a particular date. If the governing board decides against reinstatement of your child, you can request their decision to be reviewed by an independent review panel.

The governing board should try to meet by **[date — 15 school days from the date the governing board is notified]**.

If you wish to make representations to the governing board and wish to be accompanied by a friend or representative, please contact **[name of contact]** on/at **[contact details — address, telephone number, email]**, as soon as possible. **[Pupil’s name]** is also able to attend and participate in the meeting if you feel it is appropriate for them to do so.

You will, whether you choose to make representations or not, be notified by the clerk to the governing board of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion has occurred as a result of discrimination as defined by the Equality Act 2010, then you may raise this with the governing board.

We will set work for **[name of child]** to be completed during the first five school days of this exclusion. Please ensure that work set by the school is completed and returned to us promptly for marking **[detail the arrangements for this].**

You have a duty to ensure that your child is not found in a public place during the first five school days of this exclusion, i.e. on **[specify the precise dates]** unless there is reasonable justification for this. I must warn 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 normal school hours, on the specified dates, without reasonable justification.

**[Paragraph for pupils resident in your LA]**

From the sixth school day of **[pupil name]**’s exclusion onwards i.e. **[specify date]** the Local Authority will provide suitable full-time education. I have today informed the Ormiston Academies Trust (OAT) of **[pupil name]’s** exclusion and they will contact you directly about the arrangements for **[pupil name]’s** education from the sixth day of exclusion.

**[Paragraph for use if pupil is a Looked After Child]**

As [pupil name] is a Looked After Child, the Ormiston Academies Trust (OAT)will endeavour to arrange alternative provision from the first day following this exclusion.

**[Paragraph for pupils resident outside of your LA]**

From the sixth school day of the exclusion onwards i.e. **[specify** **date]**, **[name of LA where pupil lives]** Council will provide suitable full-time education. I have today informed **[name of officer]** at **[name of local authority]** of your child’s exclusion and they will contact you about the education arrangements from the sixth school day of the exclusion. You can contact them at **[give contact details]**.

You may find the following sources of free and impartial advice and information useful:

Coram Children’s Legal Centre: [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk) (0300 330 5485).

ACE Education: <http://www.ace-ed.org.uk/> (advice line service 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time).

A copy of the Government’s guidance, ‘*Exclusion from maintained schools, Academies and Pupil Referral Units in England*’, can be downloaded from the Department for Education’s website at: <https://www.gov.uk/government/publications/school-exclusion>

You may also wish to contact Paul Worts, Senior Exclusions Officer, who can provide advice on the process of exclusion. He can be contacted by telephoning 0207 745 6614or by emailing: [paul.worts@rbkc.gov.uk](mailto:paul.worts@rbkc.gov.uk)

***[And where considered relevant by the headteacher, links to services such as:]***

Information Advice & Support Services Network (formerly known as the local parent partnership) <https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>

National Autistic Society (NAS School Exclusion Service (England) (0808 800 4002 or [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk))

Independent Parental Special Education Advice (<http://www.ipsea.org.uk/> .

Yours sincerely

**[Name]**

Head teacher