**Model letter 4 – from the head teacher of a primary, secondary or special school (or the teacher in charge of a PRU) notifying the parent(s) of a pupil [who lives in a different Local Authority] of that pupil’s permanent exclusion.**

Dear **[Parent’s Name]**

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 **this school/this PRU** 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 because **[Reasons for the 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 present in a public place in school hours during the first 5 school days of this exclusion, i.e. on **[specify the precise dates]** unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

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 provide suitable full-time education. [**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.]**

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. At the meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. 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 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 wish to beaccompanied 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 chooseto 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. Also, 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 under the Equality Act 2010, and/or make a claim to the First-tier Tribunal. Guidance on making such a claim may be found here <http://www.justice.gov.uk/tribunals/send/appeals>

Claims regarding other forms of discrimination should be addressed to the County Court at Derby Combined Court Centre, Morledge, Derby DE1 2XE.

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

You may also wish to contact the exclusions team at Derby City Council, Children and Young People’s Services who can provide advice on what options are available to you. You can contact them at The Council House, Corporation Street, Derby DE1 2FS, or email [IYFA@derby.gov.uk](mailto:IYFA@derby.gov.uk)

You can find further sources of advice from:

Derby SENDIASS – for parents and carers of young people with SEND. <https://derbysendiass.org.uk/> or 01332 641414

Coram’s Child Law Advice service - <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm

ACE Education - <http://ace-ed.org.uk> or their advice line on 0300 115 142 on Monday to Wednesday from 10 am to 1 pm during term time.

Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://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.

A copy of the current government guidance on exclusion from school may be downloaded here <https://www.gov.uk/government/publications/school-exclusion>

Yours sincerely

**[Head’s Name]**

Headteacher