*From the headteacher (or the teacher in charge of a PRU) notifying the parent of that pupil's permanent exclusion.*

Dear **[Parent's name]**

Re: **[Child’s full name, DOB]**

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/PRU** unless they are reinstated by the **school's pupil discipline committee/PRU's management 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 **[reason for exclusion** *— include any other relevant previous history and be specific, i.e. describe the incident and circumstances***]**.

*[For pupils of compulsory school age - next 4 paragraphs]*

You have a duty to ensure that your child is not present in a public place in school hours during the first five school days of this exclusion unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the dates specified above. If so, it will be for you to show reasonable justification.

Alternative arrangements will be made to allow **[Child’s name]**’s education to continue during thefirst five days of the exclusion. *[Provide* d*etails of the arrangements for this, such as,* We will set work for **[Child's name]** during the school days of his/her exclusion.Please ensure that work set by the school is completed and returned to us promptly for marking.*]*

*(Delete paragraph as necessary - if the pupil is eligible for FSM)* As **[Child's name]** is entitled to free school meals you can request a **packed lunch/voucher** from school by contacting **[Staff name and contact]**. Although the school is obliged to provide a meal it is your responsibility to request and collect it.

From the 6th school day of **[Child’s name]**’s exclusion, **[specify date]**, North East Lincolnshire Council will provide suitable full-time education. *[Set out the arrangements if known at time of writing. If arrangements are not known within the timescale for this letter, say that,* The arrangements for suitable full time education from the 6th day of **[Child’s name]**’s exclusion will be notified by a further letter.

*[Where pupil lives in a local authority other than North East Lincolnshire, use this paragraph instead of the one above]*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 theireducation from the sixth school day of exclusion. You can contact them at **[contact details]**.

As this is a permanent exclusion the **school's pupil discipline committee/ management committee** must meet to consider it. At the review meeting you may make representations to the **pupil** **discipline/management** committee if you wish and ask them to reinstate your child in school. The **pupil discipline/management** committee 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 a review of their decision by an Independent Review Panel. The latest date by which the **pupil discipline/management** committee must meet is **[specify the date — the 15th school day after the date on which the Governing body/management committee was notified of the exclusion]**.

If you and/or your child wish to make representations to the **pupil discipline/management** committee and wish 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/ management committee 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 have the right to see a copy of **[Child's name]**'s school record. You should notify me in writing if you wish to be supplied with a copy of this. There may be a charge for photocopying.

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 Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is HM Courts & Tribunals Service, Special Educational Needs and Disability, 1st Floor, Darlington Magistrates’ Court, Parkgate, DL1 1RU or contact [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk) or 01325 289350 for more information. For local support contact [nelincs@barnardos.org.uk](mailto:nelincs@barnardos.org.uk).

You may wish to access a copy of the 2017 DfE Guidance on Exclusions at <http://www.gov.uk/government/publications/school-exclusion>.

Free legal advice and impartial information on state education matters is available from Coram Children’s Legal Centre ([www.childrenslegalcentre.com](http://www.childrenslegalcentre.com/) or [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk/)) by phone on 0808 802 0008, or ACE Education (<http://www.ace-ed.org.uk/>) and their advice line service on 03000 115 142 on Monday to Wednesday from 10 am to 1 pm during term time.

You may also wish to contact Claire Parfrement, at North East Lincolnshire Council, on 01472 323076 or [Claire.Parfrement@nelincs.gov.uk](mailto:Claire.Parfrement@nelincs.gov.uk) for advice and support in relation to exclusion procedures.

Yours sincerely,

**[Name]**

Head teacher