School Academy Name and Address

Parents Address

Date

Dear [Parent/Carer]

**The decision of the Governing Board regarding the permanent exclusion of [Child’s Name] from [School/Academy]**

I am writing regarding the decision of the Governing Board Meeting, held on [Date of Governing Board Meeting] regarding the permanent exclusion of [Child’s Name] from [school/Academy].

The Governing Board, after carefully considering the information, views and all the available evidence, has decided to [direct reinstatement OR decline to reinstate].

**[DELETE AS REQUIRED - If the decision is direct reinstatement]**

You and your child are requested to attend a reinstatement meeting with the Headteacher/Principal [alternatively, specify the name of another staff member] on [date] at [time]. If that is not convenient, please contact the school urgently to arrange a suitable alternative date and time. The purpose of the meeting will be to discuss how best to support your child’s return to school.

You child should return to attending school on [date] at [time].

**[DELETE AS REQUIRED - If the decision is decline to reinstate]**

The reasons for the Governing Boards decision are as follows: [Give the reasons in as much detail as possible, explaining how they were arrived at].

**Your right to an Independent Review**

You have the right to ask for the decision to be reviewed by an independent review panel. If you wish to ask for an independent review you must set out your reasons for your request in writing and you should also include, if appropriate, any reference to how your child’s special educational needs are relevant to the exclusion.

Regardless of whether your child has any recognised special educational needs, you have the right to request the attendance of a Special Educational Needs expert at the independent review and you must make clear in your written request if you wish a Special Educational Needs expert to be present.

Any request for an independent review should be sent to **[If a City Council maintained school]** Education Appeals Team, Constitutional Services, Democratic Services, Loxley House, Station Street, Nottingham NG2 3NG **[If an academy]** [relevant contact details for the organisation you have an agreement with to manage independent reviews] no later than [specify latest date – 15 school days after the day on which notice in writing was given of the governing boards decision. Where the notice is sent by 1st class post it is treated as having been given on the second working day after it was posted]. If you have not requested an independent review by [repeat latest date], your request will not be considered.

A panel of either three or five members will hear your review. The panel will review the governing body’s decision not to reinstate your child to the school. If you have new evidence to present to the review panel you may do so. The review panel must meet no later than the 15th school day after the date on which your request is lodged. In exceptional circumstances, panels may adjourn a hearing until a later date.

Following its review the Independent Review panel can decide to:

* **uphold** the governing board’s decision;
* **recommend** that the governing board **reconsiders reinstatement**; or
* **quash** the decision and **direct that the governing board reconsiders reinstatement**

**Your right to a First-tier Tribunal (Special Educational Needs and Disability)**

In addition to the right to request an independent review, you have the right to make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability) if you believe that the exclusion has occurred as a result of disability discrimination, or to the County Court, in the case of other forms of discrimination. Any claim of discrimination should be lodged no later than [specify date – within 6 months of the date on which discrimination is alleged to have taken place e.g. the day on which the pupil was excluded]. Details of how to make a claim can be found at www.justice.gov.uk/tribunals/send/appeals.

**Educational provision and free impartial advice**

I would like to remind you of the free support and impartial advice from the sources detailed at the end of this letter. The educational provision arrangements currently being in place will continue.

Yours sincerely

[Name]

Clerk to the Governing Board

CC: Access & Inclusion Team, Nottingham City Council

Headteacher/Principal

**Social Worker**

**Virtual School Head**

**Free support and impartial information**

You can contact the **Access &** **Inclusion Team** at **Nottingham City Council** who can provide advice on the exclusion process on 0115 876 4700 or [exclusions@nottinghamcity.gov.uk](mailto:exclusions@nottinghamcity.gov.uk). Further guidance and information is available online at <https://www.nottinghamcity.gov.uk/education-and-schools/problems-at-school/exclusions-from-schools/>

You can access the **Department for Education’s** statutory guidance on exclusions at <https://www.gov.uk/government/publications/school-exclusion>

Parents who consider that their child may have special educational needs and disabilities (SEND) may wish to contact **Ask Us Nottinghamshire** (fulfilling many of the roles and functions previously undertaken by the Parent Partnership Service). Ask Us Nottinghamshire is part of the Information, Advice and Support Service (IASS) established in the County. They provide impartial information, advice and support for parents/carers of children with SEND. They can be contacted on 0800 1217772 or [enquiries@askusnotts.org.uk](mailto:enquiries@askusnotts.org.uk)

Another useful source of information for parents regarding SEND is available through the **Independent Parental Special Education Advice** charity online at <https://www.ipsea.org.uk/>

You may also find it useful to contact and access sources of impartial advice such as the **Coram Children's Legal Centre** who aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 available Monday – Friday between 8am to 6pm or visit <https://childlawadvice.org.uk/information-pages/school-exclusion/>.

Another useful source of information for advice and free support to parents is the **School Exclusion Project** <https://schoolexclusionproject.com/>.

If your child has a disability you may find is helpful to contact **The Council for Disabled Children** on 0808 808 3555 (Open Monday to Friday between 9.30am and 5.00pm) or online at <https://contact.org.uk/advice-and-support/education-learning/exclusion/>

If your child is on the autism spectrum, you may find it useful to contact **National Autistic Society School Exclusion Service** ([https://www.autism.org.uk/services/helplines/school-exclusions.aspx#](https://www.autism.org.uk/services/helplines/school-exclusions.aspx)). They offer advice and information to parents of children on the autism spectrum on all aspects of school exclusion in England. You can leave a message on 0808 800 4002 or email [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk). It would be helpful if you could provide as much detail as possible regarding your enquiry and they aim to respond within 5 days.

For support with drug and alcohol use issues. **CGL** **Jigsaw** who work with young people up to the age of 18 to prevent and reduce the risks from drug and alcohol use. They also support families, carers and friends.

Young people can also access this service directly by Phone: 0115 9484 314; email: [jigsaw@cgl.org.uk](mailto:jigsaw@cgl.org.uk); website: <https://www.changegrowlive.org/jigsaw-young-person-family-service-nottingham/info>