School Academy Name and Address

Parents Address

Date

Dear [Parent/Carer]

**Notification of a Permanent Exclusion**

I regret to inform you of my decision to exclude [Child’s Name] permanently from [Date]. This means that [Child’s Name] will not be allowed back to this school unless they are reinstated by the governing body.

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(s) for exclusion – include any other relevant previous history].

**During the Exclusion**

You have a duty to ensure that your child is not found in a public place during the first 5 school days of this exclusion, that is on [specify dates], unless there is reasonable justification for this. I must advise 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 school hours on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

Alternative education arrangements for [Child’s Name]’s education will be made. For the first five school days of the exclusion we will set work for [Child’s Name] [explain what the arrangements are for engaging, completing, and submitting work or if supervised education is being provided]. From the sixth school day of the exclusion onwards – i.e. from [specify the date] the local authority [give name of the ‘home’ authority] will provide suitable full-time education.

**[If pupil lives in the City]** A representative from Nottingham City’s Education Welfare Service will be in touch with you to make sure your child is safe and well since the exclusion and discuss with you what education provision is going to be put in place. Additionally, one of the Local Authority’s Learning Centre’s will invite you to a separate meeting to discuss longer term educational provision that [Name of Child] will receive. These meetings may be before the governing body meeting has taken place. The purpose of these meetings is to ensure your child continues with their education whilst out of school and is not linked in any way to the outcome of the governors’ meeting.

**[If pupil lives in another local authority]**  I have also today informed [insert appropriate name of appropriate LA] of your child’s exclusion and they will be in touch with you about arrangements for his/her education from the sixth day of exclusion. You can contact them at [give details of relevant local authority’s contact details].

**Your right to make representation**

As this is a permanent exclusion the governing board must meet to consider the exclusion. You have a right to attend the governing board meeting and make representations to the governing board. The board have the power to direct reinstatement of your child immediately or from a specified date, or alternatively, they have the power to decline to reinstate and uphold the exclusion; in which case you may request for the decision to be reviewed by an independent review panel.

The latest date on which the governing body can meet is [insert Date – no later than 15 school days from the start date of the last exclusion]. If you wish to make representations to the governing body please contact [Name of Contact] on/at [Contact Details – Address, Phone Number, email], as soon as possible. You have the right to be represented at the meeting (at your own expense) and you can bring a friend. Whether you choose to make representations or not; you will 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 a meeting at the school. Also, please inform us if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may raise this issue with the governing body.

**[If the exclusion will mean that the pupil misses a public examination or national curriculum test. Delete paragraph if not applicable]**

As this exclusion will result in [Child’s Name] missing a public exam or national curriculum test, the governing board are required to consider the exclusion, as far as is reasonably practicable, before the examination or test. If this is not possible, the chair of the governing board will consider the exclusion alone to make a decision before the exam or test. You still have the right to make representations to the governing board. [If alternative arrangements have been made for the pupil to access their exam or test, details can be included here and the letter amended]

**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.

**[If the exclusion is drug/alcohol related]**

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>

You have the right through the Data Protection Act 2018 to see, or request a copy of, your child’s school records. Due to confidentially restrictions, you must notify me in writing if you wish to be supplied with a copy of their school record. I will be happy to supply you with a copy if you request it.

Yours sincerely

[Name]

Head Teacher / Principal

Enc Guidance for Parents

CC: Access & Inclusion Team, Nottingham City Council

Headteacher/Principal

**Social Worker**

**Virtual School Head**