

Model letter 5: Permanent exclusion – discipline committee’s decision

From the Clerk of the discipline committee notifying the parent/carer of a permanently excluded learner of the discipline committee’s decision.

Dear **[parent’s/carer’s/learner’s name]**

The meeting of the school governors’ pupil discipline committee at the **[school]** on **[date]** considered the decision by **[headteacher]** to permanently exclude you/your son/daughter **[name of learner]**.

The committee, after carefully considering the representations made and all the available evidence, have decided:

Either

to overturn the exclusion and direct that **[you/name of learner]** are/is reinstated in the school by **[date]**. We therefore expect **[you/name of learner]** to be back in school on **[date]** at **[time]**.

If you wish to discuss **[learner’s name/your]** return to school before reinstatement, please contact **[name of headteacher]** to arrange a convenient time and date.

A copy of this letter will be added to **[learner’s name/your]** school record for future reference.

Or

to uphold **[your/name of learner’s]** exclusion.

The reasons for the committee’s decision are as follows: **[give the reasons in as much detail as possible, explaining how the committee arrived at its decision]**.

You have the right to appeal against this decision. If you wish to appeal, please notify Natalie Roberts, clerk to the Independent Appeal Panel, of your wish to appeal. You must set out the reasons for your appeal in writing, setting out your reasons why you would like to appeal, and if appropriate, you may also include any disability discrimination claim you may wish to make and send them to:

The Clerk to the Appeal Panel

Legal Services

County Hall

Mold

CH7 6NB

natalie.roberts2@flintshire.nwalescls.com

by no later than **[specify the latest date – the seventeenth school day after the date of this letter]**. If you have not lodged an appeal by **[repeat latest date]**, your right to appeal will lapse.

Your appeal would be heard by an independent appeal panel. A **[three-member/five-member]** panel will comprise **[one/two]** serving education practitioner**[s]** (possibly **[a] headteacher[s]**) **[one/two]** serving or recently serving experienced governor**[s]**; and one lay member who will be the chair. The appeal panel will rehear all the facts of the case – if you have fresh evidence to present to the panel you may do so. You have a right to be accompanied by a friend or legally represented at the hearing.

The panel must meet no later than the fifteenth school day after the date on which your appeal is lodged. In exceptional circumstances panels may adjourn a hearing until a later date.

The hearing will be conducted in accordance with Welsh Government Guidance, a copy of which is available online at: <https://gov.wales/sites/default/files/publications/2019-11/exclusion-from-schools-pupil-referral-units.pdf>

Please note that the details of this exclusion cannot lawfully be deleted from **[learner's name/your]** educational record even if reinstatement is directed.

I would like to remind you of the following sources of advice and assistance: **[repeat details from the original exclusion letter, i.e. a named LA officer and the Advisory Centre for Education and any other local source of advice or assistance if known]**.

The arrangements currently being made for **[learner's name/your]** education will continue for the time being.

However, new arrangements to provide full-time education for **[learner's name/your]** are being made and **[name of LA officer]** will liaise with you shortly about these new arrangements. If you have any questions about this please contact **[name]**.

Yours sincerely

[name]

Clerk to the discipline committee