# Annex A: Model letters

## Model letter 1: Fixed-term exclusion of less than 6 days

From headteacher (or teacher in charge of a PRU) notifying parent/carer and/or learner of a fixed term exclusion of less than 6 days, and where a public examination is not missed.

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

I am writing to inform you of my decision to exclude **[learner’s name/you]** for a fixed term of **[period of exclusion]**. This means that **[learner’s name/you]** will not be allowed in school for the period of the exclusion which began on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[learner’s name/you]** has not been taken lightly. **[learner’s name/you]** has/have been excluded for this fixed term because **[reason for exclusion]**.

The school will continue to set work for **[learner’s name/you]** during the period of his/her/your exclusion **[insert details of arrangements that are in place for this]**. Please ensure that any work set by the school is completed and returned to us for marking. **[For learners over compulsory school age insert the following]**. As you have been excluded from the school you should arrange for someone to return the work to us on your behalf.

### [School other than PRU]

You **[and learner’s name where learner is aged less than 11]** have the right to make representations to the school governors’ pupil discipline committee. If you wish to make representations please contact **[name of contact]** on/at **[contact details: address, phone number, email]**, as soon as possible. While the discipline committee has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child’s/your school record.

### [PRU only]

You **[and learner’s name where learner is aged less than 11]** have the right to make representations to the Management Committee’s discipline committee. While the discipline committee has no power to direct reinstatement, they must consider any representations you make. If you wish to make representations please contact **[name of contact]** on/at **[contact details: address, phone number, email]** as soon as possible.

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

A parent or carer also has the right to make a claim of disability discrimination to the Education Tribunal for Wales (ETW) if they think the exclusion is because of a disability their child has. The address to which claims should be sent is:

Education Tribunal for Wales, Welsh Tribunals Unit, PO Box 100, Llandrindod Wells, LD1 9BW.

### [Primary school only]

You **[and learner’s name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before **[date within the next 10 days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best **your child’s/your** return to school can be managed. You should be aware that **your/your parent’s/your carer’s** failure to attend a reintegration interview will be a factor taken into account by a court when deciding, on any future application, whether to impose a parenting order on **you/your parent/your carer**.

You may want to contact **[name]** at **[local authority name]** local authority on/at **[contact details: address, phone number, email]**, who can provide advice.

**[learner’s name/your]** exclusion expires on **[date]** and we expect **[learner’s name/you]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[name]**

Headteacher/teacher in charge of PRU

## Model letter 2: Fixed-term exclusion of 6 to 15 days

From headteacher (or teacher in charge of a PRU) notifying parent/carer and/or learner of a fixed-term exclusion of 6 to 15 days, or where cumulative exclusions in the same term fall within this range, or where a public examination is missed.

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

I am writing to inform you of my decision to exclude **[learner’s name/you]** for a fixed term of **[period of exclusion]**. This means that **[learner’s name/you]** will not be allowed in school for the period of the exclusion which began on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[learner’s name/you]** has not been taken lightly. **[learner’s name/you]** has/have been excluded for this fixed term because **[reason for exclusion]**.

The school will continue to set work for **[learner’s name/you]** during the period of their/your exclusion **[insert details of arrangements that are in place for this]**. Please ensure that any work set by the school is completed and returned to us for marking. **[For learners over compulsory school age insert the following]** As you have been excluded from the school you should arrange for someone to return the work to us on your behalf.

### [School other than PRU]

You have the right to request a meeting of the school governors’ discipline committee at which you **[and learner’s name where learner is aged less than 11]** may make representations and the decision to exclude can be reviewed. As the length of the exclusion is more than 5 school days (or equivalent) the committee must meet if you request it to do so. The latest date the committee can meet is **[date – no later than 50 school days from the date the committee is notified]**. **[Note: where the learner would lose the opportunity to take a public examination the committee must (so far as is practical for them to do so) meet before the date of the examination].** If you wish to make representations to the committee please contact **[name of contact]** on/at **[contact details: address, phone number, email]**, as soon as possible. You may be accompanied by a friend or representative.

### [PRU only]

You **[and learner’s name where learner is aged less than 11]** have the right to make representations to the Management Committee’s discipline committee. While the discipline committee has no power to direct reinstatement, they must consider any representations you make. If you wish to make representations please contact **[name of contact]** on/at **[contact details: address, phone number, email]** as soon as possible. **[Note: this wording is not suitable where the learner would lose the opportunity to take a public examination.]**

You also have the right to see a copy of **[learner’s name/your]** school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **[learner’s name/your]** school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

A parent or carer also has the right to make a claim of disability discrimination to the Education Tribunal for Wales (ETW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is:

Education Tribunal for Wales, Welsh Tribunals Unit, PO Box 100, Llandrindod Wells, LD1 9BW

### [Applies to children of compulsory school age only]

You **[and learner’s name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before **[date within the next 10 days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best **your child’s/your** return to school can be managed. You should be aware that **your/your parent’s/your carer’s** failure to attend a reintegration interview will be a factor taken into account by a court when deciding, on any future application, whether to impose a parenting order on **you/your parent/your carer**.

You may want to contact **[name]** at **[local authority name] local authority** on/at **[contact details: address, phone number, email]**, who can provide advice. **[learner’s name/your]** exclusion expires on **[date]** and we expect **[learner’s name/you]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[name]**

Headteacher/teacher in charge of PRU

## Model letter 3: Fixed-term exclusion of 16 or more days

From headteacher (or teacher in charge of a PRU) notifying parent/carer and/or learner of a fixed-term exclusion of 16 days or more, or where cumulative exclusions in the same term are 16 days or more.

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

I am writing to inform you of my decision to exclude **[learner’s name/you]** for a fixed term of **[period of exclusion]**. This means that **[learner’s name/you]** will not be allowed in school for the period of the exclusion which began **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[learner’s name/you]** has not been taken lightly. **[learner’s name/you]** has been excluded for this fixed term because **[reason for exclusion]**.

Alternative education other than setting work will be provided for **[learner’s name/you]** if the exclusion has not been overturned within 15 days. A **[school’s maintaining local authority]** local authority representative will contact you to discuss this.

As the length of the exclusion is more than 15 school days (or equivalent) the discipline committee must automatically meet to consider the exclusion. At the review meeting you may make representations to the committee if you wish to do so. The latest date the committee can meet is **[date – no later than 15 school days from the date the discipline committee is notified]**. If you wish to make representations to the committee 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 committee of the time, date and location of the meeting. You may be accompanied by a friend or representative.

You also have the right to see a copy of **[learner’s name/your]** school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **[learner’s name/your]** school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

A parent or carer also has the right to make a claim of disability discrimination to the Education Tribunal for Wales (ETW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is:

Education Tribunal for Wales, Welsh Tribunals Unit, PO Box 100, Llandrindod Wells, LD1 9BW.

### [Applies to children of compulsory school age only]

You **[and learner’s name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before **[date within the next 10 days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best **your child’s/your** return to school can be managed. You should be aware that **your/your parent’s/your carer’s** failure to attend a reintegration interview will be a factor taken into account by a court when deciding, on any future application, whether to impose a parenting order on **you/your parent/your carer.**

You may want to contact **[name]** at **[LA name] local authority** on/at **[contact details: address, phone number, email]**, who can provide advice.

**[learner’s name/your]** exclusion expires on **[date]** and we expect **[learner’s name/you]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[name]**

Headteacher/teacher in charge of PRU

## Model letter 4: Permanent exclusion

From headteacher (or teacher in charge of a PRU) notifying parent/carer and/or learner of a permanent exclusion.

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

I regret to inform you of my decision to exclude **[learner’s name/you]** permanently from **[date]**. This means that **[learner’s name/you]** will not be allowed back to this **[school/pupil referral unit]** unless reinstated by the **[school governors’ discipline committee/pupil referral unit management committee’s discipline committee]** or by an appeal panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[learner’s name/you]** has not been taken lightly. **[learner’s name/you]** has been excluded permanently because **[reason for exclusion – also include any other relevant history here]**.

Alternative education other than setting work will be provided for **[learner’s name/you]** if the exclusion has not been overturned within 15 days. A local authority representative will contact you to discuss this.

As this is a permanent exclusion the pupil discipline committee will meet to consider the exclusion. At the review meeting you **[and learner’s name where learner is aged less than 11]** may make representations to the committee if you wish to do so. The discipline committee has the power to reinstate **[learner’s name/you]** immediately or from a specified date, or alternatively, has the power to uphold the exclusion in which case you may appeal to an independent appeals panel. The latest date the committee can meet is **[date – no later than 15 school days from the date the committee is notified]**. If you wish to make representations to the committee, please contact **[name of contact]** on/at **[contact details: address, phone number, email]**,as soon as possible. You may be accompanied by a friend or representative. You will, whether you choose to make representations or not, be notified by the Clerk to the committee of the time, date and location of the meeting.

You also have the right to see a copy of **[learner’s name/your]** school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **[learner’s name/your]** school 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 want to contact **[name]** at **[local authority name]** local authority on/at **[contact details: address, phone number, email]**, who can provide advice on what options are available to you.

Yours sincerely

**[name]**

Headteacher/teacher in charge of PRU

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

From the Clerk of the discipline committee notifying the parent or 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]/pupil management committee’s discipline committee** on **[date]** considered the decision by **[headteacher/PRU teacher in charge]** 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 **[name of the Clerk to the appeal panel]** of your wish to appeal. You must set out the reasons for your appeal in writing and if appropriate, you may also include any disability discrimination claim you may wish to make and send them to **[address]** by no later than **[specify the latest date – the fifteenth school day after the date this letter is delivered, which will be the date of delivery if delivered by hand or the second working day after posting where first class post is used]**. 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 **[3-member/5-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. 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.

I would like to remind you of the following sources of advice and assistance: **[repeat details from the original exclusion letter, such as a named local authority 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 local authority officer]** will liaise with you shortly about these new arrangements. If you have any questions about these please contact **[name]**.

Yours sincerely

**[name]**

Clerk to the discipline committee

## Model letter 6: Independent appeal panel decision

From the Clerk to the independent appeal panel notifying the parent/carer and/or learner of the outcome of their appeal.

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

Following the hearing of your appeal by the independent appeal panel constituted by **[name of Authority]** Authority on **[date]** at **[location]** against the decision of the governing body discipline committee of **[name of school]**/the discipline committee for **[name of PRU]** not to reinstate **[learner’s name/you]**, I am writing to advise you of the panel’s decision.

After careful consideration of your representations (both oral and written) and those of **[school/PRU]** and **[name of local authority]** **[and of others if applicable, for example any victim]** and in the light of the available evidence, the panel has decided:

Either

1. to uphold the exclusion or
2. to direct **[learner’s name/your]** reinstatement in **[name of school/PRU]** with effect from **[date and time]**. **[learner’s name/you]** should report to **[name of school staff member]** at that time or
3. that it is not practical to direct **[learner’s name/your]** reinstatement **[here give reasons, for example because this is an exceptional case where reinstatement would not be in the learner’s best interests or those of the whole school/PRU community]** although otherwise reinstatement would have been appropriate. Your **[child’s]** school record will show that the permanent exclusion was overturned on appeal even though reinstatement was not directed.

**[Give reasons in as much detail as possible for the panel’s decision: the decision may be challenged by judicial review; or be the subject of a complaint of maladministration by the appeal panel to the Public Services Ombudsman for Wales]** The panel’s decision is binding on you, the governing body of **[name of school]**/**[name of PRU]** and **[name of local authority]**.

For decisions (i) and (iii) above:

The alternative arrangements put in place for **[learner’s name/your]** full-time education will continue for the time being; but **[LA officer’s name]** will be in touch with you to discuss future provision.

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

Yours sincerely

**[name]**

Clerk to the independent appeal panel