**Parent name and address**

**Date**

Dear Mr and Mrs

**Re: Child’s Name Year Group DOB**

I am writing to inform you that I have made the decision to permanently exclude **child’s full name** with effect from **date**. I realise that this decision may well be upsetting for you and your family but the decision to permanently exclude **child’s name** has not been taken lightly.

The reason for my decision to permanently exclude **child’s name** is due to **state reason**. Allowing **child’s name** to remain in school would seriously harm the education or welfare of the pupil/others such as staff/pupils in the school (delete as necessary).

You are under a legal duty to ensure that **child’s name** is not present in a public place (including on or outside the school site) during normal school hours for the first 5 school days of this exclusion, unless there is reasonable justification for this. The Local Authority has the power to impose a financial penalty notice or prosecute you if you breach this legal duty, and it will be for you to satisfy the Local Authority that there was reasonable justification.

From the sixth school day of the exclusion onwards i.e. **date**, Greenwich LA are responsible for providing your child’s education and they will contact you separately to arrange this.

You may wish to contact Mrs Angela Cetindal, Inclusion Service Manager, who can provide advice. She can be contacted by telephoning 020 8921 4807 or by emailing [School-Inclusion-Support@royalgreenwich.gov.uk](mailto:School-Inclusion-Support@royalgreenwich.gov.uk).

You have the right to make representations about the exclusion to the Governors' Discipline Committee. If you wish to make representations, please send them to **name and contact details of school representative** **child’s name** may also be involved in this process by writing down what he would like to say about the exclusion and asking you to send this to us with your own representations.

Regardless of whether you make any representations about the exclusion, the Committee is under a duty to convene a meeting at which my decision to exclude **child’s name** will be reviewed, in order for them to decide **Child’s name** should be reinstated to school and, if so, whether this should be immediately or on a specified date.

The meeting must be convened within 15 school days of the date that the Committee were notified of the exclusion. You have a right to attend the meeting, to bring a friend, and to be represented (at your own expense). You may also ask for a representative of the Local Authority to be invited to attend the meeting, however this will be as an observer only and they will only be permitted to speak with the permission of the Committee on a particular point. I will attend the meeting to make representations about the exclusion to the Committee on behalf of the school.

If you do wish to bring anyone with you, ask for a representative of the Local Authority to be invited, or you need any special arrangements to be made to help you to attend and/or contribute towards the meeting (for example, step-free access, an interpreter or a signer), please inform **name**, Clerk to the Governors, at **school** **contact** at the same time as making your representations, or as soon as possible thereafter, so that the appropriate arrangements can be made.

The Department for Education's statutory guidance on exclusions can be accessed online at:

[***https://www.gov.uk/government/publications/school-exclusion***](https://www.gov.uk/government/publications/school-exclusion)

You are able to access the following sources of impartial advice:

The Coram Children's Legal Centre's Child Law Advice Service on 0300 330 5485 (from Monday to Friday from 8.00am until 6.00pm) or via their website which can be accessed at:

[***https://childlawadvice.org.uk/***](https://childlawadvice.org.uk/)

Every local area has a SENDIAS service who provide information, advice and support to children and young people with SEND, including on exclusions. Please find Greenwich details on:

[***https://greenwichsendiass.uk***](https://greenwichsendiass.uk)

Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special education needs (SEN) and disabilities.

Yours sincerely

Headteacher