**MODEL LETTER (5)**

### Dear [Parent/Carer’s Name]

I am writing to confirm the decision reached by the **Governors’ Disciplinary Committee/PRU Management Committee** at their meeting on **[date of Governors’ Disciplinary Committee/PRU Management Committee meeting**] to review the Head Teacher’s decision to permanently exclude **[child’s name]** from **[name of school].**

After careful consideration of all the evidence and the representations made to the **Governors’ Disciplinary Committee/PRU Management Committee,** the committee has decided to

*EITHER*

uphold the Head Teacher’s decision to permanently exclude for the following reason(s) **[insert reasons in as much detail as possible explaining how they were arrived at]**

*OR*

direct reinstatement from **[specify date]** for the following reason(s)

**[insert reasons in as much detail as possible explaining how they were arrived at]**

The Head Teacher or a senior member of staff will contact you shortly to discuss the arrangements to be made for your child’s return to school

*[Where a permanent exclusion has not been upheld and reinstatement has been directed insert the next paragraph, omit the subsequent paragraphs and go to “Yours sincerely,”]*

You have the right to apply for the decision to be reviewed by an Independent Review Panel. You must set out the reasons for requesting the review in writing.

If you intend to request a review, please write to:

Democratic Services Office

London Borough of Hillingdon,

Civic Centre, High Street,

Uxbridge,

Middlesex

UB8 1UW

01895 277655

Or email [educationappeals@hillingdon.gov.uk](mailto:educationappeals@hillingdon.gov.uk)

**(Maintained schools address only, Academies must include their own contact details)** by no later than **[specify the latest date – the 15th school day after receipt of this letter]**. If no application has been made for an Independent Review Panel by this date, then you will lose your right to a review.

If you ask for **Governors’ Disciplinary Committee/PRU Management Committee** decision to be reviewed by the Independent Review Body you have the right to require that an expert in Special Educational Needs (SEN) attends the review at no cost to you. You may require that an SEN expert attends the hearing irrespective of whether the school believes your child has special educational needs or not. The SEN expert’s role is analogous to an expert witness, providing impartial advice to the panel on how special educational needs may have been relevant to the exclusion. Should you request a review of the Governors’ Disciplinary Committee’s/PRU Management Committee’s decision, and you wish an SEN expert to be appointed please let **[Democratic Services / Academy Contact]** know.

I should also inform you that if you request a review of the **Governors’ Disciplinary Committee’s/PRU Management Committee’s** decision you may, at your own expense, appoint a representative, including a legal representative, to make written and/or oral representations to the Independent Review Panel and that you may also bring a friend or supporter to the review. If you intend to be accompanied, please let **[Democratic Services / Academy Contact]** know. Please also advise if you have a disability or any special needs which would affect your ability to attend the meeting and if it would be helpful for you to have an interpreter present.

Where a representative of the LA attended the **Governors’ Disciplinary Committee/PRU** Management Committee meeting **he/she** or another representative will also attend the review and submit a statement in advance.

The Independent Review Panel can make one of three decisions: they may uphold your child’s exclusion; they may recommend that the governing body reconsiders their decision; or they may quash the decision and direct that the governing body considers the exclusion again.

In addition to the right to apply for an independent review, if you believe discrimination has occurred under the Equalities Act 2010 in relation to this suspension, you have the right to make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination). The address to which claims should be sent is 1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU, e-mail [send@justice.gov.uk](mailto:send@justice.gov.uk). Your claim must be lodged within 6 months of the date of the exclusion. You may access further information on the following link www.justice.gov.uk/tribunals/send/appeals.

If you wish to seek advice and guidance regarding this matter you can contact the local authority Exclusion and Reintegration Team via [exclusionsupport@hillingdon.gov.uk](mailto:exclusionsupport@hillingdon.gov.uk)~~.~~

You may find it useful to contact Coram Children’s Legal Centre. They provide free legal advice and information to parents on education matters: ~~.~~ <www.childrenslegalcentre.com>.

Statutory guidance on exclusions and suspensions can be accessed via the following link:

<www.gov.uk/government/publications/school-exclusion>

The arrangements currently being made for **your child**’s education by the Local Authority will continue.

Yours sincerely

**[Name]**

### Clerk to the Governing Body (or clerk to the Management Committee in case of an AP (Alternative Provision))

**[Cc. Social Worker – if the child has one**

**Virtual School Head – If pupil is Looked After**

**Other relevant professionals]**

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