Relevant guidance:

* [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](https://www.gov.uk/government/publications/school-exclusion)

Relevant excerpts:

* *“Whenever a headteacher suspends or permanently excludes a pupil they must, without delay, notify parents or the excluded pupil (if they are 18 years or older) of the period of the suspension or permanent exclusion and the reason(s) for it.”*

Paragraph 63: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](https://www.gov.uk/government/publications/school-exclusion)

* *“They must also, without delay, after their decision, provide parents with the following information in writing:*
* *the reason(s) for the suspension or permanent exclusion;*
* *the period of a suspension or, for a permanent exclusion, the fact that it is permanent;*
* *parents’ right to make representations about the suspension or permanent exclusion to the governing board (in line with the requirements set out in paragraphs 97 to 107) and how the pupil may be involved in this;*
* *parents’ (or an excluded pupil if they are 18 years or older) right to make a request to hold the meeting via the use of remote access and how and to whom to make this request (further information on other information this should include can be found in Annex A: Key principles when conducting meetings via the use of remote access);*
* *how any representations should be made; and*
* *where there is a legal requirement for the governing board to consider the suspension or permanent exclusion, that parents or an excluded pupil (if they are 18 years or older) have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend."*

Paragraph 64: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](https://www.gov.uk/government/publications/school-exclusion)

Suggested wording

*(This suggested wording is a guide. You might need to make amendments to fit the individual circumstances of the pupil in question. You can also refer to the above excerpts to strengthen your argument).*

In accordance with Paragraph 64 of the exclusion guidance, the headteacher sent no letter to confirm young person’s exclusion. This is a serious procedural error. Not only has the headteacher failed in a procedural requirement of the statutory guidance, but they have left the family without written confirmation of the exclusion, or any way to understand its reasons and their rights. This procedural flaw undermines the headteacher’s decision-making process and makes it inevitable that the process of challenging the exclusion is tilted irrevocably in favour of the school. Therefore, the governors must conclude that the process has been unfair and reinstate young person with immediate effect.