Relevant guidance:

* [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](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 - from September 2023](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.”*

Paragraph 64: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](https://www.gov.uk/government/publications/school-exclusion)

* *“There are powerful reasons why it is desirable for administrative bodies to give reasons for their decisions. They include improving the quality of decisions by focusing the mind of the decision-making body and thereby increasing the likelihood that the decision will be lawfully made; promoting public confidence in the decision-making process; providing, or at least facilitating, the opportunity for those affected to consider whether the decision was lawfully reached, thereby facilitating the process of judicial review or the exercise of any right of appeal; and respecting the individual's interest in understanding - and perhaps thereby more readily accepting - why a decision affecting him has been made.”*

[Oakley v South Cambridgeshire District Council](https://www.bailii.org/ew/cases/EWCA/Civ/2017/71.html)

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 the headteacher’s letter confirming young person’s exclusion, the headteacher explained that the reasons for the exclusion were “quote reasons for the exclusion from the headteacher’s letter”.

Clearly, this does not provide any clarity or detail as to how the headteacher has reached their decision. Considering the objections raised in these submissions, which cover issues that were known to the headteacher and which throw the lawfulness of the exclusion into question, this is a serious procedural error. Not only has the headteacher failed a procedural requirement of the statutory guidance, but also they have left the family without any way to understand the reasons for the exclusion.

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 governing board must conclude that the process has been unfair and reinstate young person with immediate effect.