Relevant guidance, documents and legislation:

* [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)
* [Elective home education: guidance for parents](https://www.gov.uk/government/publications/elective-home-education)

Relevant excerpts:

* *“If your child is currently on the roll of a school you are not obliged to inform the school that he or she is being withdrawn for home education or gain consent for this. However, it is sensible to do so, in order to avoid subsequent misunderstandings as to how you intend to fulfil your parental responsibility for your child’s education. The school is obliged to inform the local authority of children removed from its admission register and will give home education as the reason, if notified of this by the parent. Parents of children withdrawn from school for home education are not legally obliged to inform the local authority themselves - but again it is sensible to do so, either directly or using any local registration scheme which exists, to facilitate access to advice and support.”*

Paragraph 4.2:[Elective home education: guidance for parents](https://www.gov.uk/government/publications/elective-home-education)

* *“A further example of off-rolling would be exercising undue influence over a parent to remove their child from the school under the threat of a permanent exclusion and encouraging them to choose Elective Home Education or to find another school place.”*

Paragraph 21: [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)

* *“If a parent feels pressured into electively home educating their child, they can follow the school’s complaints procedure with the governing board and in the case of a maintained school, the local authority. Ofsted considers any evidence of off-rolling and is likely to judge a school as inadequate if there is evidence that pupils have been removed from the school roll without a formal permanent exclusion or by the school encouraging a parent to remove their child from the school, and leaders have taken insufficient action to address this.”*

Paragraph 22: [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)

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 make reference to the above excerpts to strengthen your argument).*

My name is your first name. I am assisting name of young person with their permanent exclusion from name of school.

I understand that name of young person was permanently excluded for reason for the exclusion. However, I am writing because name of young person acknowledges that the relationship between them and name of school has broken down. The family would rather engage in elective home education, than proceed with a challenge to the permanent exclusion.

This could be a great opportunity for name of young person to achieve a fresh start and engage with their education in a preferred format. However, in order to do this, the permanent exclusion must be withdrawn so that the family can authorise the removal of name of young person from the register.

In reaching this decision, I can confirm that name of school has not exercised undue influence - they have not encouraged or pressured the family to electively home educate.

I am therefore writing to ask you to confirm you will be willing to withdraw the permanent exclusion, and then remove name of young person from the register in accordance with the family’s wishes.

I have attached/enclosed a signed letter from the family authorising you to withdraw name of young person from the register in the event you agree.

I would take this opportunity to remind you of your obligation to use a permanent exclusion only as a last resort. If you are not willing to consider withdrawing the exclusion, given the contents of this letter/email, I ask you to clearly set out any reasoning in full.