Suggested wording:

*(This suggested wording is a guide. You might need to make amendments to fit the individual circumstances of the pupil in question).*

1. I am assisting name of young person with their permanent exclusion from name of current school. I understand the governing board is currently scheduled to consider the permanent exclusion at a panel on of the governors’ hearing.

 I am writing to request that the governing board agree to a delay to this date. We are currently working with name of current school to arrange a managed move for name of young person. Clearly, the success of such a process would be to everyone’s benefit. It would give name of young person the fresh start they need, and the headteacher would no longer have to use resources to attend the governing board hearing and any review or claim that followed.

Name of parent/guardian, name of young person’s parent/guardian has agreed to the delay and understands the impact it may have on name of young person if the managed move does not go ahead. This is an opportunity they are very keen to explore.

In considering this request, I would ask you to consider your duty to ensure the permanent exclusion has been used as a last resort and therefore not to jeopardise a process that may act as a beneficial alternative.

I’d therefore be grateful if you could confirm that the hearing will be adjourned.

1. I am assisting name of young person with their permanent exclusion from name of current school. I understand the governors are currently scheduled to consider the permanent exclusion at a panel on date of the governors’ hearing.

A subject access request was made on date subject access request made. We are still awaiting the provision of documents. It is essential that we have the evidence to put together a robust challenge to the exclusion and, therefore, request that the panel agree to adjourn the hearing at this date.

Name of parent/guardian, name of young person’s parent/guardian has agreed to the delay and understands the impact it may have on name of young person if the managed move does not go ahead. This is an opportunity they are very keen to explore.

In considering the request I would ask you to consider your duty to ensure that proceedings are fair. Obviously, name of current school have had access to all their records to choose what evidence the governing board, name of young person and their representatives have available. This creates an inequality between the position of each party that needs to be corrected.

I’d therefore be grateful if you could confirm that the hearing will be adjourned.