Relevant guidance, documents and legislation:

* [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:

* *A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. If a temporary move needs to occur to improve a pupil’s behaviour, then offsite direction should be used. Managed moves should only occur when it is in the pupil’s best interests.*

Paragraph 48: [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)

* *Managed moves should be offered as part of a planned intervention. The original school should be able to evidence that appropriate initial intervention has been carried out, including, where relevant, multi-agency support, or any statutory assessments were done or explored prior to a managed move.*

Paragraph 50: [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)

* *If a parent believes that they are being pressured into a managed move or is unhappy with a managed move, they can take up the issue through the school’s formal complaints procedure with the governing board and, where appropriate, the local authority. Within the school inspections framework, under leadership and management. Ofsted will consider any evidence found of a parent being pressured into a managed move that has resulted in off-rolling and is likely to judge a school as inadequate on the basis of such evidence.*

Paragraph 52: [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)

* *“For the vast majority of pupils, suspensions1 and permanent exclusions may not be necessary, as other strategies can manage their behaviour. If these approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort.”*

Part one: [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 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, but they would like the school to consider alternative options to permanent exclusion.

A permanent exclusion should only ever be used as a last resort. In this context, "last resort" should be read in a common-sense way, meaning that all other options must have been exhausted first.

We are asking you to consider the option of a managed move. This could be a great opportunity for name of young person to achieve a fresh start and it will also minimise the negative outcomes associated with permanent exclusions. However, to do this, the permanent exclusion must first be withdrawn.

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 pursue the managed move option. I can also confirm that the young person and their family consent to the managed move (see attached).

I am therefore writing to ask you to confirm that you will be willing to withdraw the permanent exclusion and then meet with the family to discuss the managed move option in more detail.

I would like to 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 and considering the managed move, given the contents of this letter/email, I ask you to clearly set out any reasoning in full.