Suggested wording:

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

I am writing in relation to name of young person’s independent review panel concerning their exclusion from name of school which took place on date of independent review panel.

As you will be aware, the independent review panel has directed/recommended reconsideration of the exclusion. In accordance with paragraph 258 of the statutory exclusions guidance, this means that you should meet within 10 school days to consider name of young person’s exclusion. I would be grateful if you could confirm what arrangements have been made for the reconsideration.

The family would be grateful to be able to attend the reconsideration to speak with the governing board about the independent review panel’s findings and provide their views on reinstatement. We would be grateful if the governing board would confirm that they would agree to this.