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.

1. As you will be aware, the independent review panel has recommended reconsideration of the exclusion. This means that the governing board should meet within 10 school days to consider name of young person’s exclusion again. At this reconsideration, they can make the same decisions as at the initial consideration: to uphold the exclusion, to reinstate name of young person immediately, or to reinstate them on a specified date. If they decide to uphold the exclusion again, there will be no further avenue of challenge outside of a case in court. If they direct reinstatement, then name of young person will be able to return to the school on the date they specify.
2. As you may be aware, the independent review panel has quashed the exclusion and directed reconsideration of it. This means that the governing board should meet within 10 school days to consider name of young person’s exclusion again. At this reconsideration, they can make the same decisions as at the initial consideration: to uphold the exclusion, to reinstate name of young person immediately, or to reinstate them on a specified date. However, if they uphold the exclusion again, then they will be ordered to pay £4,000 to the local authority. In addition, name of young person’s school record will be updated with the independent review panel’s decision. While, under normal circumstances, a young person can only be excluded twice before losing the right to choose a particular school, because the independent review panel has quashed this one, it will not count towards this limit even if the governing board upholds it again.

The governing board does not have to invite us back to the reconsideration. However, I suggest that we write to the school to find out the arrangements and ask to attend; this will give us another opportunity to encourage the school to think again and to reinstate name of young person. Please let me know if you would like me to do this.