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 to provide you with some information about name of young person’s exclusion from name of school.

You have indicated that you would like to request an independent review panel to look at the decision of the governing board to uphold the exclusion.

You have the right to request that the school pay for an SEN expert to attend the panel. The SEN expert must be independent and can provide information on appropriate SEN provision and on name of young person’s needs in school.

However, the SEN expert will not assess name of young person in advance and may not have seen their file. They will not comment on what the school should have done in this matter, instead only speaking generally. This means that there is a risk that the expert will damage name of young person’s case rather than support it.

It would be better to identify a medical or education professional who is working with name of young person already who might be able to provide a statement. This will have more force if the person knows name of young person and understands their needs.

If you can think of someone who might be able to help, please let me have their contact details so that I can approach them to either attend the independent review panel or to provide a statement. Alternatively, please let me know if you would like to request an SEN expert to attend the panel instead.