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.

It is frustrating that the governing board decided to uphold the permanent exclusion. I am writing to provide some information to you on the appeal stage of the exclusions challenge process, called the "independent review panel". Independent review panels are free to request. They are made up of either three or five people who are independent of the school and are trained to understand the relevant rules around school exclusions. They will consider the governors’ decision to uphold the exclusion and decide whether it is flawed.

The independent review panels have some drawbacks. They cannot reinstate name of young person. They can only send the decision back to the school’s governing board, who could uphold the exclusion even if the independent review panel finds it flawed. In addition, the independent review panels do not have legal training, and the quality of the review they offer can vary from panel to panel.

However, outside of a legal claim, this is the only option available to review the exclusion. If you would like to apply for an independent review panel, the application must be made before date of deadline to request review, which is 15 school days from the date of the governors giving notice of their decision. Any request for a panel received after this date will be rejected.

When requesting an independent review panel, the application should state if you want a special educational needs (SEN) expert to attend. A SEN expert can comment on matters relating to possible additional needs that the school should have provided for name of young person. A SEN expert will not assess your child. Individuals cannot serve as a SEN expert if they have previously been involved in the assessment or support of SEN for name of young person. If you would like to request an SEN expert, this will need to be raised before the application is made for a review.