Relevant guidance:

* [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:

* *“The governing board should ensure that clear minutes are taken of the meeting as a record of the evidence that was considered by the governing board. These minutes should be made available to all parties on request and the record of discussion should state clearly how the decisions have been reached, which a clerk should be present for.”*

Paragraph 122: [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 refer to the above excerpts to strengthen your argument.)*

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

I am writing to request a copy of the minutes taken of the panel. For clarity, this request is made in accordance with paragraph 122 of the statutory exclusions guidance which requires that minutes be made available to parties “on request”.