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.”*

Paragraph 261: [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.)*

I am writing in relation to the governing board’s reconsideration of name of young person’s exclusion from name of school which took place on date of independent reconsideration.

In accordance with paragraph 261 of the statutory exclusions guidance, 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. Furthermore, these minutes should be made available to all parties on request.

We look forward to receiving a copy of the minutes.