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 permanent exclusion from name of school which took place on date of independent review panel.

I am writing to request a copy of the minutes taken by the panel. For clarity, this request is made in accordance with the right of subject access under Article 15 of the General Data Protection Regulation, and, accordingly, we ask that it be provided without undue delay. In accordance with paragraph 238 of the statutory exclusions guidance, the clerk to a review panel should ensure that minutes of the proceedings are taken, including details of the attendance, the voting, and the decision.