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:

* *“Where the governing board is legally required to consider the reinstatement of a suspended or permanently excluded pupil they should:*
  + *ask for any written evidence in advance of the meeting, including witness statements and other relevant information held by the school such as those relating to a pupil’s SEN and the pupil’s school record;*
  + *where possible, circulate any written evidence and information, including a list of those who will be present, to all parties at least five school days in advance of the meeting;*
  + *allow parents and the pupil to be accompanied by a friend or representative (where a pupil under 18 years old is to be invited as a witness, the governing board should first seek parental consent);”*

Paragraph 112: [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 name of young person’s exclusion from name of school. I understand the governors are due to meet on date of scheduled governors’ review hearing.

The following people will be attending the review:

Name of attendee, who is relationship to young person or professional position

name of young person will not be attending/also be attending

1. I now attach/enclose the arguments against the exclusion and supporting evidence. Kindly, please provide these to the governing board members and the other parties at your earliest convenience.
2. We are not yet able to provide the arguments and supporting evidence. We will be providing these as soon as possible, understanding that the parties and the governors will need time to review them ahead of the hearing. We expect to be able to provide them by date you will provide the material.