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 law does not allow for extending a suspension or ‘converting’ a suspension into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first suspension ends; or a permanent exclusion may be issued to begin immediately after the end of the suspension.”*

Paragraph 10*:* [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).*

young person was initially suspended for number of days of suspension, which began on date initial fixed term exclusion began. young person was then told that the exclusion will be permanent/told that the exclusion will be for a longer period on date the exclusion was extended or converted.

No new information has come to light to justify the conversion/extension of the suspension that could not have been discovered before implementing the suspension in the first place. Certainly, there are no “exceptional” circumstances which would justify this action. For clarity, this would require something truly out of the ordinary, and does not allow a school to hold a child off-site with one suspension whilst they investigate the matter.

Therefore, it is clear that the suspension has been converted/extended, and is therefore unlawful. The governors are asked to reinstate young person with immediate effect.