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 headteacher can cancel any exclusion that has already begun (or one that has not yet begun), but this can only happen when the governing board has not yet met to consider whether the pupil should be reinstated.*

Paragraph 13:[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 make reference to the above excerpts to strengthen your argument).*

My name is your first name. I am assisting name of young person with their exclusion from name of school.

I understand that name of young person was excluded for reason for the exclusion. However, new developments since select date of exclusion may well change your view of the matter and I would ask you to review it and make a fresh decision now you have a full set of facts.

Since the exclusion, briefly set out the developments since the exclusion, or the new evidence that you have, that should change the headteacher’s decision.

Clearly, therefore, the circumstances that fed into your original decision are no longer up to date. I expect that had you had this information at the time, it would have materially affected your decision as the tests for exclusion set out in the statutory guidance are no longer satisfied. I’d therefore ask you to kindly review your decision and would invite you to withdraw the exclusion.

We would be very happy to have a conversation with you to address any ongoing concerns you have about name of young person’s education at name of school, if you feel this would be helpful.