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).*

I am writing to provide you with some information about name of young person’s exclusion from name of school.

1. I understand that name of young person was excluded for reason for the exclusion. However, you have told me that/I can see from the documents you have provided that there is good reason to think that the headteacher acted unlawfully/acted in a way which was procedurally flawed when they excluded name of young person. This is because reason for your concern.

Therefore, because this exclusion seems to have been done in a way that is clearly unlawful, I suggest it would be a good idea to write to the headteacher now to tell them our concerns and ask them to cancel the exclusion without the need for us to go to the governing board hearing.

1. I understand that name of young person was excluded for reason for the exclusion. However, since the exclusion was imposed change in circumstances since exclusion was imposed.

This is information that the headteacher should be made aware of because the reasons for the exclusion are no longer valid. It would be best to ask the headteacher to reconsider their decision without the need to go to the governing board hearing to challenge the exclusion.

I therefore suggest that you allow me to write to the school on your behalf and ask the headteacher to reconsider. If you would like me to, please simply let me know. I will then provide you with an update once I have heard back.