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)
* [Elective home education: guidance for parents](https://www.gov.uk/government/publications/elective-home-education)

Relevant excerpts:

* *“A further example of off-rolling would be exercising undue influence over a parent to remove their child from the school under the threat of a permanent exclusion and encouraging them to choose Elective Home Education or to find another school place.”*

Paragraph 21: [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)

* *“Deciding to educate your child at home instead of sending him or her to school is a step which should not be taken lightly. It will mean a major commitment of your time, energy and money. Think hard before making a final decision. It is especially important that you as parents consider the nature of the education you intend to provide for your child before you begin to teach him or her at home. Think about the curriculum you will provide, and whether it will allow your child to reach his or her potential now and in the future, including whether you expect your child to sit public examinations such as GCSEs or not. Also consider whether home education is in your child’s overall best interests, including social development.”*

Paragraph 3.1: [Elective home education: guidance for parents](https://www.gov.uk/government/publications/elective-home-education)

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.

As name of young person’s parent/guardian, you have the right to remove name of young person from the school’s register at any time by “electing” home education.

This means withdrawing name of young person from the school system. You would no longer have a right to receive support with their education unless you subsequently decided to re-enrol them at a school.

You should be aware that no school is meant to use the threat of exclusion to pressure families into electing home education. As a result, if you choose to challenge the school exclusion instead of electing for home education, you should not be criticised for doing so. Any decision about name of young person’s education can only be a choice for them and you. You should feel free to make that choice without pressure from the school.

Additionally, you would have a duty to ensure that name of young person receives an education. While this does not need to be for a target number of hours a day or days a year, it must be of a ‘satisfactory standard’. The council may want to satisfy themselves that you are providing suitable education for name of young person by writing to you and asking what education you are providing them with. If you do not reply, or cannot satisfy them that the education is sufficient, you may be ordered to return name of young person to school.

You do not have the right to withdraw name of young person if they are subject to a School Attendance Order. Please let me know if this is the case.

Electing for home education will not automatically mean the exclusion doesn’t happen. You would need the headteacher to agree that there is no longer a need to exclude name of young person. If you want me to explore this option with the school, you will need to confirm that you want me to ask the headteacher to remove name of young person from the register if the exclusion is also rescinded.

I reiterate that this would permanently withdraw their right to attend this school and end the local authority’s responsibility to find a school for them. You may want to take the time to speak to an impartial professional before taking this step. If you want me to, I will write to name of current school to request that the exclusion is withdrawn if you withdraw name of young person from the register and update you when I hear back.