*About this resource:*

This is a Suggested Wording. It is a set of paragraphs that suggests wording to argue to the school’s governors that the headteacher failed to write to the family to confirm the exclusion.

To understand when you might want to use this text, read the [Step by Step Guide: Preparing Written Arguments for the School’s Governors](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/meeting-preparing-case-governers/step-step-guide-creating-written-submissions)

If you want to understand more about the relevant law, read the [Quick-Guide: the Headteacher’s Power to Exclude](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/meeting-preparing-case-governers/step-step-guide-creating-written-submissions/quick-guide-headteachers-power)

To use this resource, go through the text and enter the information where prompted to do so. Prompts appear as grey text. Then copy and paste your finished text into the [Template Document: Submissions to the Governors](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/meeting-preparing-case-governers/step-step-guide-creating-written-submissions/quick-guide-headteachers-power)*.*

This text is a guide. You might need to make amendments to fit your circumstances.

The Exclusion Guidance states at paragraph 63 that:

*[The headteacher] must also, without delay, after their decision, provide parents with the following information in writing:*

*• the reason(s) for the exclusion;*

*• the period of a suspension or, for a permanent exclusion, the fact that it is permanent;*

*• parents’ right to make representations about the suspension or permanent exclusion to the governing board […] and how the pupil may be involved in this;*

*• how any representations should be made; and*

*• where there is a legal requirement for the governing board to consider the suspension or permanent exclusion, that parents or a pupil if they are 18 years old have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.*

The headteacher sent no such letter to confirm young person’s exclusion. This is a serious procedural error. Not only has the headteacher failed in a procedural requirement of the statutory guidance, but they have left the family without written confirmation of the exclusion, or any way to understand its reasons and their rights. This procedural flaw undermines the headteacher’s decision-making process and makes it inevitable that the process of challenging the exclusion is tilted irrevocably in favour of the school. Therefore, the governors must conclude that the process has been unfair and reinstate young person with immediate effect.