There are now two sections to choose from, a yellow one and a blue one. Choose the section that is most appropriate and complete it with the required information. Then delete the unused section and remove the highlighting.

The yellow section is most appropriate if you are requesting a delay to allow time for a managed move to be completed.

The blue section is most appropriate when you are requesting a delay to allow time to obtain records.

*About this resource:*

This is a Suggested Wording. It is a set of paragraphs to use to ask the governors to delay an review hearing.

To understand when you might want to use this text, read the [Step-by-Step Guide: Finding an Alternative to Permanent Exclusion](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step/quick-guide-students-and-information-rights).

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 a letter or email.

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

I am assisting name of young person with their permanent exclusion from name of current school. I understand the governors are currently scheduled to consider the permanent exclusion at a panel on of the governors’ hearing.

 I am writing to request that the governors agree to a delay to this date. We are currently working with name of current school to arrange a managed move for name of young person. Clearly, the success of such a process would be to everyone’s benefit. It would give name of young person the fresh start they need, and the headteacher would no longer have to use resources to attend the governors’ panel and any review or claim that followed.

Name of parent/guardian, name of young person’s parent/guardian has agreed to the delay, and understands the impact it may have on name of young person if the managed move does not go ahead. This is an opportunity they are very keen to explore.

In considering this request I would ask you to consider your duty to ensure the permanent exclusion has been used as a last resort, and therefore not to jeopardise a process that may act as a beneficial alternative.

I’d therefore be grateful if you could confirm that the hearing will be adjourned.

I am assisting name of young person with their permanent exclusion from name of current school. I understand the governors are currently scheduled to consider the permanent exclusion at a panel on date of the governors’ hearing.

A subject access request was made on date subject access request made. We are still awaiting the provision of documents. It is essential that we have the evidence to put together a robust challenge to the exclusion and therefore request that the panel agree to adjourn the hearing form this date.

Name of parent/guardian, name of young person’s parent/guardian has agreed to the delay, and understands the impact it may have on name of young person if the managed move does not go ahead. This is an opportunity they are very keen to explore.

In considering the request I would ask you to consider your duty to ensure that proceedings are fair. Obviously, name of current school have had access from all their records to choose what evidence the governors, name of young person and their representatives have available. This creates an inequality between the position of each party that needs to be corrected.

I’d therefore be grateful if you could confirm that the hearing will be adjourned.