*About this resource:*

This is a Suggested Wording. It is a set of paragraphs you can use to ask the headteacher to consider withdrawing the exclusion because the family wish to elect for home education.

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/finding-alternative).

If you want to understand more about the relevant law, read the [Quick-Guide: Elective Home Education](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/finding-alternative-0/quick-guide-elective-home-education).

This document references an “attached Form of Authority”. Read the [Step-by-Step Guide: Education Records](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step-step-guide-education-records/1-obtain-forms-authority) to download this document and ask the family to complete it.

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.

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

I understand that name of young person was permanently excluded for reason for the exclusion. However, I am writing because name of young person acknowledges that the relationship between them and name of school has broken down. The family would rather engage in elective home education, than proceed with a challenge to the permanent exclusion.

This could be a great opportunity for name of young person to achieve a fresh start and engage with their education in a preferred format. However, in order to do this, the permanent exclusion must be withdrawn so that the family can authorise the removal of name of young person from the register.

I am therefore writing to ask you to confirm you will be willing to withdraw the permanent exclusion, and then remove name of young person from the register in accordance with the family’s wishes.

I have attached/enclosed a signed letter from the family authorising you to withdraw name of young person from the register in the event you agree.

I would take this opportunity to remind you of your obligation to use a permanent exclusion only as a last resort. If you are not willing to consider withdrawing the exclusion, given the contents of this letter/email, I ask you to clearly set out any reasoning in full.