*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 new evidence has become available.

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).

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 exclusion from name of school.

I understand that name of young person was excluded for reason for the exclusion. However, new developments since select date of exclusion may well change your view of the matter and I would ask you to review it and make a fresh decision now you have a full set of facts.

Since the exclusion, briefly set out the developments since the exclusion, or the new evidence that you have, that should change the headteacher’s decision.

Clearly, therefore, the circumstances that fed into your original decision are no longer up to date. I expect that had you had this information at the time, it would have materially affected your decision as the tests for exclusion set out in the statutory guidance are no longer satisfied. I’d therefore ask you to kindly review your decision and would invite you to withdraw the exclusion.

We would be very happy to have a conversation with you to address any ongoing concerns you have about name of young person’s education at name of school, if you feel this would be helpful.