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 suggesting a delay to allow time for a managed move to be completed.

The blue section is most appropriate when you are suggesting 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 consider delaying a hearing in relation to an exclusion.

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 have now been in contact with name of current school. The school are willing to consider a managed move. However, we now need time to put this process in motion, including securing a school for name of young person to move to. We will also need time to put the transfer agreement put in place.

Therefore, I am writing to suggest you consider allowing me to request a delay to the governors’ panel hearing which is currently scheduled to take place on of the governors’ hearing. If the governors hear the case and decline to reinstate name of young person, then the headteacher will no longer have the power to reinstate them and we will no longer be able to pursue a managed move.

It is your choice as to whether to make this request, as it will mean a delay in getting a response from the governors and may mean that name of young person spends longer out of mainstream education. However, considering we have made progress with securing a managed move, and the difficulty with challenging exclusions through the governors’ process, you should carefully consider allowing me to make this request.

I look forward to hearing your thoughts.

I am still waiting on a response from name of current school to the subject access request which was made on date subject access request made. Considering what you have told me, these documents may include important evidence to support the challenge. It might put this case at risk if we have not had a change to review the school’s records in advance.

Therefore, I am writing to suggest you consider allowing me to request a delay to the governors’ panel hearing which is currently scheduled to take place on date of the governors’ hearing.

It is your choice as to whether to make this request, as it will mean a delay in getting a response form the governors and may mean that name of young person spends longer out of mainstream education. However, if we do not place evidence before the governors, it may be that we are not allowed to rely on it in any appeal. It is therefore important to put the strongest case possible forward to the governors. Therefore, you should carefully consider allowing me to make this request.

I look forward to hearing your thoughts.