*About this resource:*

This is a Suggested Wording. It is a set of paragraphs you can use to get in touch with the local authority for the first time 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/finding-alternative-0/quick-guide-managed-moves).

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.

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My name is your first name, and I am helping name of young person with their exclusion from name of school.

I understand you deal with exclusions for name of local education authority. If this is not the case, kindly pass me the contact of the person I need to be in touch with.

I wanted to discuss name of young person’s exclusion to consider whether we can find a way forward that would be satisfactory to you, the school and name of young person without the need to go through a challenge to the exclusion.

I would be interested to hear your thoughts and, specifically, whether you would be willing to help facilitate an alternative such as an off-site direction, a managed move or support for name of young person to remain at name of school.

In addition, I have attached a Form of Authority to enable you to provide me with any records or communication you have had regarding name of young person or their exclusion.

I hope this is clear. Please do contact me on your contact information if you would like to discuss it.