*About this resource:*

This is a Suggested Wording. It is a set of paragraphs you can use to argue to the school’s governors the headteacher has unlawfully converted or extended one form of exclusion into another.

To understand when you might want to use this text, read the [Step by Step Guide: Preparing Written Arguments for the School’s Governors](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/meeting-preparing-case-governers/step-step-guide-creating-written-submissions)

If you want to understand more about the relevant law, read the [Quick-Guide: the Headteacher’s Power to Exclude](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/meeting-preparing-case-governers/step-step-guide-creating-written-submissions/quick-guide-headteachers-power)

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 the [Template Document: Submissions to the Governors](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/meeting-preparing-case-governers/step-step-guide-creating-written-submissions/quick-guide-headteachers-power)*.*

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

The Exclusion Guidance states at paragraph 10 that:

*“The law does not allow for extending a suspension or ‘converting’ a suspension into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the suspension* [emphasis added].*”*

young person was initially suspended for number of days of initial fixed term exclusion, which began on date initial fixed term exclusion began. young person was then told that the exclusion will be permanent/told that the exclusion will be for a longer period on date the exclusion was extended or converted.

No new information has come to light to justify the conversion/extension of the suspension that could not have been discovered before implementing the suspension in the first place. Certainly, there are no “exceptional” circumstances which would justify this action. For clarity, this would require something truly out of the ordinary, and does not allow a school to hold a child offsite with one suspension whilst they investigate the matter.

Therefore, it is clear that the suspension has been converted/extended, and is therefore unlawful. The governors are asked to reinstate young person with immediate effect.