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| Letter 7 - To be sent on headed notepaper by the Headteacher |
| Cancellation of Suspension or Permanent exclusion |
| A suspension or permanent exclusion can be cancelled before or after it has begun, however it cannot be cancelled where a Governors' Discipline Meeting (GDM) has commenced or where the pupil has or will have been suspended for more than 45 days in the current school year when the cancellation takes effect. In such cases, the suspension or permanent exclusion will need to be reviewed by the GDC at a GDM in the usual way, when they will consider whether to direct reinstatement. |

[• Name of parent(s)]

[• Address of parent(s)]

[• Date]

Dear [•  Parent(s) name(s)]

Re: [• Pupil's full name]

 Date of Birth - [• Pupil's DOB]

 **Cancellation of [• Suspension][• Permanent Exclusion]**

Further to my letter of [• date of original exclusion notification letter], I am writing to inform you of my decision to cancel the [• suspension][• permanent exclusion] I imposed on [• pupil's name] with effect from [• date].

I am permitted to do this in circumstances where the Governors' Discipline Committee (**GDC**) has not commenced a Governors' Discipline Meeting (**GDM**) to review my decision, and the pupil will not have been suspended from school for more than 45 days when the cancellation takes effect.

This means that the [• suspension][• permanent exclusion] will be cancelled in [• pupil's name]'s behaviour log, but any days on which [• he][• she] has not been permitted to attend school will count for the purpose of calculating the total number of school days suspended in the current term and school year, in the event of a future suspension.

[• In addition, the permanent exclusion will not count towards the 'twice excluded' rule as set out in Paragraph 3.8 of the School Admissions Code 2021.]

My reasons for cancelling the [• suspension][• permanent exclusion] are [Insert the Headteacher's reasons for cancelling the suspension or permanent exclusion - this should include reference to new information/other factors which informed the decision].

[Option 1 - the next two paragraphs apply where a GDM must be arranged, including where this is because the parents have made representations] I have notified the GDC of my decision to cancel the [• suspension][• permanent exclusion]. Accordingly, the GDC's duty to review my decision ceases to have effect, and the GDM that [• is in the process of being arranged will no longer be required] [• has been fixed for [• date] will no longer go ahead.

I have also notified the [• school's] Local Authority [• and your home Local Authority] of my decision, and the reasons for it[•, together with the [• Local Authority's Virtual School Head (**VSH**)][• and ][• [• pupil's name]'s Social Worker].]

[Option 2 - the next two paragraphs apply where a GDM will not be required because the total number of school days suspended in the current term has not exceeded 5] I have notified the GDC of my decision to cancel the suspension. As the total number of days that [• pupil's name] was suspended in the current term did not exceed 5 school days, the GDC was not under a duty to convene a GDM to review my decision, regardless of any representations made by you.

I have also notified the Local Authority of my decision, and the reasons for it [•, together with the [• Local Authority's Virtual School Head (**VSH**)][• and ][• [• pupil's name]'s Social Worker].]

I would like to offer you a meeting to discuss the circumstances that led to my decision to cancel. A reintegration meeting will in any event now be arranged to ensure that [• pupil's name]'s return to school is successful. You will be contacted separately to make the arrangements in this respect.

Yours sincerely

[• Full name]

Headteacher

Copy to: Education Inclusion Service, Gloucestershire County Council

 DCEO

Chair of Governors

 Social worker/ Virtual School (if appropriate)