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| **Guidance for completing Decline to reinstate pupil following reconsideration of permanent exclusion letter from the Clerk to local governors’ Discipline Committee (GDC)**  **Please delete before sending.** |
| **Please add the school’s letterhead but ensure that the DGAT logo is also included.**  **Notes for editing: anything in square brackets is to be tailored to give a direction for completing this template.** |

[ 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]

I am writing to inform you of the Governors' Discipline Committee (Committee)'s decision following its reconsideration of the Headteacher's decision to permanently exclude [ pupil's name] with effect from [ day], [ date]. The Committee was [ recommended / directed] to reconsider its original decision by an Independent Review Panel (Panel) following the Independent Review Panel Hearing on [ day], [ date].

In order to carry out this task, the Committee reconvened on [ day], [ date]. The Committee was not under any obligation to invite any party to make further representations and / or attend the reconvened meeting [ and, in light of the Panel's findings, determined that it was not necessary in this case] [ however, in light of the Panel's findings, chose to do so in this case by inviting all parties to [ the reconvened meeting] [ submit further written representations in response to specific areas of concern].

In reconsidering the exclusion, the Committee had regard to the Department for Education's current statutory guidance on suspension and permanent exclusion. In particular, the Committee had regard to the requirement to conscientiously reconsider whether or not to reinstate [ pupil's name] by looking afresh at the Headteacher's decision in light of the findings of the Panel, as set out in its decision letter dated [ date].

The Committee reconsidered all of the relevant documentation relating to the permanent exclusion, including [ witness statements] [ and] [ other evidence] gathered during the investigation, along with representations made by you  and others on your behalf,] and by the Headteacher, at all stages during the exclusion process.

Having conscientiously reconsidered the Headteacher's decision to permanently exclude [ pupil's name] in light of the Panel's findings, the Committee was satisfied that the decision to permanently exclude was a fair, reasonable and proportionate response to the misbehaviour involved, taking into account all contributing factors, and that the procedure followed was fair.

The Committee was satisfied that permanent exclusion was imposed as a last resort, and that the misbehaviour involved amounted to [ a serious breach] [ and] [ persistent breaches] of the school's Behaviour Policy, and that allowing [ pupil's name] to remain in school would seriously harm the [ education [ and] [ welfare] of [pupil's name] [ and ] [ other pupils or staff members in the school].

The reason why the Committee came to this decision is [**Give appropriate and sufficiently detailed reasons for the decision, including how the GDC has addressed the concerns of the IRP as set out in its decision letter**].

The Local Authority [ has][  and your home Local Authority have] been informed.

[**Delete/ adapt as appropriate**] [The Committee's decision has also been communicated to the [ Local Authority's Virtual School Head (VSH)] [ and] [ [ pupil's name]'s Social Worker].]

If you believe that there has been unlawful discrimination in relation to the exclusion, you may make a claim under the Equality Act 2010 to the First-Tier Tribunal (Special Educational Needs and Disability) in the case of disability discrimination, or the County Court in the case of other forms of discrimination. These claims must be made within six months of the date on which the discrimination is alleged to have taken place.

The Department for Education's statutory guidance on suspensions and permanent exclusions can be accessed online at: <https://www.gov.uk/government/publications/school-exclusion>

You are able to access the following sources of impartial advice:

* **Education Inclusion Service,** Gloucestershire County Council Telephone: 01452 427360/427800
* Coram's Child Law Advice service on 0300 330 5485 (Monday to Friday, 8.00 am to 6.00 pm) or via their website: <https://childlawadvice.org.uk/information-pages/school-exclusion/>
* ACE Education on 0300 0115 142 (Monday to Wednesday, 10.00 am to 1.00 pm, during term time) or via their website: <http://www.ace-ed.org.uk/>
* Independent Provider of Special Education Advice (IPSEA) on 0300 222 5899 or via their website: <https://www.ipsea.org.uk/>
* Insert details of other relevant sources of advice relevant to the pupil or their family

Yours sincerely

[ Full name]

Clerk to the Governors' Discipline Committee