## Model Letter 10

**FROM HEADTEACHER**

**For Cancelling a Permanent Exclusion**

Dear [**Parent/Carer’s name**]

Further to my decision to permanently exclude [**Child’s name**] effective from [**date**]; I am writing to inform you of my decision to cancel this permanent exclusion [**insert description of the reason**].

 **[If the pupil is reinstated use the following paragraph]**

I would like to confirm that [**child’s name**] is welcome to return to [**school’s name**] and in order to facilitate [**child’s name**]’s reintegration I have planned a reintegration meeting on [**date**] at [**time**] in school.

**[If the pupil is leaving the school use the following paragraph]**

Once [**Child’s name**] has started at [**receiving school’s name**] his/her name will be removed from [**sending school’s name**]’s roll. **[Enter details of any interim arrangements]**

As we notified the local authority of the permanent exclusion, a copy of this letter has been sent to the Exclusion & Reintegration Team for Oxfordshire County Council **[Include the details of the home authority if the pupil living in a different local authority]** to inform them that the permanent exclusion has been withdrawn.

You may wish to contact the local authority’s Exclusion & Reintegration Team to discuss this or if you have any questions about the exclusion procedures ERT@oxfordshire.gov.uk.

Yours sincerely

**[Name]**

**Head teacher**

cc Exclusion & Reintegration Team PEX@oxfordshire.gov.uk