## Model Letter 9

**FROM CLERK TO THE GOVERNING BODY/ACADEMY TRUST TO THE PARENT OF A PERMANENTLY EXCLUDED PUPIL OFFERING REINSTATEMENT OF A PERMANENTLY EXCLUDED PUPIL**

Dear **[Parent’s Name]**

**PERMANENT EXCLUSION: [ENTER PUPIL NAME] [ENTER D.O.B 00.00.00]**

The meeting of the governing body at [**school**] on [**date**] considered the decision by [**head teacher**] to exclude [**name of pupil**) permanently. The **[Governing Body/Academy Trust]**, after carefully considering the representations made and all the available evidence, have decided to reinstate [**name of pupil**].

The reasons for the **[Governing Body/Academy Trust]**’s decision are as follows: [**give the reasons in as much details as possible, explaining how they were arrived at**, **making reference to how the DfE exclusion guidance has been followed**].

You and **[your child or pupil’s name]** will be invited to attend a reintegration interview with **[Name of head teacher**]. The purpose of the reintegration interview is to discuss how we can best manage your child’s return to school.

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](mailto:ERT@oxfordshire.gov.uk).

Yours sincerely

**[Name]**

**Clerk to the [Governing Body/Academy Trust]**

Cc Head teacher

Exclusion & Reintegration Team, [pex@oxfordshire.gov.uk](mailto:pex@oxfordshire.gov.uk)