

Example statements for decision letter

Letter templates are also available from most LAs.

Where the panel decide NOT to reinstate the pupil:

A panel of governors met on < date > to consider the decision by < headteacher's name > to < permanently exclude/suspend < pupil's name >. After carefully considering the representations made and all available evidence, the panel has decided not to reinstate < pupil's name >.

The reasons for the panel's decision are:

<Insert clear reasons for the outcome by referring to use of the school's behaviour policy and covering the following (as appropriate):

- the headteacher's decision being lawful, reasonable, procedurally fair, and appropriate in the circumstances
- there being no other reasonable alternative to suspension or exclusion
- the welfare and safeguarding of the pupil and their peers
- the headteacher's legal duties >

[In the case of permanent exclusion] You have the right to appeal this decision and to request that it is reviewed by an independent review panel. If you wish to do so, please note:

<Detail [information that should be provided to parents regarding appeal](#)>

Where the panel decide to reinstate the pupil:

A panel of governors met on < date > to consider the decision by < headteacher's name > to < permanently exclude/suspend < pupil's name >.

After carefully considering all available evidence and representations made, it is the decision of the panel that < pupil's name > **should be reinstated as soon as possible**.

< Where appropriate, identify reasons for the outcome >

As such, < pupil's name > will be allowed to return to the school on < date > at < time >.

Decision letter guidance

- The clerk should help the panel word the letter and will usually be responsible for sending it.
- The letter should be sent without delay.

Ensure that your decision letter:

- is marked as confidential

- makes clear that the exclusion is permanent (where relevant)
- includes all legally required information