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| **Guidance for completing Reinstate pupil following reconsideration of permanent exclusionletter 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 [ 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 has decided to reinstate [ pupil's name] to the school [ with immediate effect] [ with effect from [ date]. This will effectively cancel the permanent exclusion in [ pupil's name]'s educational record.

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 Committee's decision has been communicated to the school, who will be in touch with you shortly to make the arrangements for [ pupil's name] to return to school.

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] [ and] [ [ pupil's name]'s Social Worker].]

Yours sincerely

[ Full name]

Clerk to the Governors' Discipline Committee