



Date: ..... Time: .....

School: .....

I, the Parent/Carer of ....., hereby confirm that I have been requested by (School representative/teacher) ..... to take him/her home for the rest of the school day.

The reason given for the exclusion was:

.....  
.....  
.....  
.....

I understand that I will receive the schools formal documentation regarding this exclusion without delay and in any case within 5 school days. If I have not received the formal documentation within this timeframe I will forward a copy of this document to the schools Chair of Governors and Norfolk County Council’s Exclusion Officer for their information.

**Extracts from: Exclusion from maintained schools, academies and pupil referral units in England. Statutory guidance for those with legal responsibilities in relation to exclusion. September 2017**

Sec 3: 14. ‘informal’ or ‘unofficial’ exclusions, such as sending a pupil home ‘to cool off’, are unlawful regardless of whether they occur with the agreement of parents or carers. **Any exclusion of a pupil, even for short periods of time, must be formally recorded.**

Sec 4.1:26. Whenever a head teacher excludes a pupil they must, without delay, notify parents of the period of the exclusion and the reason(s) for it.

27. They must also, without delay, provide parents with the following information in writing:

- The reason(s) for the exclusion;
- The period of a fixed-period exclusion, for a permanent exclusion, the fact that it is permanent.....

Parent signature: ..... Print Name: .....

Staff signature: ..... Print Name: .....