**PLEASE COPY ONTO SCHOOL LETTER HEADED PAPER**

**SAMPLE LETTER DISQUALIFICATION DUE TO NON-ATTENDANCE – MAINTAINED SCHOOLS**

Dear ……………………….

**…………………………. SCHOOL – GOVERNING BODY**

As you have not attended any meetings of the full Governing Body for a continuous period of six months, and the Governing Body has confirmed that it does not consent to your ongoing absence, you have disqualified yourself from continuing to hold office as a Governor of this school with immediate effect. I set out below the appropriate paragraph of the School Government Regulations:

*“Failure to attend meetings*

*This paragraph applies to any Governor who is not a Governor by virtue of his office.*

*A Governor who, without the consent of the Governing Body, has failed to attend the meetings thereof for a continuous period of six months beginning with the date of the first such meeting he failed to attend, is, on the expiry of that period, disqualified from continuing to hold office as a Governor of that school.*

*A foundation Governor (other than an ex officio foundation governor), LA Governor,   
co-opted Governor or partnership Governor who has been disqualified as a Governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a Governor of any category at that school during the twelve months immediately following his disqualification.”*

Yours sincerely

Clerk to the Governors