Model Letter, suspension of 5 days or fewer

From head teacher notifying parent of a Suspension of 5 school days or fewer in one term, and where a public examination is not missed.

Dear (Parent’s Name)

I am writing to inform you of my decision to suspend (Child’s Name) for a fixed period of (specify period). This means that he/she will not be allowed in school for this period, or participate in any school related activities apart from work that has been sent home to complete. The suspension starts on (date) and ends on (date).

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend (Child’s name) has not been taken lightly. (Child’s Name) has been suspended for this fixed period because (reason for suspension).

(Where there was a one-off incident) The decision to suspend [child's Name] was not made lightly. It followed a thorough review of the incident that occurred on [date of incident], which involved [brief description of the incident]. This behavior is in violation of our school’s code of conduct, specifically [cite specific rule or policy violated].

(For pupils of compulsory school age) You have a duty to ensure that your child is not present in a public place in school hours during the suspension on (specify dates) unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for (Name of Child) during the (first 5) school days of ( His or her) suspension. Please ensure that work set by the school is completed and returned to us promptly for marking. (Specify the arrangements for this).

You have the right to make representations about this decision to the Governing Body/Management Committee. Whilst the Governing Body/Management Committee has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child’s school record. At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate [his/her] views by other means. If you need support or advice with this process please contact the Social Inclusion Officer at Herefordshire Council, socialinclusion@herefordshire.gov.uk.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the **First Tier Tribunal (Special Educational Needs and Disabilities)** www.tribunals.gov.uk/tribunals/Firsttier/firsttier.htm Making a claim would not affect your right to make representations to the governing body/PRU management committee.

[Paragraph below is optional]

You and [child's name] are requested to attend a reintegration interview with me at [time] on [date] at [place]. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. If this is not convenient, please contact the school (within the next ten days) to arrange a suitable alternative date and time. You also have the right to see a copy of (Name of Child)’s school record. Due to confidentiality restriction, you will need to notify me in writing if you wish to be supplied with a copy of (Name of Child)’s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For your information the following sources of advice are available to you;

• You may also find it useful to contact the Advisory Centre for Education (ACE) – an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 0300 0115 142 or at <http://www.ace-ed.org.uk/>.

• Statutory guidance on exclusion can be found here: <https://www.gov.uk/government/publications/school-exclusion>

• You may wish to explore Coram Children’s Legal Centre, https://childlawadvice.org.uk/information-pages/school-exclusion/, phone 0300 330 5485.

• Support and advice are also available for children with SEN from SENDIASS, 01432 260955, [sendiass@herefordshire.gov.uk](mailto:sendiass@herefordshire.gov.uk).

• Support and advice is available from the local authority, Social Inclusion Officer, [socialinclusion@herefordshire.gov.uk](mailto:socialinclusion@herefordshire.gov.uk), 01432 260651/01432 383194

(Name of Child)’s suspension expires on (date) and we expect (Name of Child) to be back in school on (date) at (time).

If you have any further questions please contact me, or (name member of staff) on (provide email address and phone number).

Yours sincerely

(Name) Headteacher