Model Letter, suspension of between 5 and 15 days

From head teacher notifying parent(s) of a pupil of that pupil’s fixed period suspension of more than 5 school days (up to and including 15 school days) in a term.

From head teacher notifying parent(s) of a pupil of that pupil’s fixed period suspension of more than 5 school days (up to and including 15 school days) in a term.

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 the ends on (date). Your child should return to school on (date).

I realise that this suspension may well be upsetting for you and your family, but my decision to exclude (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 [pupil's Name] was made after 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].

We believe that this suspension is necessary to ensure a safe and respectful learning environment for all pupils. It also serves as an opportunity for [child's Name] to reflect on their actions and understand the importance of adhering to school rules.

(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 this suspension on (specify dates). It will be for you to show that there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specific dates without reasonable justification.

We will set work for (Name of Child) during the (first 5) school days of (his or her) exclusion and would kindly ask that work set by the school is completed and returned promptly for marking. (Specify the arrangements for this). From the (6th school day of the pupil’s suspension (specify date)) until the expiry of his/her suspension we will provide suitable full-time supervised education. On (date) he/she should attend at (give name and address of the alternative provider if not the home school) at (specify the time) and report to (staff member’s name). (If applicable – say something about transport arrangements from home to the alternative provider).

You have the right to request a meeting of the school’s discipline committee to whom you may make representations, and my decision to suspend can be reviewed. As the period of this suspension has accumulated to more than five school days in a term the discipline committee must meet if you request it to do so. The latest date by which the discipline committee must meet, if you request a meeting, is (specify date – no later than the 50th school day after the date on which the discipline committee were notified of this suspension). If you do wish to make representations to the [governing body] please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. If you need support or advice with this process please contact the Social Inclusion Officer at Herefordshire Council, socialinclusion@herefordshire.gov.uk.

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. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform (contact) if it would be helpful for you to have an interpreter present at the meeting.

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.

You (and your child or pupil’s name) are requested to attend a reintegration interview with me (alternatively, specify the name of another staff member) on (date) at (time). If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child’s return to school can be managed.

You have the right to see a have a copy of, your child’s school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of your 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

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