**Model letter 2**

**From head teacher notifying parent(s) of a pupil of that pupil's 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 ***[Child’s Name]*** will not be allowed in school for this period. The suspension start date is ***[date]*** and 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 the decision to suspend***[Child's Name]***has not been taken lightly. ***[Child's Name]***has been suspended for this fixed period because ***[specify full reasons for suspension]***.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this suspension, specifically ***[specify dates]*** without reasonable justification. 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 dates above without reasonable justification. It will be for you to show that there is reasonable justification for this.

# [Schools should take reasonable steps to set and mark work] We will set work for *[Child's Name]* during the *[first 5 or specify other number as appropriate]* school days of the suspension *[specify the arrangements for this]*. Please ensure that work set by the school is completed and returned promptly for marking.

**[If the individual suspension is for more than 5 days]** From the ***[6th school day of the pupil's suspension] [specify date]*** until the expiry of this suspension period we will provide suitable full-time education. ***[set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter]*** On ***[date]*** he should attend ***[give name and address of the alternative provider]*** at ***[specify the time — this may not be identical to the start time of the home school]*** and report to ***[staff member's name]. [If applicable — say something about transport arrangements from home to the alternative provider] [if not known say that the arrangements for suitable full time education will be notified shortly by a further letter]***

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 is more than 5 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 discipline committee, and wish to be accompanied by a friend or representative, please contact ***[name of contact]* on/at *[contact details - address, phone number, email]***, as soon as possible. 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.

[**Schools should take steps to enable and encourage the suspended pupil to attend the meeting and speak on their behalf, taking into consideration their age and understanding.**]

If ***[child’s name]*** wishes to attend or make representations to the discipline committee/management committee, please contact ***[name of contact]* on/at *[contact details - address, phone number, email]***, as soon as possible. If ***[child’s name]*** wishes to attend the meeting, please advise if ***[child’s name]*** wishes to bring a friend.

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 [http://www.justice.gov.uk/tribunals/send/appeals.](http://www.justice.gov.uk/tribunals/send/appeals) Making a claim would not affect your right to make representations to the discipline committee.

**[For all pupils of compulsory school age]** I have also today informed ***[name of officer]*** at ***[name of local authority]* AND *[For pupils with a social worker or pupils that are looked after] [name of social worker or VSH]***of your child's suspension.

**[Optional paragraph for reintegration interview]** You and ***[Child’s Name]*** are invited to attend a reintegration interview with me ***[alternatively, specify the name of another staff member]*** at ***[place]*** 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.

The following sources of information are available to you:

For general advice on the suspensions process you may contact the Admissions Service at Warwickshire County Council by telephone: 01926 738353, by email: exclusions@warwickshire.gov.uk or on their website at

[www.warwickshire.gov.uk/exclusions](http://www.warwickshire.gov.uk/exclusions).

Warwickshire’s SENDIAS service provides information, advice and support to children and young people with SEND, including in relation to suspensions and exclusions. They are available to contact by telephone: 024 7636 6054, by e-mail: [warwickshire@kids.org.uk](mailto:warwickshire@kids.org.uk) or on their website at

<https://www.kids.org.uk/warwickshire-sendiass-front-page>.

Coram’s Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.

Independent Provider of Special Education Advice (known as IPSEA) is a registered charity and can be contacted via their website at [www.ipsea.org.uk](http://www.ipsea.org.uk). It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

The Department for Education statutory suspensions and exclusions guidance can be found at [www.gov.uk/government/publications/school-exclusion](http://www.gov.uk/government/publications/school-exclusion).

***[Child's Name]***'s suspension expires on ***[date]*** and we expect ***[Child's Name]*** to be back in school on ***[date]*** at ***[time]***.

Yours sincerely

***[Name]***

Head teacher