**Model letter 1**

**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 ***[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 this suspension, specifically ***[specify dates]***unless 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 dates above without reasonable justification. It will be for you to show that there is reasonable justification for this.

**[Optional paragraph – school should take reasonable steps to set and mark work for pupils]** We will set work for ***[Child's Name]***to be completed on the days specified in the previous paragraph as school days during the period of the suspension ***[detail the arrangements for this]***. Please ensure that work set by the school is completed and returned promptly for marking.

You have the right to make representations about this decision to the governing body. If you or ***[child’s name]*** wish to make representations please contact ***[Name of Contact]* on/at *[contact details — address, phone number, email]***, as soon as possible. Whilst the governing body 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.

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)

**[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 ***[name of pupil]***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 ***[Child’s Name]*** is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best their 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 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.

ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

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