

## **Model letter 2**

**From head teacher notifying parent(s) of a pupil of that pupil's fixed period exclusion 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 exclude *[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 exclusion start date is *[date]* and the end date is *[date]*. Your child should return to school on *[date]*.

I realise that this exclusion 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 excluded for this fixed period because *[specify full reasons for exclusion]*.

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 exclusion, specifically *[specify dates]*. 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 his/her exclusion *[specify the arrangements for this]*. Please ensure that work set by the school is completed and returned promptly for marking.

### **[if the individual exclusion is for more than 5 days]**

From the *[6th school day of the pupil's exclusion]* *[specify date]* until the expiry of this exclusion period we *[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.]* will provide suitable full-time education. *[Set out the arrangements if known at the time of writing, e.g.]* 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 exclude can be reviewed. As the period of this exclusion 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 exclusion]*. If you do wish to make representations to the discipline committee/management 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.

You should also be aware that if you think the exclusion 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>. Making a claim would not affect your right to make representations to the discipline committee.

**[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.

You have the right to see and 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.

The following sources of information are available to you:

For general advice on the exclusions process you may contact the Exclusions team at Warwickshire LA by telephone: 01926 738353, by email: [exclusions@warwickshire.gov.uk](mailto:exclusions@warwickshire.gov.uk) or view the website at [www.warwickshire.gov.uk/exclusions](http://www.warwickshire.gov.uk/exclusions)

You may also find it useful to view the Coram Children's Legal Centre website [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk). The website can offer advice and information on child, family and education law.

The Department for Education statutory 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 exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely  
**[Name]**

Head teacher