

Model letter 1

From head teacher notifying parent of a fixed period exclusion 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 exclude ***[Child's Name]*** for a fixed period of ***[specify period]***. This means that **he/she** will not be allowed in school for this period. The exclusion begins/began on ***[date]*** and ends on ***[date]***.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been excluded for this fixed period because ***[specify full reason for exclusion]***.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion, 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 **his/her** exclusion ***[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 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 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>.

[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.

You also have the right to see a copy of ***[Child's Name]***'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of their 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 Admissions Service at Warwickshire County Council by telephone: 01926 738353, by email: exclusions@warwickshire.gov.uk or view the website at www.warwickshire.gov.uk/exclusions,

You may also find it useful to view the Coram Children's Legal Centre website 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

[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