Model suspension letter 1 (0 – 5 days)

**From the head teacher notifying the parent, of a suspension of 5 school days or fewer in total in one term and where a public examination is not missed**

Dear **[parent/carer's name]**

I am writing to inform you of my decision to suspend **[child's name]** for a fixed period **[period of suspension]**. This means that **[child’s name]** will not be allowed in school for this period. The suspension **[begins/began]** on **[date]** and ends 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 period because **[reason for suspension]**.

We will set work for **[name of child]** to be completed during the period of suspension as specified in the previous paragraph. Please ensure that work set by the school is completed and returned to us promptly for marking **[detail the arrangements for this].**

**[Paragraph for use if pupil is a Looked After Child]**

As **[pupil name]** is a Looked After Child, I have informed Ormiston Academies Trust (OAT) who will endeavour to arrange alternative provision from the first day following this suspension.

You have a duty to ensure that your child is not found in a public place during this suspension i.e. **[specify dates]** unless there is reasonable justification for this. I must warn you that you may be prosecuted or receive a penalty notice from the local authority, if your child is found in a public place during normal school hours, on the specified dates, without reasonable justification.

You have the right to make representations to the governing board. If you wish to make representations please contact **[name of contact]** on/at **[contact details: address, telephone number, email]**, as soon as possible. Whilst the governing board 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.

If you think this exclusion has occurred as a result of discrimination then you may also make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Education Needs and Disability) in the case of disability discrimination, or the County Court, in the case of other forms of discrimination. Making a claim would not affect your right to make representations to the governing body.

You may find the following sources of free and impartial advice and information useful:

Coram Children’s Legal Centre: [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk) (0300 330 5485).

A copy of the Government’s guidance, ‘Exclusion from maintained schools, Academies and Pupil Referral Units in England’, can be downloaded from the Department for Education’s website at: <https://www.gov.uk/government/publications/school-exclusion>

***[And where considered relevant by the head teacher, links to services such as:]***

Information Advice & Support Services Network (formerly known as the local parent partnership) <https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>

National Autistic Society (NAS School Exclusion Service (England) (0808 800 4002 or [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk))

Independent Parental Special Education Advice (<http://www.ipsea.org.uk/> .

**[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]**

You **[and your child or pupil’s name]** are requested to attend a reintegration interview with me **[alternatively specify the name of another member of staff]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school as soon as possible 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.

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

Yours sincerely

**[Name]**

Head teacher