**Model letter 1 – from head teacher (or teacher in charge of a PRU) 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 he/she will not be allowed in school for this period. The suspension start date is **[date]** and the end date is **[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 **[Reason for suspension]**.

You have a duty to ensure that your child is not present in a public place in school hours during this suspension on **[specify dates]** unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

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 suspension when you must ensure that he/she is not present in a public place without reasonable justification. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us 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 suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal under the Equality Act 2010, and/or make a claim to the First-tier Tribunal. Guidance on making such a claim may be found here <http://www.justice.gov.uk/tribunals/send/appeals>

Claims regarding other forms of discrimination should be addressed to the County Court at Derby Combined Court Centre, Morledge, Derby DE1 2XE.

You **[and your child or pupil’s name]** are requested 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 **[within the next XXX school days]** 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. Failure to attend a reintegration interview will be a factor taken into account by a magistrates’ court if, on future application, they consider whether to impose a parenting order on you.

You also have the right to see a copy of **[Child’s Name]** school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **[Child’s Name]**’s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may also wish to contact the exclusions team at Derby City Council, Children and Young People’s Services who can provide advice on what options are available to you. You can contact them at The Council House, Corporation Street, Derby DE1 2FS or IYFA@derby.gov.uk

You can find further sources of advice from:

Derby SENDIASS – for parents and carers of young people with SEND. <https://derbysendiass.org.uk/> or 01332 641414

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

ACE Education - <http://ace-ed.org.uk> or their advice line on 0300 115 142 on Monday to Wednesday from 10 am to 1 pm during term time.

Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. 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.

A copy of the current government guidance on exclusion/ suspension from school may be downloaded here <https://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

**[Head’s Name]**

Headteacher