**Model letter 2 – from head teacher (or teacher in charge of a PRU) notifying parent(s) of a pupil’s suspension 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 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 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 my decision to suspend **[Child’s Name]** has not been taken lightly. **[Child’s Name]** has been suspended for this fixed period because **[specify reasons for suspension]**.

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 suspension, that is on **[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 specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for **[Child’s Name]** during the **[first 5 or specify other number as** **appropriate]** school days of his **[or her]** suspension **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the **[6th school day of the pupil’s suspension [specify date]]** until the expiry of his suspension we will provide suitable full-time education. On **[date]** he/she should attend at **[give name and address of the alternative provider if not the home** **school]** 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 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 suspend can be reviewed. As the period of this suspension 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 suspension]**. If you do wish to make representations to the discipline 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 need which would affect your ability to attend the meeting. 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 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]**’sschool 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](mailto: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