**Model Letter 1: Suspension of 5 days or less**

**SCHOOL LETTER HEAD (containing Head teacher’s Name and School Address)**

Dear **[Parents Name]**

I am writing to inform you of my decision to suspend [**Child’s Name**] for a fixed period of [**period of suspension**]. This means that [**he/she**] will not be allowed in school for this period. The suspension begins 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 this fixed period because [**Reason for Suspension**].

**[Use this paragraph only where there is consideration of permanent exclusion i.e. investigations are ongoing and further evidence may come to light]**

In view of the nature of the incident, I feel that it is necessary to conduct further investigation before deciding whether it is appropriate to exclude [**Child’s Name**] permanently.

**[Use this paragraph for pupils of compulsory school age]**

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 **[Name of child]** during the **[….. days]** of the suspension **[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 present your case about this decision to suspend **[Name of child]** to the school’s governing body. If you wish to do so please contact [**Name of Contact**] on/at [**Contact Details-Address, Phone Number, email**] as soon as possible.

**[Where a public examination will be missed, please insert the following text]**

As a public examination will be missed, the Governing Body/Academy Trust will try to consider the suspension before that date or the Chair of Governing Body/Academy Trust may exceptionally consider the suspension and decide whether or not to reinstate [pupil’s name] or allow return for the duration of the examination.

You should also be aware that if you think this 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 First-tier Tribunal (Special Educational Needs and Disability). The address to which appeals should be sent is First-tier Tribunal (Special Educational Needs and Disability) 1st Floor, Darlington Magistrates Court, Parkgate, Darlington, DL1 1RU Email [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk) Telephone 01325 289 350 Website <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

You also have the right to see and have a copy of [**Name of Child**]’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 [**Name of 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.

You may wish to contact Sarah Rogers, Managed Transfers and Exclusions Manager, if you have any questions about the exclusion procedures on 01744 676210 or by email sarahrogers@sthelens.gov.uk

You may also find it useful to contact the following services for free and impartial information:

St Helens IASS (formerly Parent Partnership) offers impartial information, advice and support to parents of children and young people with special educational needs (SEN) and disabilities. IASS can be contacted on 01744 673428.

Coram’s Child Law Advice service which can be accessed through the website <https://childlawadvice.org.uk/information-pages/school-exclusion> or by contacting by telephone on 0300 330 5485 from Monday to Friday, 8am – 6pm

ACE (Advisory Centre for Education) can be contacted on 0300 0115 142 from Monday to Wednesday from 10am to 1pm during term time. Information can also be found on the website <http://www.ace-ed.org.uk/>

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

The statutory exclusions guidance ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England including pupil movement May 2023’ can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

Along with information and advice for parents:

<https://www.gov.uk/school-discipline-exclusions/exclusions>

[**Name of Child**]’s suspension expires on [**Date**] and we expect [**Name of Child**] to be back in school on [**Date**] at [**Time**].

**[Optional paragraph where a reintegration interview has been arranged]**

You (and your child or 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 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.

Yours sincerely

**[Name]Head teacher**