**Model Letter 3: Fixed term suspension of 16 days or more, or where cumulative suspensions in a term total 16 days or more**

**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 [**specify 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 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 the first 5 school days of this suspension, that is on **[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 specified dates. It will be for you to show that there is reasonable justification.

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

**(Delete the following paragraph if this exclusion is less than 6 days)**

From the **[6th school day of the pupil’s suspension - specify date]** until the expiry of this suspension we will provide suitable full-time education.

**[The following information must be included where details of the provision has been established]**

The arrangements for [pupil name]’s education are as follows:

* the start date for any provision of full-time education that has been arranged for the child during the exclusion;
* the start and finish times of any such provision, including the times for morning and afternoon sessions where relevant;
* the address at which the provision will take place; and
* any information required by the pupil to identify the person they should report to on the first day.

**[Use if details of provision has not been established by the date of this letter]**

The arrangements for [pupil name]’s education will be set out in writing shortly in a further letter.

As the length of the suspension is 15 school days or more in total in one term the governing body must meet to consider the suspension. At the meeting you may make representations to the governing body if you wish. The latest date on which the governing body can meet is [**date … no later than 15 school days after the date on which the [Governing Body/Academy Trust]** **was notified of this suspension**]. If you wish to make representations to the governing body 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. You will, whether you choose to make representations or not, be notified by the Clerk to the **[governing body/Academy Trust]** of the time, date and location of the meeting. Please advise if you have a disability or special needs that would affect your ability to attend or take part in a meeting at the school. Also, please inform [**contact**] if it would be helpful for you to have an interpreter present at the meeting.

**[Where a public examination would be missed, please insert the following text into the letter]**

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 for reintegration interview]**

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’ return to school can be managed.

Yours sincerely

**[Name]**

**Headteacher**

cc Sarah Rogers, Managed Transfers and Exclusions Manager