Parent address

Parent address

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Parent address

DATE

Dear [name of parent],

**Re suspension of [name of child]**

I am writing to inform you of my decision to suspend [name of child] for a fixed period of [number] days. This means that [he / she] will not be allowed in school for this period.

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. [She / He] has been suspended for this fixed period for the following reasons:

* List reason listed on exclusion notification form and include a small amount of detail

We have taken the following steps to try to avoid this suspension:

* List the strategies you have in place for this child to increase their engagement and minimise their risk of suspension

This brings the total days suspended this term to [number] days this term and [number] of days this academic year and means that [child’s name] should not return to school until [insert date].

I will arrange for [name of child] to have school work during the first 5 days of [his / her] suspension and for this work to be marked. Please contact [name of school staff] regarding these arrangements.

I must further advise you that during the period for which your child is suspended you are responsible for ensuring that he is not present in a public place during school hours in the first 5 days of any suspension. If your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the Local Authority.

# [if the individual suspension is for more than 5 days]

From the ***[6th school day of the pupil's suspension] [specify date]*** until the expiry of this suspension period we ***[set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]*** will provide suitable full-time education. ***[Set out the arrangements if known at the time of writing, e.g.]*** On ***[date]*** he should attend ***[give name and address of the alternative provider]*** 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 shortly 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 exclusion]*. If you do wish to make representations to the discipline committee/management 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 needs which 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.

You and ***[Child’s Name]*** 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.

You have the right to see and have a copy of, your child's school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of your 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.

We are aware of [child’s name] SEN. The following steps have been taken to make reasonable adjustments for this:

* Include steps you have taken to meet the child’s individual needs and enable them to make progress and build their resilience to manage in school.

[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, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals>.]

Local Authority officers with responsibility for exclusions who can provide you with advice on the exclusions process are:

Debbie Houghton David Purcell, Exclusions Officer

Principal Education Welfare Officer Education Welfare Officer

Debbie.houghton@halton.gov.uk david.purcell@halton.gov.uk

0151 511 8231 0151 511 7357

Government guidance on exclusions can be found here <https://www.gov.uk/government/publications/school-exclusion>

The Coram Children’s Legal Centre also have a helpline on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) . The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December – 1st January.

Yours sincerely

Headteacher