# Model suspension letter 2 (0 – 5 days)\*

**From the head teacher/principal notifying the parent of a suspension of 5 school days or fewer \*which will result in the pupil’s total number of days of suspension in one term going above 5 days but not more than 15 days and where a public examination is not missed**

Dear **[parent/carer's 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 **[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]**.

We will set work for **[name of child]** to be completed during the period of suspension as specified in the previous paragraph. Please ensure that work set by the school is completed and returned to us promptly for marking **[detail the arrangements for this].**

**[Paragraph for use if pupil is a secondary age Looked After Child, and you commission alternative provision from OAT]**

As **[pupil name]** is a Looked After Child, I have informed the Ormiston Academies Trust (OAT) who will endeavour to arrange alternative provision from the first day following this suspension.

You have a duty to ensure that your child is not found in a public place during this suspension i.e. **[specify dates]** unless there is reasonable justification for this. I must warn you that you may be prosecuted or receive a penalty notice from the local authority, if your child is found in a public place during normal school hours, on the specified dates, without reasonable justification.

You have the right to request a meeting of the governing board at which you may make representations and the governing board must consider whether the suspended pupil should be reinstated. As the total number of days of suspension now exceeds more than five school days in one term the governing board must meet if you request it to do so. The latest date by which the governing board must meet is **[insert date — no later than 50 school days from the date the governing board is notified of this suspension]**.

If you wish to make representations to the governing board and wish to be accompanied by a friend or representative, please contact **[name of contact]** on/at **[contact details - address, telephone number, email]**, as soon as possible. **[Pupil’s name]** is also able to attend and participate in the meeting if you feel it is appropriate to do so. Please advise if you have a disability or special needs which would affect your ability to attend 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 have the right to make a request to hold the meeting via the use of remote access. Please inform **[contact]** if this is your preference when making your request for a meeting. You are advised to consider the following, before requesting a remote access meeting:

• The technology that will be used for the governing board meeting.

• Do you have an appropriate space free from other distractions to enable you to participate fully with a remote access meeting?

• If you have limited access to the Internet, intermittent service, or slower speed Internet, you should not request a remote meeting.

• If you initially ask for a meeting to be held via the use of remote access then decide to withdraw the request, you should inform the governing board without delay. The governing board should without delay, arrange the meeting to be held face to face.

If a reinstatement meeting would make no practical difference because, for example, **[pupil name]** has already returned to school following the expiry of the suspension, if requested, the governing board must still meet to consider whether the pupil should or would have been officially allowed back into the school.

If you think this suspension has occurred as a result of discrimination then you may also make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Education Needs and Disability) in the case of disability discrimination, or the County Court, in the case of other forms of discrimination. Making a claim would not affect your right to make representations to the governing body.

You may find the following sources of free and impartial advice and information useful:

The Department for Education’s Guidance for parents and carers on behaviour, suspension and permanent exclusion, which can be found here: <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>

Every local area has a SENDIAS service who provide information, advice and support to children and young people with SEND, including on suspensions / exclusions, which can be found here: <https://councilfordisabledchildren.org.uk/about-us-0/networks/information-advice-and-support-services-network>

Coram’s Child Law Advice service can be accessed through their website [https://childlawadvice.org.uk/information-pages/school-suspension/](https://childlawadvice.org.uk/information-pages/school-exclusion/) or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.

ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can 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.

A copy of the Government’s guidance, ‘*Suspension and permanent suspension from maintained schools, academies and pupil referral units in England, including pupil movement’,* can be downloaded from the Department for Education’s website at: [https://www.gov.uk/government/publications/school-suspension](https://www.gov.uk/government/publications/school-exclusion).

[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]

You **[and your child or pupil’s name]** are requested to attend a reintegration interview with me **[alternatively specify the name of another member of staff]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school as soon as possible 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.

**[Name of child]**'s suspension expires on **[date]** and we expect **[name of child]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[Name]**

Head teacher