MODEL LETTER 1

**NOTIFYING A PARENT OF A SUSPENSION**

**OF 5 SCHOOL DAYS OR FEWER IN ONE TERM**

**When using this template, please delete this first paragraph line and the above titles, then check and amend as appropriate everything shown in bold. Before printing, highlight all text (CTRL A) and remove emboldening (CTRL B), ensuring any text in red has been replaced with appropriate detail.**

**Mr and Mrs R Ackton**

**12 High Street**

**Higham Ferrers**

**Rushden**

**NN10 8BL**

**15/09/2025**

**Dear Mr and Mrs Ackton**

**RE: Stanley Ackton (DOB 22-03-2010) known as [Stan Ackton] - ONLY INCLUDE IF DIFFERENT FROM LEGAL NAME]**

I am writing to inform you of my decision to suspend **Stan** for a fixed period of **3.5 days.** This means that **he** will not be allowed in school for this period. The suspension begins/began on **15-09-2025 (pm)** and ends on **18-09-2025.** We expect **Stan** to be back in school on **19-09-2025** at **9am**.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **Stan** has not been taken lightly. **Stan** has been suspended for this fixed period because [provide detail of reason for suspension, how the child’s actions are in breach of the behaviour policy and include the DFE census descriptive reason and code as example below i.e.

 ***he was involved in an incident which included a physical altercation, name calling and theft of dinner money of another pupil. Exclusion Reason recorded as;***

* ***Physical assault against a pupil, DfE census code - PP***
* ***Bullying, DfE census code - BU***
* ***Theft, DfE census code – TH***

You have a duty to ensure that your child is not present in a public place in school hours during this suspension from **15-09-2025 (pm) to 18-09-2025 inclusive** unless there is reasonable justification for this. I must advise you that you may receive a fixed penalty notice from the local authority, or you could face prosecution if your child is present in a public place during school hours on the specified dates without reasonable justification for this.

We will set work for **Stan** to be completed on the days during the period of **his** 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 make representations about this decision to the **governing body**. The **governing body** must consider any representations made by parents but it cannot direct reinstatement of the pupil and they are not required to arrange a meeting with parents. A copy of the **governing body** findings may be placed on your child’s school record. If you wish to make representations please contact the **Governor Support Team, via e-mail:** **governor@togetherforchildren.org.uk** **within 7 days of the date on this letter.** **Alternatively if you prefer to speak to a member of the governing support team please contact customer services on 0191 520 5560 who will direct your call accordingly.**  **[If TFC’s Governing Support is not applicable, replace with the details of those responsible for providing Governor Support.]**

Where you request to make representation 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 should also be aware that if you think the suspension occurred because of discrimination you have the right to make a claim under the Equality Act 2010 to the First tier Tribunal (Special Educational Needs and Disability), in the case of a disability discrimination, or the County Court in the case of other forms of discrimination. Making a claim would not affect your right to make representation to the governing board.

**[not mandatory but good practice]**

You and **Stan** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[name of school]** on **[date]** at **[time]**. If this is not convenient, please contact the school **[within xxx 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.

You also have the right to see a copy of **Stan’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 **Stan’s** school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For advice and information, you may wish to contact Michelle Burlinson, Inclusion and Access Officer (e-mail: michelle.burlinson@togetherforchildren.org.uk or telephone: 07769 887602.

Department for Education (DfE) guidance for parents and carers on behaviour, suspension and permanent exclusion can be access via the following web links:

* <https://www.gov.uk/school-discipline-exclusions/exclusions>
* <https://www.gov.uk/government/publications/school-exclusion>
* <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>

Useful contacts that provide impartial advice and information to parents on education matters include.

* Sunderland Information, Advice and Support Services: <https://cyp.iassnetwork.org.uk/service/sunderland-send-information-advice-and-support-service-parent-partnership/>
* Coram Children’s Legal Centre - <https://childlawadvice.org.uk/information-pages/school-exclusion/>
* ACE Education - <http://www.ace-ed.org.uk/>
* National Autistic Society (NAS) Education: Exclusion Service (England) - <https://www.autism.org.uk/advice-and-guidance/topics/education/exclusions>
* Independent Parental Special Education Advice - <https://www.ipsea.org.uk/>
* Council for disabled children - <https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network>

Yours sincerely

**[Name]**

Headteacher

cc **[Name]** - Chair of Governors

 **Governor Support Team, email:** **governor@togetherforchildren.org.uk** **[If not applicable, replace with the details of those responsible for providing Governor Support.]**

 Business Support – Suspensions and Exclusions, Together for Children, email: Exclusion@togetherforchildren.org.uk.