**MODEL LETTER 2**

**NOTIFYING A PARENT OF A SUSPENSION OF MORE THAN 5**

**AND UP TO AND INCLUDING 15 SCHOOL DAYS IN TOTAL 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 **6.5** days. This means that **Stan** will not be allowed in school for this period. The suspension start date is **15-09-2025 (pm)** and the end date is **23-09-2025**. Your child should return to school on **24-09-2025**.

I realise that this suspension may well be upsetting for you and your family, but my 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 involved threatening another pupil with violence whilst holding a sharp instrument and sending inappropriate, threatening and improper comments towards a pupil on social network sites. Exclusion Reason recorded as;***

* ***Use or threat of use of an offensive weapon or prohibited item, DfE census code - OW***
* ***Inappropriate use of social media or online technology, DfE census code - MT***

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 **[15-09-2025 to 21-09-25 (am)]**. 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** during the first 5 days of **his** suspension **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the **[the 6th day of the pupil’s suspension 22-09-25 (pm)** until the expiry of **his** suspension we will provide suitable full-time education. On **22-09-25** **he** should attend [**give name and address of the alternative provider if not the home school]** 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 the suitable full-time education is not known replace the above paragraph advising parent that they will be notified, in writing, shortly – N.B. this must be within 48 hours before the full-time provision is due start].**

You have the right to make representations about this decision to the **governing body**. The **governing body** must consider any representations made by parents and has the power to consider the reinstatement of the pupil. As the period of this suspension brings the pupil’s total number of school days to more than 5 school days but less than 15 school days in a term the **governing body** will meet only if you request it to do so. If you request a meeting, the latest date by which the **governing body** must meet is **[specify date – no later than the 50th school day after the date on which the governing body were notified of this suspension].**  A copy of the **governing body** findings may be placed on your child’s school record.

If you do wish to make representations to the **governing body** you may be accompanied by a friend or representative (at your own expense). Taking into account the child’s age and understanding, your child may also attend and participate in the meeting. You also have the right to make a request to hold the meeting via the use of remote access.

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.

If you wish to make representations please contact the **Governor Support Team, via e-mail:** [**governor@togetherforchildren.org.uk**](mailto: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.]**

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](mailto: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**](mailto: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](mailto:Exclusion@togetherforchildren.org.uk)