**MODEL LETTER 3**

**NOTIFYING A PARENT OF SUSPENSION WHICH WOULD BRING THE PUPIL’S TOTAL NUMBR OF SCHOOL DAYS OF SUSPENSIONS TO MORE THAN 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**

**15/09/2022**

**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 **19.00** days**.** This means that **Stan** will not be allowed in school for this period. The suspension begins on **15 September 2025** and ends on **9 October 2025**. We expect **Stan** to return to school on **[Friday 10 October 2023]** 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 carried out a serious assault on two pupils, physically harmed a teacher and damaged property. Exclusion Reason recorded as;***

* ***Physical assault against a pupil, DfE census code – PP***
* ***Physical assault against an adult, DfE census code - PA***
* ***Damage – DfE census code - DM***

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, being **[15-09-2025 to 19-09-2025 inclusive]**. 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 **22-09-2025** **[the 6th day of the pupil’s suspension]** until the expiry of **his** suspension we will provide suitable full-time education. On **22-09-2025** **Stan** 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].**

As the length of the suspension brings the pupil’s total number of school days out of school to more than 15 school days in total in one term the **governing body** must meet to consider the suspension. You may make representations to the **governing body** if you wish. The latest date on which the **governing body** can meet is **[date here– no later than 15 school days from the date on the governing body is notified]**. 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 will, whether you choose to make representations or not, be notified by the **Clerk to the discipline committee** of the time, date and location of the meeting. 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. You also have the right to make a request to hold the meeting via the use of remote access. 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 as a result 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).