**Suspension of more than 5 school days and up to and including 15 school days (cumulative total in a term).**

Dear [Parent's name]

I am writing to inform you of my decision to suspend [Child's Name] for [specify period]. This means that [Child's Name] will not be allowed in school for this period. The suspension start date is [date] and the end date is [date]. Your child should return to school on [date]. I realise that this suspension may well be upsetting for [Child’s Name], you and your family, but my decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [specify reasons for suspension - as a *minimum* should include a summary of the incident and behaviour which led to taking the decision to suspend the pupil].

**[NB The subsequent paragraph can be removed for reception pupils who are not yet of compulsory school age]**

Since your child is of compulsory school age you have a duty to ensure that your child is not present in a public place during school hours for the duration of the first 5 school days [or specify dates if suspension is for fewer than 5 days] of this suspension, that is on [specify dates]. I must inform you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for [Child's Name] during the [first 5 or specify other number as appropriate] school days of his [or her] suspension [specify the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

**[NB – Only include the subsequent paragraph for suspensions of over five consecutive school days regardless of whether this is a result of one or more than one suspension]**

From the [6th school day of the pupil's suspension until the expiry of the suspension, we will provide suitable full-time education.  On [date] s/he should attend [give name and address of provision] at [specify the time] and report to [staff member's name]. The start and finish times are as follows [state times.] [**NB If not known at this time, it may be provided by subsequent notice, but it must be provided without delay, and no later than 48 hours before the provision is due to start].**

You and [Child's Name] have the right to request a meeting of the governing board to whom you may present your views and make representations. At this meeting of the governing board the decision to suspend can be reviewed. As the period of this suspension is more than 5 school days and up to and including 15 school days in a term the governing board will meet ***only*** if you request it to do so. This meeting can now be held via the use of remote access (for example, live video link) if requested by you. Please see Annex A page 76 of the Department for Education guidance ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement’ dated May 2023 which sets out a number of matters you may want to consider before requesting a remote access meeting.

If you request a meeting the governing board must take all reasonable steps tomeet to discuss reinstatement within 50 school daysof receiving the notice of suspension**[specify the date — the 50th school day after the suspension decision date]**.

**[NB – Only include the subsequent paragraph if the pupil will miss a public exam or national curriculum test]**

If the pupil will miss a public exam or national curriculum test and you request a meeting of the governing board, then the governing board must take reasonable steps to meet before the date of examination. If this is not practical, the chair of governors may consider the pupil’s reinstatement alone.

If you do wish to make representations to the governing board and wish to be accompanied by a friend or representative (at your own expense), please contact the clerk to governors [name of contact] on/at [contact details — address, phone number, email], as soon as possible. Your child may also be involved in this meeting to speak on his/her own behalf if it is appropriate, taking into account his/her age and level of understanding. Please advise if you have a disability or special needs so that suitable arrangements may be made for you to attend the meeting at school. Also, please inform [contact as above] 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 can make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability) in the case of disability discrimination, or the County Court in the case of other forms of discrimination.  If you wish to make a claim of discrimination, please be aware that such a claim must be lodged within six months of the date in which the discrimination is alleged to have taken place.

Information on disability discrimination and other forms of discrimination claims are available on the [HM Courts and Tribunal Service](http://www.justice.gov.uk/tribunals/send) website ([www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability](http://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability))

Making a claim would not affect your right to make representations to the governing board.

You may wish to contact the Exclusion and Access Team for advice and information:

* Sharon Neak, Exclusion & Access Team Leader, County Hall, Smedley Street, Matlock, Derbyshire DE4 3AG. Email: [CS.ExclusionAndAccessTeam@derbyshire.gov.uk](mailto:CS.ExclusionAndAccessTeam@derbyshire.gov.uk)

The Department for Education (DfE) has developed exclusion guidance for parents which can be accessed via the GOV.UK – [Behaviour in schools](http://www.gov.uk/school-discipline-exclusions/exclusions) (<http://www.gov.uk/school-discipline-exclusions/exclusions>) and [School exclusions: guide for parents](https://www.gov.uk/government/publications/school-exclusions-guide-for-parents) (<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>) pages respectively.

The following general information may be useful:

* Derbyshire Information, Advice & Support Service (exclusion support) 01629 533668

[Welcome to the Derbyshire Information, Advice and Support Service for SEND - Derbyshire Information, Advice & Support Service for SEND (https://derbyshireiass.co.uk )](file://\\\\d-fs07\\EDUC-Social Inclusion\\Inclusion\\Inclusion Team\\Exclusions fixed and permanent\\LETTER TEMPLATES\\Summer 2024- all ammended\\Welcome to the Derbyshire Information, Advice and Support Service for SEND - Derbyshire Information, Advice & Support Service for SEND (https:\\derbyshireiass.co.uk ))

* Council for Disabled Children - SENDIAS [The Information, Advice and Support Services Network (councilfordisabledchildren.org.uk)](https://councilfordisabledchildren.org.uk/about-us-0/networks/information-advice-and-support-services-network)
* [Coram’s Child Law Advice Service](https://childlawadvice.org.uk/information-pages/school-exclusion/) (<https://childlawadvice.org.uk/information-pages/school-exclusion/>)
* [ACE Education](http://www.ace-ed.org.uk) – ([www.ace-ed.org.uk](http://www.ace-ed.org.uk)), telephone 0300 0115 142.
* [Independent Provider of Special Education Advice](http://www.ipsea.org.uk) – ([www.ipsea.org.uk](http://www.ipsea.org.uk))

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

Yours sincerely

[Name] Headteacher