**Suspensions of 5 school days or fewer (cumulative total in one term) and where a public examination is not missed.**

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for [specify period]. This means that [he/she] 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 [Child’s Name], 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 [reasons for the 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 this suspension [specify dates] unless there is reasonable justification for this. I must inform you that you may be prosecuted or receive a fixed penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. It will be for you to show that there is reasonable justification.

We will set work for [Child's Name] to be completed on the days specified in the previous paragraph as school days during the period of his/her suspension [detail the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

You and [Child's Name] have the right to express your views and make representations about this decision to the governing board, but it cannot direct reinstatement and is not required to arrange a meeting with parents.

If you wish to make representations, please contact the clerk to governors [Name of Contact] on/at [contact details — address, phone number, email], as soon as possible, so that your views can be addressed. It is important to note that whilst the governing board has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

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)

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

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

* Sharon Neak, Inclusion Manager, County Hall, Smedley Street, Matlock, Derbyshire DE4 3AG on 01629 535802, [Sharon.Neak@derbyshire.gov.uk](mailto:Sharon.Neak@derbyshire.gov.uk)

The Department for Education (DfE) has developed guidance for parents which can be accessed via the following web links:

<http://www.gov.uk/school-discipline-exclusions/exclusions>

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

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://www.derbyshireiass.co.uk/home.aspx) (derbyshireiass.co.uk)
* Council for Disabled Children - SENDIAS [The Information, Advice and Support Services Network](https://councilfordisabledchildren.org.uk/about-us-0/networks/information-advice-and-support-services-network) (councilfordisabledchildren.org.uk)
* [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](https://www.ipsea.org.uk/) – (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