**Suspensions of more than 15 school days (cumulative total in one 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 [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 [the first five school days of suspension or specify dates], unless there is reasonable justification for this. 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. It will be for you to show that there is reasonable justification.

We will set work for [Child's Name] during the [first five school days or specify dates] of his/her 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 [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 have the right to attend a meeting of the governing board to whom you may present your views and make representations. This 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 do not request a remote meeting it will be held in person. As the length of the suspension is more than 15 school days in total in one term the governing board ***must*** meet to consider the suspension. The governing board must take all reasonable steps to meetto consider the decision within 15 school days of receiving the notice ofsuspension [**specify the date — the 15th 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, 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 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. You will, whether you choose to make representations or not, be notified by the clerk to the governing board of the time, date and location of the meeting. 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] 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 on 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 or [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)

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

Yours sincerely

[Name] Headteacher