This document is not a substitute for reading the DfE's ‘[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](https://www.gov.uk/government/publications/school-exclusion)’ guidance (effective 1 September 2023)

**\*\*REMEMBER TO DELETE THIS TEXT BOX\*\***

**Suspension UNDER 5 DAYS: letter from the Headteacher to the parent/carer notifying them of a suspension.**

**If the pupil is not to be set work because other arrangements are in place, these arrangements should be specified in the appropriate paragraph of this letter.**

**REINTEGRATION MEETINGS – The DfE expected schools to hold reintegration meetings as good practice. In the case of primary education, it is a legal requirement.**

**[DATE]**

Re: **[PUPIL’S FULL NAME AND YEAR GROUP]**

Dear **[PARENT/CARER]**,

I am writing to inform you of my decision to suspend **[PUPIL]** for a fixed period of **[SPECIFY PERIOD FIVE DAYS OR UNDER]**. This means that theywill not be allowed in school for this period. The suspension begins on **[DATE]** and ends on **[DATE]**.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[PUPIL]** has not been taken lightly. My decision to suspend has been taken following the receipt of evidence that has led me to decide on a balance of probabilities that they have broken the school’s behaviour policy by:

**[Set out concise reason for suspension from the behaviour policy, worded the same way**.**]**

Unless arrangements are made for **[PUPIL]** to attend a place of alternative education from the first day of suspension,we will set work during the first five days of any suspension. Please ensure that work set by the school is completed and returned to us promptly for marking. You have a duty to ensure that your child is not present in a public place during teaching hours, unless there is reasonable justification. If this requirement is not followed, you may be prosecuted or receive a penalty notice from the local authority. If so, it will be for you to show reasonable justification or you will be required to pay a penalty fine.

You have the right to make representations to a panel about my decision to suspend. The details of this right and the timescales set by government guidelines are set out in the **attached note**. If this suspension itself or when added to others brings the total suspension days to over 15 days in one term, a panel will need to review the matter. If required, you will be contacted by the school with the details relating to the panel review meeting.

If you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU.

You and **[PUPIL]** are requested to attend a reintegration interview with me or a member of my staff at the school on **[DATE]** at **[TIME]**. If this is not convenient, please contact the school office as soon as possible to arrange a suitable alternative date and time which must be before your child returns to school from the suspension.

The purpose of the reintegration interview is to discuss how your child's return to the school can best be managed. During this meeting, the school will communicate to **[PUPIL]** that they are valued and that their previous behaviour should not be seen as an obstacle to future success. We would encourage you to attend this meeting. However, it is important to note that they will not be prevented from returning to school if you are unable or unwilling to attend a reintegration meeting.

You can request to see a copy of **[PUPIL]**’s academic record. Due to confidentiality restrictions you will need to notify me in writing if you wish to be supplied with a copy of their record.

**[PUPIL]**’s suspension expires on **[DATE]** and we expect them to be back in the school on **[DATE]** at **[TIME]**, but to see you both beforehand at the reintegration meeting.

If you have any questions or requests relating to the information in this letter, please contact **[CONTACT INFORMATION]**.

**Advice and guidance**

Please refer to the guide for parents on school behaviour and exclusion for an explanation of your rights: <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>

You may wish to contact the school inclusion officers at your Local Authority education service to discuss this suspension. They can be contacted on **[insert known contact details — address, phone number, email]**.

You may also find it helpful to contact the Coram’s Child Law Advice service through their website at [https://childlawadvice.org.uk](https://childlawadvice.org.uk/) or by contacting them on 0300 330 5485.

The Independent Provider of Special Education Advice (IPSEA) is a registered charity that offers free advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities. Their website is at [https://www.ipsea.org.uk](https://www.ipsea.org.uk/) and includes the ability to book an advice line appointment.

Yours sincerely,

**[NAME]**

Headteacher

**[SCHOOL]**

CC: Social worker and/or Virtual School Head

**Guidance for parents on suspension and exclusions**

1. The government requires us to formally tell you when the Headteacher of a school has decided to exclude your child. The attached letter does this.
2. Exclusion can only be for a breach of the school behaviour policy and may be for a fixed period (suspension) or permanent. The letter tells you what type of sanction has been imposed and its length.
3. You may seek advice about the suspension/exclusion by contacting the local authority where you live and also by seeking advice from an independent source. The attached letter contains contact information for these sources, including the Department for Education’s guide at <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>
4. You have a right to make representations to a panel about this suspension/exclusion. When and how this will happen will depend on the type of suspension/exclusion and the period of time involved. You may make a representation by writing to the Headteacher who will forward this to the clerk for appropriate action.
5. A panel is required to reviewcertain exclusions. We will invite you to attend this review meeting which, depending on the availability of the panel, should normally take place within 15 days. This review meeting is required if the exclusion of your child is in one of the following categories:

* Permanent exclusion
* Where your child will *miss a public exam or national curriculum test because of the suspension*. Although 15 days is set as a desirable time, the panel should, when reasonably practical, meet to consider the suspension before the date of the examination or test. If this is not practical, a designated reviewer can in these circumstances make a decision without other panel members being involved.
* Suspension that will take your child’s total days of suspension above 15 days in one term***.***

1. You may request that this meeting be held via the use of remote access. Otherwise, the meeting will be held in person. Should you request a remote meeting, the school will need to ensure that the remote meeting can be held fairly and transparently: that you have adequate access to technology to allow you to hear and speak throughout the meeting and to see and be seen by all participants and that all participants can put across their point of view or fulfil their function.
2. Where a suspension is for a period of more than 5 school days but not more than 15 days in a single term, you may request that the panel consider the reinstatement of your child within 50 school days of receiving notice of the suspension.
3. Where your child has received a suspension that does not bring his/her suspensions to more than 5 days in one term***,*** the panel must consider your representations, but it cannot direct reinstatement and is not required to arrange a meeting with you***.*** All lawful suspensions of this length have to be completed and the panel cannot direct that a pupil return to school at an earlier date. However, if the panel disagrees with the Headteacher’s decision, a note to this effect can be placed on the pupil’s school record.
4. You are entitled to invite a representative of the local authority to attend the panel meeting as an observer. However the local authority representative can only make representations with the panel’s consent.

**If you have difficulty understanding this note, please contact the school using the contact information provided on the letter informing you of your child’s suspension or exclusion.**