**APPENDIX 15**

**Model letter for Fixed Period Suspension over 5 school days**

Dear **[Parent's Name],**

I am writing to inform you of my decision to suspend **[Child's Name]** for a fixed period of **[specify days]**. 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 you and your family, but the decision to suspend has not been taken lightly. **[Child's Name]** has been suspended for this fixed period because **[reason for exclusion]**. I reserve the right to issue another fixed period suspension or a permanent exclusion if further evidence comes to light following an investigation.

You have a duty to ensure that your child is not present in a public place in school hours during the first five school days of this suspension, that is on **[specify dates]** unless there is reasonable justification for this. For the first five school days of the suspension we will set work and would ask you to ensure this work is completed and returned promptly to school for marking. **[specify the arrangements for this]**  
   
From the **[sixth school day of the pupil's suspension] [specify date]** until the expiry of this suspension we will provide suitable full-time education. **[Set out the arrangements if known at the time of writing. Please note that full time education can be provided from the first day of the suspension]**. On **[date]** **[child's name]** should attend **[give name and address of the alternative provider]** 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 not known say that the arrangements for suitable full time education will be notified shortly by a further letter]**

Please note, if this suspension brings the pupil’s number of exclusions in a term to more than 5 but less than 15 days, you have the right to make representations about this decision to the governing body/management committee. Once received, the governing body/management committee must consider any representations from parents within 50 days of receiving the notice of suspension. The governing body/management committee are only required to consider reinstatement of the pupil if formal representations are made by the parent.

If this suspension brings the pupils number of exclusions to **more** than 15 days in a term, the governing body/management committee must consider the reinstatement of the pupil, with or without representations from parents, within 15 school days.

If you wish to make representations please contact (name of contact) on/at (contact details) as soon as possible.

You should also be aware that if you think the 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 First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>).

**[paragraph below is optional]**

You and **[child's name]** are requested to attend a reintegration interview with me at **[time]** on **[date]** at **[place]**. 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 your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

The following sources of advice and guidance are available to you:

* The Children's Legal Centre or ACE Education. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 03000 115 142 (open between Monday to Wednesday from 10 am to 1 pm during term time) or at <http://www.childrenslegalcentre.com> or <http://www.ace-ed.org.uk>
* If your child has additional needs you can access the Information, Advice and Support Service. The service offers dedicated exclusion support and can be contacted on 01902 556945. There is also additional information about exclusion on their website <http://wolvesiass.org/>
* Local Authority: Inclusion Team on 01902 550621.
* Statutory guidance on exclusions can be found here: <https://www.gov.uk/government/publications/school-exclusion>

**[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

Head Teacher/Principal