## Model Letter 1

**FROM HEADTEACHER**

**Suspension of 5 days or less**

***Where a public examination will be missed, please insert the following text into the letter at \*\****

*113. There is no automatic right for a suspended or permanently excluded pupil to take a public examination or national curriculum test on the school's premises. The governing board should consider whether it would be appropriate to exercise its discretion to allow a suspended or permanently excluded pupil onto the premises for the sole purpose of taking the examination or test or whether this could be facilitated in another way. DfE Guidance 2023*

Dear **[Parents Name]**

I am writing to inform you of my decision to suspend [**Child’s Name**] for a fixed period of [**period of suspension**]. This means that [**he/she**] will 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 [**Child’s Name**] has not been taken lightly. [**Child’s Name**] has been suspended for this period because (**Reason for Suspension**].

**[Use this paragraph for pupils of compulsory school age]**

While this suspension is in force, you have a legal duty to ensure that **[Name of child]** is not present in a public place without reasonable justification, at any time during school hours. I must warn you that breach of this duty is a criminal offence and can result in the issue of a penalty notice or prosecution by the local authority.

We will set work for **[Name of child]** during the **[….. days]** of the suspension **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[**Name of Child**]’s suspension expires on [**Date**] and we expect [**Name of Child**] to be back in school on [**Date**] at [**Time**].

You and **[Name of child]** have the right to make representations about this suspensionto the school’s governing body. If you wish to do so please contact [**Name of Contact**] on/at [**Contact Details-Address, Phone Number, email**] as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any evidence presented by you and may place a copy of their findings on your child’s school record.

Under the Equality Act 2010, schools must not discriminate against, harass or victimise pupils because of: sex; race; disability; religion or belief; sexual orientation; pregnancy/maternity; or gender reassignment. If you believe that any aspect of this exclusion amounts to unlawful discrimination against your child, you can make a claim to the First-tier Tribunal (Special Educational Needs and Disability) in relation to disability, or the County Court for all other forms of discrimination. Claims can be made up to six months after the discrimination is alleged to have occurred. You can also raise your concerns directly with the governing body/academy trust.

If you have any questions about the suspension or exclusion procedure, you may wish to contact the local authority’s Exclusion & Reintegration Team by email [ERT@oxfordshire.gov.uk](mailto:ERT@oxfordshire.gov.uk).

You may also find it useful to contact The Children’s Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted at <http://www.childrenslegalcentre.com/>. The advice line to contact about education law is 0300 330 5485, it’s open from 8am – 6 pm Monday to Friday.

SENDIASS (formerly parent partnership) offers impartial information, advice and support to parents of children and young people with special educational needs (SEN) and disabilities [SENDIASS Oxfordshire | Information, advice & support in Oxfordshire (sendiass-oxfordshire.org.uk)](https://sendiass-oxfordshire.org.uk/) you can call 01865 810516 (term–time only), text 07786524294, or email [sendiass@oxfordshire.gov.uk](mailto:sendiass@oxfordshire.gov.uk).

**Where considered relevant by the head teacher include the following]**

Traveller Education Services [insert information], the National Autistic Society (NAS) School Exclusion Service (England) (0808 800 4002 or

[School Exclusion Helpline (autism.org.uk)](https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service)b), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>).

The statutory exclusions guidance along with information and advice for parents: [Suspension and permanent exclusion guidance September 2023](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181584/Suspension_and_permanent_exclusion_guidance_september_23.pdf)

Along with information and advice for parents:

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

Requesting personal information

An individual (the data subject) has a right to request to see their personal information as held by an organization. In the education setting, an adult with parental responsibility may request the personal information of the child. Any such request will need to be accompanied by proof of identification and address for the adult and child, and of parental responsibility for the adult, and where the child is thirteen (13) years old or older, their independent consent. Please be aware that only personal information relating to the individual can be provided.

Yours sincerely

**[Name]**

**Head teacher**