**Letter 1**

**From headteacher notifying parents/carers of a suspension of 5 days or less, and where a public examination is not missed**

**[SCHOOL INSTRUCTION]**

If the child has a Social Worker/Family Support Worker (CiN or CP), is Looked After or Post Looked After, a copy of this letter must go without delay from the school to all the relevant parties.

Date **[issued on first day of suspension]**

Dear **[Parent/Guardian]**

**[SCHOOL INSTRUCTION TO COMPLETE]**

**Pupil’s Full Name:[as on official record] Year Group: [must be completed]**

**DoB: [dd/mm/yyyy] UPN:[must be completed]**

I am writing to inform you of my decision to suspend **[insert pupil’s name]** for a fixed period of **[insert number]** day(s). This means that he/she will not be allowed in school for this period. The suspension begins/began on **[insert date]** and ends on **[insert date]**.

The decision to suspend **[insert pupil’s name]** has not been taken lightly. **[insert pupil’s name]** has been suspended for this fixed period because on **[insert date]** **[insert pupil’s name]** **[give details of reason(s)]**.

**[THE PARAGRAPH BELOW IS FOR PUPILS OF COMPULSORY SCHOOL AGE ONLY – REMOVE IF NOT APPLICABLE]**

You have a duty to ensure that your child is not present in a public place in school hours during this suspension on **[insert dates]** unless there is reasonable justification for this (or until the start date of any alternative provision where this is earlier). I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **[insert pupil’s name]** to be completed on the days specified in the previous paragraph **[insert arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing board. If you wish to make representations, please contact **[insert name of contact]** on/at **[insert contact details]** as soon as possible. The governing board must consider any representation made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.

You should be aware that if you think the exclusion has occurred as a result of discrimination, you may 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 to the County Court, in the case of other forms of discrimination (<http://www.justice.gov.uk/tribunals/send>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, e.g.: the day on which the pupil was excluded.

You may wish to contact the following sources of advice about exclusion from school:

Inclusion Support Service, Children’s Services, Hampshire County Council, Elizabeth II Court, The Castle, Winchester, Hampshire SO23 8UG

Enquiries to: [Exclusion.queries@hants.gov.uk](mailto:Exclusion.queries@hants.gov.uk) / 0370 7790123

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice>

The Coram Children's Legal Centre aims to provide free legal advice and information to parents/carers on state education matters

Telephone: 020 7713 0089. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January

<http://www.childrenslegalcentre.com>

Hampshire Special Education Needs & Disability Information, Advice & Support: [Hampshire SENDIASS | Impartial SEND Advice & Support](https://www.hampshiresendiass.co.uk/)

[Independent Provider of Special Education Advice (IPSEA)](http://www.ipsea.org.uk/) - independent information and support on the suspension and permanent exclusion of children with SEND

Department for Education Statutory Guidance on exclusions is published online at:

<https://www.gov.uk/government/publications/school-exclusion>

Department of Education A Guide for Parents: [A guide for parents on school behaviour and exclusion - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion)

**[insert pupil’s name]**’s suspension expires on **[insert date]** and we expect **[insert pupil’s name]** to be back in school on **[insert date of return]** at **[insert time of return]**.

Yours sincerely

**[insert headteacher’s name]**

Headteacher