**Letter 3**

**From headteacher notifying parents/carers of a suspension of 15.5 school days or more in total in one term**

**[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]** days. This means that **[insert pupil’s name]** will not be allowed in school for this period. The suspension begins/began on **[insert dates]** ………….. and ends on …………………. .

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 NEXT 3 PARAGRAPHS ARE 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 the first 5 school days of the exclusion or specify 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 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.

Alternative arrangements for **[insert pupil’s name]**’s education to continue will be made. We will set work for **[insert pupil’s name]** duringthe **[first 5 school days** **or specify number of days if less]** of his suspension. **[insert arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

**[THE PARAGRAPH BELOW IS ONLY RELEVANT IF THIS SUSPENSION IS OVER 5 DAYS IN BLOCK – REMOVE IF NOT APPLICABLE]**

From **[6th school day of the pupil’s suspension – specify date]** until its expiry, we will provide suitable full-time education. **[set out the arrangements if known at time of writing, eg:** On **[insert date]** he should attend at **[insert name and address of the alternative provider if not the home school]** at **[insert the time – this may not be identical to the start time of the home school]** and report to **[insert staff member’s name]. [If applicable – insert 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 which must be provided no later than 48 hours before the provision is due to start]**

As **[insert pupil’s name]** has now been suspended for more than 15 school days in total in one term, the governing board must meet to consider this. At the review meeting you may make representations to the governing board if you wish. The latest date on which the governing board can meet is **[insert date – NO LATER THAN 15 SCHOOL DAYS FROM THE DATE THE GOVERNING BOARD IS NOTIFIED]**. If you wish to make representations to the governing board and wish to be accompanied by a friend or representative, please **[insert name of contact]** on/at **[insert contact details]** as soon as possible. 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 us if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[insert name of contact]** if it would be helpful for you to have an interpreter present at the meeting. **[insert pupil’s name]**, where applicable, is encouraged to attend any proposed meeting.

You can ask for a governing board meeting to be held via the use of remote access technology, such as video conferencing software.  However, remote meetings should not be the automatic choice and face-to-face meetings should always be encouraged.

When deciding whether to request a remote meeting, you should consider:

* your internet connectivity, whether it is good enough and not intermittent or slow
* if you have a suitable space free from distraction to enable you to fully take part
* whether a face-to-face meeting may be better

Each person attending the meeting should be able to hear and be heard and (where using a live video link) see and be seen throughout the meeting.

If the governing board does not think that a meeting can be held fairly and openly via remote access, they should talk to you about how a face-to-face meeting can be arranged that will be convenient for you.

If you wish for the meeting to be held remotely you must inform the school within 3 school days of this notification.

You should be aware that if you think the suspension 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, eg: the day on which the pupil was suspended.

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 …………………. 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