School Academy Name and Address

Parents Address

Date

Dear [Parent/Carer]

**Notification of a Suspension**

I regret to inform you of my decision to suspend [Child’s Name] for a fixed period of [specify number of days]. This means that **[Child’s Name]** 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 [Child’s Name] has not been taken lightly. [Child’s Name] has been suspended because [Reason(s) for suspension – include any other relevant previous history].

**During the Suspension**

You have a duty to ensure that your child is not found in a public place during the first 5 school days of this suspension, that is on [specify dates], unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is found in a public place during school hours on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for [Child’s Name]’s to be completed on the days during the period of his/her suspension when you must ensure that he/she is not found in a public place without reasonable justification. [Detail the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

**Your right to make representation**

You have the right to make representations to the governing body. If you wish to make representations please contact [Name of contact] on/at [Contact details – Address, phone number, email] as soon as possible.

**OR**

**[If the suspension is for 5 days or less but the pupil has received cumulative suspension totalling 6 days or more in one term]** You have the right to request a meeting of the school’s Governing Board to whom you may make representations, and the decision to suspend can be reviewed. As your child has now been suspended for more than 5 school days in one term the Governing Board must meet if you request it to do so. The latest date by which the Governing Board must meet, if you request a meeting, is **[insert Date – no later than 50 school days from the date the Governing Board is notified of the exclusion].** If you wish to make representations to the Governing Board, and wish to be accompanied by a friend or representative please contact **[Name of Contact]** on/at **[Contact Details – Address, Phone Number, email],** as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

**OR**

**[If the suspension is for 5 days or less but the pupil has received cumulative suspensions totalling more than 15 days in one term]** As the length of this suspension means that you child has received more than 15 school days in total in one term the governing body must meet to consider the suspension. At the review meeting you may make representations to the governing body if you wish. The latest date on which the governing body can meet is **[insert Date – no later than 15 school days from the date the governing body is notified].** If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact **[Name of Contact]** on/at **[Contact Details – Address, Phone Number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Governing Body of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may raise this issue with the governing body.

**[If the exclusion will mean that the pupil misses a public examination or national curriculum test. Delete paragraph if not applicable]**

As this suspension will result in [Child’s Name] missing a public exam or national curriculum test, the governing board are required to consider the exclusion, as far as is reasonably practicable, before the examination or test. If this is not possible, the chair of the governing board will consider the exclusion alone to make a decision before the exam or test. You still have the right to make representations to the governing board. [If alternative arrangements have been made for the pupil to access their exam or test, details can be included here and the letter amended]

**After the suspension has come to an end**

You and your child must attend a reintegration interview with me **[alternatively, specify the name of another staff member]** on **[date]** at **[time]**. If that is not convenient, please contact the school as soon as possible to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child’s return to school can be managed.

You have the right to see, or request a copy of, your child’s school record. Due to confidentially restrictions, you must notify me in writing if you wish to be supplied with a copy of **[Child’s Name]** school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

**Free support and impartial information**

You can contact the **Access &** **Inclusion Team** at **Nottingham City Council** who can provide advice on the exclusion process on 0115 876 4700 or [exclusions@nottinghamcity.gov.uk](mailto:exclusions@nottinghamcity.gov.uk). Further guidance and information is available online at <https://www.nottinghamcity.gov.uk/education-and-schools/problems-at-school/exclusions-from-schools/>

You can access the **Department for Education’s** statutory guidance on exclusions at <https://www.gov.uk/government/publications/school-exclusion>

Parents who consider that their child may have special educational needs and disabilities (SEND) may wish to contact **Ask Us Nottinghamshire** (fulfilling many of the roles and functions previously undertaken by the Parent Partnership Service). Ask Us Nottinghamshire is part of the Information, Advice and Support Service (IASS) established in the County. They provide impartial information, advice and support for parents/carers of children with SEND. They can be contacted on 0800 1217772 or [enquiries@askusnotts.org.uk](mailto:enquiries@askusnotts.org.uk)

Another useful source of information for parents regarding SEND is available through the **Independent Parental Special Education Advice** charity online at <https://www.ipsea.org.uk/>

You may also find it useful to contact and access sources of impartial advice such as the **Coram Children's Legal Centre** who aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 available Monday – Friday between 8am to 6pm or visit <https://childlawadvice.org.uk/information-pages/school-exclusion/>.

Another useful source of information for advice and free support to parents is the **School Exclusion Project** <https://schoolexclusionproject.com/>.

If your child has a disability you may find is helpful to contact **The Council for Disabled Children** on 0808 808 3555 (Open Monday to Friday between 9.30am and 5.00pm) or online at <https://contact.org.uk/advice-and-support/education-learning/exclusion/>

If your child is on the autism spectrum, you may find it useful to contact **National Autistic Society School Exclusion Service** ([https://www.autism.org.uk/services/helplines/school-exclusions.aspx#](https://www.autism.org.uk/services/helplines/school-exclusions.aspx)). They offer advice and information to parents of children on the autism spectrum on all aspects of school exclusion in England. You can leave a message on 0808 800 4002 or email [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk). It would be helpful if you could provide as much detail as possible regarding your enquiry and they aim to respond within 5 days.

**[If the exclusion is drug/alcohol related]**

For support with drug and alcohol use issues. **CGL** **Jigsaw** who work with young people up to the age of 18 to prevent and reduce the risks from drug and alcohol use. They also support families, carers and friends.

Young people can also access this service directly by Phone: 0115 9484 314; email: [jigsaw@cgl.org.uk](mailto:jigsaw@cgl.org.uk); website: <https://www.changegrowlive.org/jigsaw-young-person-family-service-nottingham/info>

You have the right through the Data Protection Act 2018 to see, or request a copy of, your child’s school records. Due to confidentially restrictions, you must notify me in writing if you wish to be supplied with a copy of their school record. I will be happy to supply you with a copy if you request it.

**[Name of Child]**’s exclusion expires on **[date]** and we expect **[Name of Child]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]

Head Teacher / Principal

Enc Guidance for Parents

CC: Access & Inclusion Team, Nottingham City Council

Chair of Governing Board

**Social Worker**

**Virtual School Head**