Date.. /../..

Dear Name,

I am writing to confirm that I have today decided to suspend Name from (Name of academy) for a fixed period of ……….... The suspension will begin on Date and ends on………………...

Name will be expected back into school on the morning of ……………….

I realise that this decision may well be upsetting for you and your family but the decision to suspend Name has not been taken lightly. My reason for suspending Name from (Name of academy) is because of ………………………..

The academy will set work for Name to be completed during the period of his/her suspension. You may bring this work into school on……………………………...

To aid Name return to school it is important that a meeting is arranged to discuss his/her reintegration. I will be pleased to do so on Date/Time. Name should not enter the academy before this point. If this is not convenient, please contact the academy to arrange a mutually convenient date and time.

The number of days that Name has currently been suspended for this term is……day/s

Insert the following if pupil attends on a part-time basis As Name attends school on a part time basis for (number of sessions – a morning or afternoon is a session each) the number of days will be a total of (insert number of days).

(Delete if not applicable 1-5 days in a term)

You have the right to make representations about this decision, either in writing or in person, to the Trust’s Discipline Committee. They must consider any representations made by parents for suspensions of one to five days but are not required to arrange a meeting at this time. Whilst the discipline committee cannot direct reinstatement, they must consider any representation you make and may place a copy of their findings on your child’s school record.

o meets and cannot direct the reinstatement of the pupil

(Delete if not applicable 6 -15 days in a term)

As the total number of days of suspension exceeds more than five school days in one term the committee must meet **if you request it to do so**.  The latest date by which the committee must meet is **(Date) — no later than 50 school days from the date the committee is notified of this suspension.**  If you wish to make representations to the committee and wish to be accompanied by a friend or representative, please contact **(name of contact)** on/at **(contact details - address, telephone number, email)**, as soon as possible. **(Name)** is also able to attend and participate in the meeting if you feel it is appropriate to do so. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the academy.  Also, please inform **(contact)** if it would be helpful for you to have an interpreter present at the meeting

(Delete if not applicable15 + days in a term)

As the length of the suspension is more than 15 school days in total in one term the Trust’s Discipline Committee **must** meet to consider the suspension. You have the right to make written representations and make representations in person to the discipline committee. The latest date on which the committee can meet is (Date) — no later than 15 school days from the date the Discipline Committee is notified. Please contact (name of contact) on/at (contact details — address, phone number, email), as soon as possible if you wish to make representation to the committee and wish to be accompanied by a friend or representative.

If your child has a social worker or is looked after, the social worker or the Virtual School Head will also be permitted to attend the meeting and make representations.

You may also invite a representative of the Local Authority’s School Exclusion Team to attend the meeting (as an observer if an academy) and, with the governors’ consent, they can make representations.

You also have the right to see and have a copy of Name education record. Should you wish to be supplied with a copy you will need to notify me in writing. However, there may be a charge for photocopying.

**Additional information & support:**

You should 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 First Tier Tribunal (SEN and Disability) 01325 2893500. <https://www.find-court-tribunal.service.gov.uk/courts/darlington-magistrates-court-and-family-court>

Making a claim would not affect your right to make representations to the Governing Board.

A guide to the suspension/exclusion process can also be found on the Kirklees Local Offer page. <https://www.kirkleeslocaloffer.org.uk>

The governments guidance on Suspension and Exclusion September 2023. <https://www.gov.uk/government/publications/school-exclusion>

Should you need any further support within this process please contact:

Tracy Rider, Exclusion Officer, Tel: 01484 221000 [tracy.rider@kirklees.gov.uk](mailto:tracy.rider@kirklees.gov.uk)

Allison Langdale, Exclusion Officer, Tel: 01484 221000 [allison.langdale@kirklees.gov.uk](mailto:allison.langdale@kirklees.gov.uk)

You can also contact Kirklees Information, Advice and Support (KIAS) on 0300 3301504. The service offers information, advice and support relating to a child or young person's special educational needs and/or disability and is available to anybody living within the Kirklees area. <https://www.kias.org.uk>

You may also find it useful to contact the Children's Legal Centre. They can be contacted at [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) They aim to provide free legal advice and information to parents on state education matters or Ace Education on 03000 115 142 Monday to Wednesday from 10am to 1pm during term time. [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

and specifically, for exclusions at <http://childlawadvice.org.uk/information-pages/school-exclusion> or 0300 330 5485 open from 8am – 6pm Monday to Friday.

The Information Advice & Support Services Network at <https://councilfordisabledchildren.org.uk>

The National Autistic Society (NAS) School Exclusion Service (England) on 0808 800 4002 or email at [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk).

or Independent Parent Special Education Advice at <http://www.ipsea.org.uk>

Yours sincerely

Headteacher