Greenford High School Policy Document



Suspension and Permanent Exclusion Procedures & Policy

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GREENFORD HIGH SCHOOL

SUSPENSION AND PERMANENT EXCLUSION PROCEDURES AND POLICY

Notes for parents, teachers and pupils

1. Only the Headteacher can suspend or permanently exclude a pupil. If the Head is absent the power rests with the Deputy Heads, or the next most senior teacher, who should make it clear that they are acting in the Head's absence.

2. Suspension and permanent exclusion should be used only:

2.1 In response to a serious breach or persistent breaches of the School's Behaviour Policy, following the school's sanctions guidelines;

2.2 If allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or others in the school;

2.3 Before suspending or permanently excluding a pupil in some cases, for example persistent disruptive behaviour, a range of alternative strategies may be tried and interventions put into place, as per our behaviour policy. This will not be the case with one off serious incidents;

2.4 A student may receive a suspension for on-going poor behaviour and a repeated refusal to abide by the rules of the school: for example, but not limited to, repeated disruptive behaviour inside or outside of class, missing detentions, refusing to act on the instructions of staff, defiance, bullying, aggression and abuse of staff etc. In cases of continued poor behaviour, parents and carers/students will receive a clear warning about the possibility of suspensions unless behaviour improves. Persistent disruption, however, may result in permanent exclusion;

2.5 A permanent exclusion **can** be given for a first offence, for example, one that involves violence and/or other serious incidents;

2.6 **The Behaviour Levels**, which are detailed in the school's Behaviour Policy, make it very clear what behaviours are unacceptable at Greenford High School, and what sanctions may be imposed for different unacceptable behaviours;

2.7 During a suspension, the school has an obligation to provide work for the student. This can include utilising any online pathways such as Google Classroom or Oak National Academy.

2.8 Parents/carers have the right to request an interpreter from the school /LA if required, and, if the request is made, the school have a duty to provide an interpreter;

2.9 Parents/carers also have the right to state their views to the Governors of the school if they do not agree with the Headteacher's decision to suspend or permanently exclude their child. This can be done by writing to the Governors via the Clerk to the Governing Body at the school's address. More information on this process is sent to parents/carers at the time of exclusion and can be found in **Appendix 1**.

2.10 The decision to suspend or permanently exclude a pupil is not taken lightly. Students are only suspended or permanently excluded if there is a major behaviour problem or persistent breaches of our Behaviour Policy. The school has to consider the education of all its pupils and the impact that a child's behaviour might have on the whole school community. Please refer to the Behaviour Policy for further details on some of the reasons why a child may be permanently excluded.

2.11 The school asks that parents/carers will cooperate to make sure that if a suspension takes place, their child understands why this has had to be necessary.

3. Types of Suspension/ Exclusion

3.1 **Fixed Term Suspension**
The Headteacher has the authority to suspend a pupil for a fixed period of time. Parents/carers will be sent a letter explaining why the child has been suspended, how long it is for, the rights of the parent and when the child is to come back to school.

The regulations allow Headteachers to suspend a pupil for one or more fixed periods not exceeding **45 school days in any one school year.** The length of a suspension will depend on a number of factors, including:

- the message the Headteacher wants to give to students;
- wherever reasonable, given the cause for suspension, the Headteacher will try to minimise the length of suspension;
- the previous record of the student being suspended;
- the recent context of the student's behaviour within the school;
- the previous sanctions used;
- the nature of the incidents for which a suspension has been given.

A suspension may be for a specified number of days, or in exceptional circumstances for a number of days 'pending investigation'. Depending on the outcome of the investigation, the suspension may stay at the original number of days, be extended for a further specified
period, or the Headteacher may issue a permanent exclusion to start at the end of the period of suspension.

Suspensions over 5 days are a response to incidents of poor behaviour which are exceptionally serious in nature. Again, please refer to the **Behaviour Policy** for further details on incidents that may occur and their severity. From the sixth day of suspension, the student will continue his/her education at one of our partner schools, or at another alternative provider, under supervised conditions. This is an arrangement which would be put in place, in the event of this being required.

For the first 5 days of a suspension (or until the start date of any alternative provision where this is earlier), parents/carers are legally required to ensure that their child is not present in a public place during school hours without reasonable justification. Parents/carers may be given a fixed penalty notice if they fail to do so.

A suspension can also be for parts of the school day. For example, if a pupil's behaviour at lunchtime is disruptive, they may be suspended from the school premises for the duration of the lunchtime period. The legal requirements relating to the suspension, such as the Headteacher's duty to notify parents, apply in all cases. Lunchtime suspensions are counted as half a school day.

3.2 **Permanent Exclusion**
The Headteacher may decide to permanently exclude a student. The Governors Review Meeting must then review the Headteacher's decision within 15 school days of parents receiving the letter of notification. Reasons for permanent exclusion **may** include but are not limited to:

▪ Serious actual or threatened violence against another pupil or a member of staff;

▪ Sexual abuse, assault, or misconduct;

▪ Possession or distribution of drugs, alcohol or another substance;

▪ Carrying an offensive weapon or item that could be used as an offensive weapon - this includes, but is not limited to, blades of all nature and size;

▪ Persistent and defiant misbehaviour;

▪ Persistent or serious bullying (which may include online, racist, homophobic bullying or any other groups with protected characteristics.

The **Behaviour Policy** lists some of those incidents and behaviours that may lead to a Permanent Exclusion.

The school will consider whether or not to inform the police when criminal activity has taken place in line with guidance and directives in Keeping Children Safe in Education, September 2026. They can also consider whether or not to inform other agencies, such as the Youth Offending Service, Social Services etc.

3.3 **Internal Exclusion**
Please refer to the **Behaviour Policy** for details on Internal Exclusions.

3.4 **Drug – related suspensions or permanent exclusions** The decision to suspend or permanently exclude a student for a drug related offence will depend on the precise circumstances of the case and the evidence available. In some cases a suspension may be considered as more appropriate than permanent exclusion. In other cases, a permanent exclusion may be considered more appropriate.

3.5 **Behaviour outside school**

Pupils' behaviour outside school on school trips, sports fixtures, or work experience placements is subject to the school's Behaviour Policy. Poor behaviour in such circumstances will be dealt with as if it had taken place in school and the appropriate sanctions given. For behaviour outside school, but not on school business, the Headteacher may also issue sanctions against a pupil whether or not the pupil is wearing school uniform, (including suspension and permanent exclusion) if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body in the school as a whole, or if the Headteacher feels that the wellbeing or safeguarding of the student body may be compromised by a pupil's behaviour outside of school.

4. Factors taken into consideration in a decision concerning suspension and permanent exclusion

Suspension and/or permanent exclusion should not be imposed in the heat of the moment, unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to suspend a pupil, either permanently or for a fixed period, the Headteacher will:

4.1 Ensure that an appropriate investigation has been carried out;

4.2 Consider all the evidence available to support the allegations, taking account of the school's behaviour and equal opportunities policies, and, where applicable, the Equality Act 2010 as amended;

4.3 Allow the pupil to give his or her version of events and their view. The school should inform the pupil about how their views have been factored into any decision made. Where relevant, the pupil should be given support to express their view.

4.4 Check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment;

4.5 Consider the pupil's background and any extenuating circumstances;

4.6 Consider whether the proposed sanction is proportionate in itself and in light of the treatment of any others involved in the incident;

4.7 If necessary consult others, but not anyone who may later have a role in reviewing the Headteacher's decision, for example a member of the Governors' Review Meeting;

4.8 Keep a written record of the actions taken (and copies of written records made by other members of staff), including any interviews with the pupil concerned. Witness statements must be dated and should be signed, wherever possible. The documents pertaining to a possible suspension or permanent exclusion will be collated as a Behaviour Review Pack;

4.9 Be satisfied that the decision to suspend the pupil was lawful, reasonable and procedurally fair, taking account of the school's legal duties.

4.10 If satisfied that, **on balance of probabilities** (i.e. if it is more probable than not that

the pupil did what he or she is alleged to have done), the Headteacher may suspend or permanently exclude the pupil. The standard of proof to be applied at all times is the balance of probabilities.

4.11 If the student has a social worker, or if a student is looked after, the Headteacher must without delay after their decision, notify the social worker and/or the Virtual School Headteacher (VSH).

4.12 The Headteacher will ensure that parents / carers have been spoken to and ensure that they understand the type and scale of the incident(s).

4.13 If a decision is made to permanently exclude, parents will be informed without delay, in person or by telephone.

4.14 The Headteacher may withdraw the decision to suspend or permanently exclude a student before the decision has been reviewed by the Governing Body. This practice is sometimes known as cancelling a suspension or permanent exclusion. If this occurs, parents, the governing board and the local authority should be notified, and if relevant, the social worker and Virtual School Head (VSH).

5. Pupils with special educational needs (SEND)

5.1 Other than in exceptional circumstances, the school will avoid permanently excluding pupils with EHC plans where possible, although regrettably, there may be occasions where this is the only option. The school is also committed to taking into account a child's SEN needs when considering any form of suspension.

5.2 The Equality Act 2010 requires schools to make reasonable adjustments for disabled pupils. This duty can, in principle, apply both to the suspensions and permanent exclusions process and to the disciplinary sanctions imposed. Under the Children and Families Act 2014, governing boards of relevant settings must use their 'best endeavours' to ensure the appropriate special educational provision is made for pupils with SEN, which will include any support in relation to behaviour management that they need because of their SEN.

5.3 The school will engage proactively with parents in supporting the behaviour of pupils with additional needs.

5.4 Where the school has concerns about the behaviour, or risk of suspension and permanent exclusion, of a pupil with SEN, a disability or an EHC plan, it should, in partnership with others (including where relevant, the local authority), consider what additional support or alternative placement may be required. This should involve assessing the suitability of provision for a pupil's SEN or disability.

5.5 Where a pupil has an EHC plan, the school will contact the local authority about any behavioural concerns at an early stage and consider requesting an early annual review prior to making the decision to permanently exclude, where possible. For those with SEN but without an EHC plan, the school will review, with external specialists as appropriate, whether the current support arrangements are appropriate and what changes may be required. This may provide a point for the school to request an EHC

assessment or a review of the current package of support. However, there may still be occasions where a suspension or permanent exclusion is deemed appropriate and unavoidable.

6. Pupils who have a social worker, including children looked-after and previously children looked-after

6.1 Greenford High is committed to proactively supporting and cooperating with foster carers and the local authority in doing everything reasonable to avoid excluding a child looked-after. As a result, the suspension and permanent exclusion of children in care is avoided where possible, but may on occasion be considered unavoidable.

6.2 For the majority of children who have a social worker, this is due to known safeguarding risks at home or in the community: over half are in need due to abuse or neglect. For children with a social worker, education is an important protective factor, providing a safe space for children to access support, be visible to professionals and realise their potential. When children are not in school, they miss the protection and opportunities it can provide, and become more vulnerable to harm. However, the headteacher will balance this important reality with the need to ensure calm and safe environments for all pupils and staff.

6.3 Where a pupil has a social worker, e.g., because they are the subject of a Child in Need Plan or a Child Protection Plan, and they are at risk of suspension or permanent exclusion, the school will inform the social worker, the Designated Safeguarding Lead (DSL) and the pupil's parents to involve them all as early as possible in relevant conversations.

6.4 Where a child looked-after is likely to be subject to a suspension or permanent exclusion, the Designated Teacher (DT) should contact the local authority's VSH as soon as possible. The VSH, working with the DT and others, should consider what additional assessment and support need to be put in place to help the school address the factors affecting the child's behaviour and reduce the need for suspension or permanent exclusion where possible.

6.5 All children looked-after should have a Personal Education Plan (PEP) which is part of the child's care plan or detention placement plan. This should be reviewed every term and any concerns about the pupil's behaviour should be recorded, as well as how the pupil is being supported to improve their behaviour and reduce the likelihood of suspension and permanent exclusion.

6.6 Where previously children looked-after face the risk of being suspended or permanently excluded, the school should engage with the child's parents and the school's Designated Teacher. The school may also seek the advice of the VSH on strategies to support the pupil.

7. When suspension and permanent exclusion is not appropriate

Suspension and/or permanent exclusion will not be used for:

7.1 minor incidents such as failure to do homework;
7.2 poor academic performance;
7.3 lateness or truancy;
7.4 pregnancy;
7.5 breaches of school uniform rules or rules on appearance (including jewellery, make-up and hairstyle), except where these are persistent and in open defiance of such rules.

8. The Governors' Review Meeting

When a student is permanently excluded or suspended from school for a longer period of time, a **Governors Review Meeting** will be held to review the Headteacher's decision.

This is made up of three Governors who are advised by the Clerk to the Governors. There may be an observer present from the LA (Local Authority). Parents/carers can come to this meeting and bring a friend or adviser if they want to. The Headteacher and/or another senior member of staff will explain why a child is being permanently excluded or suspended. Staff can then be questioned by parents/carers and by the Governors. Parents/carers may speak at the meeting and may also submit a written statement; we would ask that this is sent to the Clerk to the Governors prior to the meeting so that it can be circulated to all parties in advance. If parents/carers think it will be helpful, they can present any medical or psychological reports there are that relate to their child. Parents/carers must expect to be asked questions by the Headteacher and Governors and can ask for a copy of the record of the meeting.

The Governing Body is responsible for reviewing the Headteacher's decision to exclude a pupil permanently or for a long suspension and deciding whether to direct reinstatement, where that is a practical option. The governing body is also responsible for considering any representations made by the parents of excluded pupils following shorter suspensions. More advice on this can be found in **Appendix 1**.

Five school days in advance of the **Governors' Review Meeting** the school will circulate a Permanent Exclusion Report about the reasons for the permanent exclusion , and the student's school history and key data, along with any written statements (including witness statements) pertaining to the incident(s) leading to the permanent exclusion. There will also be a list of those who will be present at the meeting to all parties, including the pupil if it is known that they are to attend the meeting.

The Governing Body must comply with the statutory time limits but are not relieved of their obligation to carry out the relevant duty if they fail to comply. Accordingly their decision will not be invalid simply on the grounds that it was made out of time.

It should be noted that the Governing Body's role is to review suspensions and permanent exclusions imposed by the Headteacher, who alone has the power to permanently exclude or suspend. It follows that the Governing Body cannot increase the severity of an exclusion or suspension, for example by extending the period of a suspension or by imposing a permanent exclusion in substitution for a suspension. They can uphold a suspension, or direct the pupil's reinstatement, either immediately or by a particular date. If the Governing Body cannot direct reinstatement because the period of suspension has expired and the pupil has returned to school, they can place a copy of their findings on his or her school record.

9. The Independent Review Panel

Parents and carers have the right to appeal against the school's decision to permanently exclude a student, if that decision is upheld by the **Governors' Review Meeting**. Further details of this process are available from the Local Authority, and details of who to contact will be included in any paperwork sent out regarding the permanent exclusion.

10. Presence of Pupil

The student concerned can attend the **Governors' Review Meeting** and the **Independent Review Panel** to make a statement or answer questions if that particular panel agrees. A student who is over 18 years old can be present and make their own case.

11. Re-Integration of Suspended Students

11.1 **Reintegration Meeting**
Following a suspension, a Reintegration Meeting will be organised to discuss the reason for the suspension and how to move forward. These meetings may take place before, during or after the period of suspension. The meeting will be between the student, parents/carers, representatives from the pastoral team and sometimes members of Senior Leadership Team and/or the Headteacher. A **Reintegration Meeting record sheet** will be completed to summarise the meeting and note both targets that are set and interventions that will be put in place to support the pupil - a copy of this record can be found on **Appendix 3**.

11.2 **Pastoral Support Plan**

The Pastoral Support Plan is a school-based intervention to help students returning from lengthy suspensions or from repeat suspensions to manage better their behaviour. Any student who has been suspended for more than five days in a term (either a single suspension or combined suspensions) will require a Pastoral Support Plan and may be asked to meet with members of the Governing Body. The Head of Year/Deputy/Pastoral Worker/6th Form Pastoral team will oversee the process. It is the responsibility of the respective Pastoral teams to show that a Pastoral Support Plan has been set up and is regularly reviewed. It is possible that a Pastoral Support Plan may also be put in place if a student has accrued a particular number of Behaviour Points – please refer to the Behaviour Policy for more details on this;

12. Preventative measures to suspension and permanent exclusion The school may consider one or more of the following in order to prevent a suspension, further suspension or permanent exclusion:

- Any interventions to help with learning difficulties, particularly literacy skills, which may affect behaviour.
- Altering the curriculum where possible for the student;
- Changing the child's teaching set or class. This could include where in the class the pupil should sit and possibly identify another student as a mentor/buddy to support the pupil;
- Use of the Pathway Centre;
- Using alternative provision under **Section 29A of the Education Act** for off-site direction in liaison with parents/carers and staff. This is when the Governing Body has the power to direct a student off-site for education to improve behaviour, ensuring that parents are given clear information about why, when and where a placement will be used and is based, and stipulate how it will be reviewed. The reviews of this provision should be frequent enough to provide assurance that the off-site education is achieving its objectives and is beneficial to the student;
- In conjunction with the parents and receiving school, a **Managed Move** to another school. There is a protocol to be followed if a Managed Move is to be considered, and put in place, devised by the borough, that can be found in the school's Behaviour Policy.
- Decide whether the pupil should be offered specialist support (such as counselling) e.g. for drugs or alcohol dependency or for bereavement;
- Meet with the Governors' Intervention Panel to look at how behaviours need to change in order to move forwards and become aligned to the school's core principles of Ready-Respectful-Safe;
- Other interventions as outlined in the school's behaviour policy.

Appendix 1

Information for parents and carers of pupils who have been suspended or excluded from school

Ealing schools and the Local Authority (LA) work in partnership to raise standards and achievement and address the issues of behaviour and discipline within the school community. We recognise that under certain circumstances, a headteacher may feel that they have no option but to suspend/exclude a pupil.

What does suspension/permanent exclusion mean?

Your child has been suspended/permanently excluded from their school because of unacceptable behaviour. The decision to suspend/exclude can only be taken by the headteacher (the decision rests with the Deputy headteacher in the headteacher's absence).

Permanent exclusion – The headteacher has decided that your child should not return to the school.

Suspension – For a set number of days, from 1 to 45 school days in an academic year. The number of days will be stated in the letter that the headteacher has sent to you. The suspension is temporary and your child will return to school at the end of it. Please note that the number of days stated by the Head Teacher relates only to school days and not weekends, holidays or teacher training days.

Lunchtime suspension – Is used to suspend your child for the duration of the lunchtime period only. For this suspension, one lunchtime is equivalent to one half school day.

Suspensions for indefinite periods are illegal.

What are my responsibilities?

During the first 1 to 5 days of an suspension/permanent exclusion [except a lunchtime suspension as specified above], you must ensure that your child is not in a public place during school hours, if you fail to do so you will have committed an offence under Section 103(3) of the Education and Inspection Act 2006 and will be liable to a fixed penalty. There is no appeal process but you have a defence if you can prove you had reasonable justification for your failure to comply.

If the exclusion is permanent or the suspension is for 6 or more days you must ensure that your child attends the alternative full-time provision which will be put in place from the 6th day [again except for lunchtime suspensions], failure to do so could lead to action being taken against you for the non-attendance.

What can I do?

It is important for you to liaise closely with the school. The school will be setting and marking work for your child for the first 1 - 5 days of a suspension/permanent exclusion. If you do not agree with the Head Teacher's decision to exclude you have the right to state your views to the governors of the school, this can be done by writing to the governors via the clerk to the governing body at the school's address. You also have the right to see your child's school record but due to confidentiality restrictions you must put your request in writing.

For suspensions of up to 5 days in one school term: You have the right to submit representations to the Governors. The Governors must consider and respond to your representations. You may also request that the governors meet to discuss the suspension but they do not have to.

For suspensions between 6 & 15 days in one school term: You have the right to submit representations to the Governors. You also have the right to request that the Governors meet to discuss the suspension. If you make this request the Governors must meet within 50 school days of the date they were notified of the suspension. The meeting is unlikely to take place before the suspension ends and the Governors are therefore unlikely to be able to direct reinstatement. However, the meeting can still provide the opportunity

for all parties to make their views known. You have the right to present your views both in writing before the meeting and by speaking at the meeting. The Governors may then add their written views to your child's school file.

For all suspensions over 15 days in one school term (and for permanent exclusions) or where your child will lose the opportunity to take a public examination: The Governors must meet to consider the Head Teacher's decision to suspend/exclude and that meeting must take place between the 6th and 15th school day after the date they were notified of the suspension/exclusion. The Governors will meet at a time convenient to you, school staff, the LA representative and themselves. If, due to the suspension/exclusion, your child will miss the opportunity to take a public examination, the time limits do not apply and the Governors will try to meet before the exam.

A friend or relative may accompany you to the meeting to support you. It is advisable that your child attends although it is recognised that this could be stressful for them. After listening to the views of all parties the Governors will reach a decision.

What decisions can the Governors make?

The Governors may decide that your child should be re-instated, in which case they will return to school as soon as possible. (For short suspensions the Governors might not meet until after your child has returned to school). If the Governors decline to reinstate your child after the Head Teacher's decision regarding suspension, your child will return to school once they have served the number of days or lunchtimes originally stated by the Head Teacher.

If the Governors decline to reinstate your child after the Head Teacher has issued a permanently exclusion, you have the right to request that an Independent Review Panel review the decision. Details of how to do this will be given in the Governors' decision letter sent to you after the meeting. The decision of the Independent Review Panel is final. If your child remains permanently excluded at the end of process, the LA (or the home LA if not Ealing) will be responsible for making suitable educational.

Who can I get advice from?

The Local Authority (LA)

Contact us for advice on the process and procedures around exclusion. A representative will endeavour to attend all governor meetings for permanent exclusions and suspensions of more than 15 days. Their role is to advise the Governors and to ensure that the school has followed DfE guidance. Our representative will attend any independent review panels. Principal officer or support officer – Suspensions/Exclusions, 2nd Floor, Perceval House, 14/16 Uxbridge Road, Ealing W5 2HL Tel: 020 8825 5070

Coram Children's Legal Centre

Organisation that provides free legal advice and information to parents. Advice line open 8am- 8pm Monday to Friday, except Bank Holidays and 24 December - 1 January. Tel: 0300 330 5485 Website: www.childrenslegalcentre.com

Impartial support, advice and information on disability and special educational needs (ISAID)

Family Action I SAID provides advice to children and young people with SEND aged up to 25 and their parents/carers. Their caseworker may support you with the exclusion process if you feel the exclusion involves your child's special educational needs or

disability.

Family Action I SAID, Lido Centre, 63 Mattock Lane, West Ealing W13 9LA Email: isaidealing@family-action.org.uk Website: www.family action.org.uk/isaid Tel: 0208 280 2251

Department for Education (DfE)
Suspension/exclusion procedures are outlined in the DfE Guidance booklet and can be viewed via the 'pupil support' section of the DfE website: https://www.gov.uk/government/publications/school exclusion Tel: 0870 000 2288

Appendix 2
Reintegration Meeting Record

Reintegration Meeting Record

Date:

Name of student:

Reason for suspension and how long:

Present:

Targets set moving forward:
1)

2)

3)

Intervention to be put in place:
1)

2)

Reporting to (based on number of Behaviour Points):

Signed

Parent:

Student:

Head of Year:

Senior Teacher:

Appendix 3 – Suspensions (Exclusions) Letters

Suspension (Fixed-term exclusion) of 5 days or fewer

Model letter 1 suspension (fixed-term exclusion) of 5 school days or fewer in one term

From the head teacher notifying parent of a suspension (fixed-term exclusion) of 5 school days or fewer in one term, and where a public examination is not missed.

Please delete the information in 'italics' before sending the letter.

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Pupil's name] for a period of [specify number of days]. 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 [Pupil's name] has not been taken lightly. [Pupil's name] has been suspended for this period because [reason for suspension].

You have a duty to ensure that your child is not present in a public place in school hours during this suspension, without reasonable justification. 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 from [insert suspension start date] to [insert suspension end date] and you are unable to show reasonable justification.

We will set work for [Pupil's name] to be completed on the school days specified in the previous paragraph when you must ensure that she is not present in a public place without reasonable justification. 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 suspension 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. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and place a copy of their findings on your child's school record.

You should also 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 the First Tier Tribunal (http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm).

[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]

You and [Pupil's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school [within the next xxx days] 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 [Pupil's name]'s education record. You will need to notify the school in writing if you wish to view the record.

You also have a right to request a copy of [pupil name]'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to [pupil's name]'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

Further information, advice and support

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy, Behaviour Service and Exclusions on 0208 825 5070.

Statutory guidance on exclusions

Children's Legal Centre provides free legal advice and information to parents on state education matters. Telephone 0300 330 5485:

Coram's Child Law Advice Telephone 0300 330 5485, Monday to Friday, 8am-6pm.

Council for Disabled Children Information, advice and support services network

Independent Provider of Special Education Advice (IPSEA) A registered charity that offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

Ealing Special Educational Needs and Disability Information and Advice Support Service (SENDIASS) offers free, confidential, accurate and impartial advice and support to families living in Ealing with a child who has special educational needs or a disability (SEND).

[Pupil's name]'s suspension expires on [date] and we expect [Pupil's name] to be back in school on [date] at [time].

Yours sincerely

[Name]

Head teacher

CC Principal Officer

CC Social Worker (if applicable)

CC CLA Virtual School Head Teacher (if a Child Looked After)

Model letter 1B Suspension (fixed-term exclusion) of 5 days or fewer resulting in an accumulation of 5+ days in a term

From the head teacher notifying parent of a suspension from school of 5 school days or fewer in one term where the latest suspension results in an accumulation of more than 5 but fewer than 15 days in that term. Parents have increased rights to request a meeting of the school's discipline committee to whom they may make representations.

Please delete the information in 'italics' before sending the letter.

Dear **[Parent's Name]**

I am writing to inform you of my decision to suspend **[Pupil's name]** for a period of **[specify number of days]**. 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 **[Pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this period because **[reason for suspension]**.

[The following 2 paragraphs apply only to pupils of compulsory school age]
You have a duty to ensure that your child is not present in a public place in school hours during this suspension, without reasonable justification. 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 from **[insert suspension start date]** to **[insert suspension end date]** and you are unable to show reasonable justification.

We will set work for **[Pupil's name]** to be completed on the school days specified in the previous paragraph when you must ensure that he/she is not present in a public place without reasonable justification. **[Detail the arrangements for setting work]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to request a meeting of the school's discipline committee to whom you may make representations and my decision to suspend can be reviewed. As the period of this suspension is more than 5 school days in a term, the discipline committee must meet if you request it to do so. If you do request a meeting, the latest date by which the discipline committee must meet is **[specify date]** ***(no later than the 50th school day after the date on which the discipline committee were notified of this suspension)***.

You have the right to attend the meeting via remote access, if you would like to do that please contact [insert contact details].

If you do wish to make representations to the discipline committee 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 or take part in a meeting at the school. Also, please inform **[name of contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also 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 the First Tier Tribunal (http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm).

[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]

You and **[Pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next xxx days]** 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 **[Pupil's name]**'s education record. You will need to notify the school in writing if you wish to view the record. You also have a right to request a copy of **[pupil name]**'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to **[pupil's name]**'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

Further information, advice and support

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy, Behaviour Service and Exclusions on 0208 825 5070.

Statutory guidance on exclusions

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Ealing Special Educational Needs and Disability Information and Advice Support Service (SENDIASS) offers free, confidential, accurate and impartial advice and support to families living in Ealing with a child who has special educational needs or a disability (SEND).

[Pupil's name]'s suspension expires on [date] and we expect [Pupil's name] to be back in school on [date] at [time].

Yours sincerely

[Name]
Head teacher

CC Principal Officer

CC Social Worker (if applicable)

CC CLA Virtual School Head Teacher (if a Child Looked After)

Model letter 2 - Suspension (fixed-term exclusion) 6 - 15 days

From the head teacher notifying parent(s) of a pupil's suspension of more than 5 school days (up to and including 15 school days) in a term, i.e. an accumulation of suspensions whereby the latest incident would bring the total to between 6 and 15 school days in one term

or

a single suspension of more than 5 school days (up to and including 15 school days) in a term .

Please delete the information in 'italics' before sending the letter.

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[Pupil's name]** for a period of **[specify number of days]**. This means that **[Pupil's name]** will not be allowed in school for this period. The suspension start date is **[date]** and the end date is **[date]**. Your child should return to school on **[date]**.

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **[Pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[specify reasons for suspension]**.

[The following 3 paragraphs apply only to pupils of compulsory school age]

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 this suspension, unless there is reasonable justification for this. 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 from **[insert date of 1st school day of suspension]** to **[insert date of 5th school day of suspension]** and you are unable to show reasonable justification.

We will set work for **[Pupil's name]** to be completed during the school days specified in the previous paragraph, when you must ensure that he/she is not present in a public place without reasonable justification. **[Detail the arrangements for setting work]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

The school will provide suitable full-time education for **[Pupil's name]** from the 6th school day of the suspension **[specify date]** until the expiry of his/her suspension. On **[specify date] [Pupil's name]** should attend at **[give name and address of the alternative provider if not the home school *(for those whose on-site provision is shared with another school)*]** at **[specify the start time]** ***(This may not be identical to the start time of the home school)*** and report to **[staff member's name].** ***(If applicable, say something about transport arrangements from home to the alternative provider).***

You have the right to request a meeting of the school's discipline committee to whom you may make representations and my decision to suspend can be reviewed. As the period of this suspension is more than 5 school days in a term, the discipline committee must meet if you request it to do so. If you do request a meeting, the latest date by which the discipline committee must meet is **[specify date]** ***(no later than the 50th school day after the date on which the discipline committee were notified of this suspension)***.

You have the right to attend the meeting via remote access, if you would like to do that please contact [insert contact details].

If you do wish to make representations to the discipline committee 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 or take part in a meeting at the school. Also, please inform **[name of contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also 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 the First Tier Tribunal (http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm). Making a claim would not affect your right to make representations to the discipline committee.

[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]

You and **[Pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next xxx days]** 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 **[Pupil's name]**'s education record. You will need to notify the school in writing if you wish to view the record.

You also have a right to request a copy of **[pupil name]**'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to **[pupil's name]**'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

Further information, advice and support

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy, Behaviour Service and Exclusions on 0208 825 5070.

Statutory guidance on exclusions

Children's Legal Centre provides free legal advice and information to parents on state education matters. Telephone 0300 330 5485:

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[Pupil's name]'s suspension expires on [date] and we expect [Pupil's name] to be back in school on [date] at [time].

Yours sincerely

[Name]
Head teacher

CC Principal Officer

CC Social Worker (if applicable)

CC CLA Virtual School Head Teacher (if a Child Looked After)

Model letter 3 - Suspension (fixed-term exclusion) more than 15 days

From the head teacher notifying parent of a suspension of more than 15 school days in total in one term, i.e. an accumulation of suspensions whereby the latest incident would bring the total to more than 15 school days in one term

or

a single suspension of more than 15 school days. .

Please delete the information in 'italics' before sending the letter.

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Pupil's name] for a period of [specify number of days]. This means that [Pupil's name] 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 [Pupil's name] has not been taken lightly. [Pupil's name] has been suspended for this period because [reason for suspension].

[The following 3 paragraphs apply only to pupils of compulsory school age]
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 this suspension, unless there is reasonable justification for this. 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 from [insert date of 1st school day of suspension] to [insert date of 5th school day of suspension] and you are unable to show reasonable justification.

We will set work for [Pupil's name] to be completed during the school days specified in the previous paragraph, when you must ensure that he/she is not present in a public place without reasonable justification. [Detail the arrangements for setting work]. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th school day of the pupil's suspension [specify date] until the expiry of his/her suspension, the school will provide suitable full-time education. On [specify date] [Pupil's name] should attend at [give name and address of the alternative provider if not the home school *(for those whose on-site provision is shared with another school)*] at [specify the start time]. *(This may not be identical to the start time of the home school)* and report to [staff member's name]. *(If applicable, say something about transport arrangements from home to the alternative provider).*

As the length of the suspension brings the total to 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)*.

You have the right to attend the meeting via remote access, if you would like to do that please contact [insert contact details].

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 or take part in a meeting at the school. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting.

You should also 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 the First Tier Tribunal (http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm). Making a claim will not affect your right to make representations to the governing body.

[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]

You and [Pupil's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school [within the next xxx days] 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 [Pupil's name]'s education record. You will need to notify the school in writing if you wish to view the record.

You also have a right to request a copy of [pupil name]'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to [pupil's name]'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

Further information, advice and support

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy, Behaviour Service and Exclusions on 0208 825 5070.

Statutory guidance on exclusions

Children's Legal Centre provides free legal advice and information to parents on state education matters. Telephone 0300 330 5485:

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[Pupil's name]'s suspension expires on [date] and we expect [Pupil's name] to be back in school on [date] at [time].

Yours sincerely

[Name]
Head teacher

CC Principal Officer

CC Social Worker (if applicable)

CC CLA Virtual School Head Teacher (if a Child Looked After)

Permanent exclusion

Model letter 4 - Permanent exclusion

From the head teacher of a primary, secondary or special school notifying the parent(s) of that pupil's permanent exclusion.

Please delete the information in 'italics' before sending the letter.

Dear [Parent's Name]
I regret to inform you of my decision to permanently exclude [Pupil's name] with effect from [date]. This means that [Pupil's name] will not be allowed in this school unless he/she is reinstated by the governing body/the discipline committee.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude [Pupil's name] has not been taken lightly. [Insert one of the options below depending on whether the exclusion is for a 'one-off' incident or 'persistent disruptive behaviour']

[Wording for 'one-off serious incident']

[Pupil's name] has been excluded because of a serious breach of the school's behaviour policy when he/she did X [DETAIL REASON) on [DATE].

Insert rationale for part 2 of the twofold test (why allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school).

[Wording for 'persistent disruptive behaviour']

[Pupil's name] has been excluded because of persistent breaches of the school's behaviour policy culminating in incident X [DETAIL REASON) on X DATE [insert reason(s) for the exclusion and include relevant previous history].

Insert rationale for part 2 of the twofold test (why allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school).

[For pupils of compulsory school age]
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 this exclusion, i.e. on [specify the precise dates] unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

[For pupils of compulsory school age]
Alternative arrangements will be made for [Pupil's name]'s education to continue. For the first five school days of the exclusion we will set work for [Pupil's name] and would ask you to ensure this work is completed and returned promptly to school for marking [this may be different if supervised education is being provided earlier than the sixth day, i.e. Looked After Child]. From the sixth school day of the exclusion onwards — i.e. from [specify the date] Ealing local authority will provide suitable full-time education and will be in contact with you shortly to make arrangements for that.

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body has the power to reinstate your child immediately or from a specified date, or, alternatively, it has the power to uphold the exclusion in which case you have the right to request that the decision be reviewed by an Independent Review Panel.

The latest date by which the governing body must meet is [specify the date] *(the 15th school day after the date on which the governing body was notified of the exclusion)*. 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 have the right to attend the meeting via remote access, if you would like to do that please contact [insert contact details].

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 let us know if you have a disability or special needs which would affect your ability to attend the meeting. 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 discrimination has occurred, you may raise the issue with the governing body.

You have the right to see [Pupil's name]'s education record. You will need to notify the school in writing if you wish to view the record.

You also have a right to request a copy of [pupil name]'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to [pupil's name]'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

Further information, advice and support

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy, Behaviour Service and Exclusions on 0208 825 5070.

Statutory guidance on exclusions

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Yours sincerely

[Name]
Head teacher

CC Principal Officer

CC Social Worker (if applicable)

CC CLA Virtual School Head Teacher (if a Child Looked After)

Model letter 5 Permanent exclusion of an out borough resident

Model Letter 5

Model letter 5 - Permanent exclusion of an out borough resident

From the head teacher of a primary, secondary or special school notifying the parent(s) of a pupil's permanent exclusion, where the pupil is not an Ealing resident.

Please delete the information in 'italics' before sending the letter.

Dear **[Parent's Name]**

I regret to inform you of my decision to permanently exclude **[Pupil's name]** with effect from **[date]**. This means that **[Pupil's name]** will not be allowed in this school unless he/she is reinstated by the governing body/the discipline committee.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Pupil's name]** has not been taken lightly. **[Insert one of the options below depending on whether the exclusion is for a 'one-off' incident or 'persistent disruptive behaviour']**

[Wording for 'one-off serious incident']

[Pupil's name] has been excluded because of a serious breach of the school's behaviour policy when he/she did X **[DETAIL REASON)** on **[DATE].**

Insert rationale for part 2 of the twofold test (why allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the

school).

[Wording for 'persistent disruptive behaviour']

[Pupil's name] has been excluded because of persistent breaches of the school's behaviour policy culminating in incident X **[DETAIL REASON)** on X DATE **[insert reason(s) for the exclusion and include relevant previous history].**

Insert rationale for part 2 of the twofold test (why allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school).

[For pupils of compulsory school age]

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 this exclusion, i.e. on **[specify the precise dates**] unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

[For pupils of compulsory school age]

Alternative arrangements will be made for **[Pupil's name]**'s education to continue. For the first five school days of the exclusion we will set work for **[Pupil's name]** and would ask you to ensure this work is completed and returned promptly to school for marking ***[this may be different if supervised education is being provided earlier than the sixth day, i.e. Looked After Child]***. As you are resident in **[insert name of pupil's home Local Authority]**

I have also today informed **[name of officer]** at **[name of pupil's home Local Authority]** of your child's exclusion and they will be in touch with you about arrangements for his/her education from the sixth school day of exclusion onwards — i.e. from **[specify the date]**. You can contact them at **[give contact details for named officer in pupil's home Local Authority**]. If your child fails to attend the provision from the 6th day and the absences are not authorised, you may also be liable to a fixed penalty.

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body has the power to reinstate your child immediately or from a specified date, or, alternatively, it has the power to uphold the exclusion in which case you have the right to request that the decision be reviewed by an Independent Review Panel.

The latest date by which the governing body must meet is **[specify the date]** ***(the 15th school day after the date on which the governing body was notified of the exclusion)***. 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 have the right to attend the meeting via remote access, if you would like to do that please contact **[insert contact details].**

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 let us know if you have a disability or special needs which would affect your ability to attend the meeting. 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 discrimination has occurred, you may raise the issue with the governing body.

You have the right to see **[Pupil's name]**'s education record. You will need to notify the school in writing if you wish to view the record.

You also have a right to request a copy of **[pupil name]**'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to **[pupil's name]**'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

Further information, advice and support

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy, Behaviour Service and Exclusions on 0208 825 5070.

Statutory guidance on exclusions

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Yours sincerely

[Name]
Head teacher
CC Principal Officer
CC Social Worker (if applicable)
CC CLA Virtual School Head Teacher (if a Child Looked After)

Model letter 6 - Suspension pending investigation

From the head teacher notifying parent of a suspension pending investigation.

Please delete the information in 'italics' before sending the letter.

Dear **[Parent's Name]**

I am writing to inform you of my decision to suspend **[Pupil's name]** for a period of **[specify period]** in the first instance, pending further investigation. This means that he/she will not be allowed in school for this period. The suspension begins on **[date]**.

[Please choose one of the following paragraphs as appropriate]

[If the pending suspension (and any subsequent permanent exclusion) is for a 'one off' serious breach of the behaviour policy]

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[Pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this period because **[reason for suspension]**.

or

[If the pending suspension (and any subsequent permanent exclusion) is for an incident which is the 'final straw' in a history of persistent breaches of the behaviour policy]

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[Pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[reason for suspension]** and in consideration of **his/her** whole school record.

[The following 2 paragraphs apply only to pupils of compulsory school age]
You have a duty to ensure that your child is not present in a public place in school hours during this suspension, without reasonable justification. 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 from **[insert suspension start date]** to **[insert suspension end date]** and you are unable to show reasonable justification.

We will set work for **[Pupil's name]** to be completed on the school days specified in the previous paragraph when you must ensure that he/she is not present in a public place without reasonable justification. **[Detail the arrangements for setting work]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[Name of staff member] will contact you before the end of the day on [last day of suspension] to notify you of the outcome of the investigation, which may be to permanently exclude **[Pupil's name]**.

Or

I will advise you of my final decision, which may be to permanently exclude **[Pupil's name]**, at a meeting on **[specify date, time and location].**

When you know the outcome of the investigation, you will have the right to make representations about the decision 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. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and place a copy of their findings on your child's school record.

You should also 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 the First Tier Tribunal (http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm).

You have the right to see **[Pupil's name]**'s education record. You will need to notify the school in writing if you wish to view the record.

You also have a right to request a copy of **[pupil name]**'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to **[pupil's name]**'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the suspensions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy – Suspensions & Exclusions on 0208 825 5070.

Further information, advice and support

A copy of Ealing Local Authority's information leaflet is enclosed and further advice on the

exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy, Behaviour Service and Exclusions on 0208 825 5070.

Statutory guidance on exclusions

Children's Legal Centre provides free legal advice and information to parents on state education matters. Telephone 0300 330 5485:

Coram's Child Law Advice Telephone 0300 330 5485, Monday to Friday, 8am-6pm.

Council for Disabled Children Information, advice and support services network

Independent Provider of Special Education Advice (IPSEA) A registered charity that offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

Ealing Special Educational Needs and Disability Information and Advice Support Service (SENDIASS) offers free, confidential, accurate and impartial advice and support to families living in Ealing with a child who has special educational needs or a disability (SEND).

Yours sincerely

[Name]
Head teacher

CC Principal Officer

CC Social Worker (if applicable)

CC CLA Virtual School Head Teacher (if a Child Looked After)

Model letter 7 - Lunchtime suspension

From the head teacher notifying parent of a suspension for the duration of the lunchtime period. Lunchtime suspensions are counted as one half of a school day for statistical purposes and to trigger governor meetings so parents can make representations.

Please delete the information in 'italics' before sending the letter.

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Pupil's name] from the school at lunchtime only for a period of [xx] school days. [specify number of lunchtimes]. This means that he/she will not be allowed in school for this period. He/she will need to be collected from the school office at [specify time] and returned to the school office at [specify time]. The suspension begins on [date] and ends on [date].

(IF THIS IS APPROPROPRIATE – PLEASE INCLUDE)

As he/she is entitled to free school meals, a packed lunch will be available for him/her to take home during this period of lunchtime suspension. Please see the school office to confirm the contents of the lunch each day.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Pupil's name] has not been taken lightly. [Pupil's name] has been suspended for this period because [reason for suspension].

You have the right to make representations about this decision 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. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and place a copy of their findings on your child's school record.

You should also 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 the First Tier Tribunal (http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm).

[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]

You and [Pupil's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school [within the next xxx days] 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 [Pupil's name]'s education record. You will need to notify the school in writing if you wish to view the record.

You also have a right to request a copy of [pupil name]'s education record. However, there is likely to be a charge for photocopying. You will need to notify the school in writing if you wish to be provided with a copy of the record.

This right is separate to [pupil's name]'s right to know the personal data which is held about them and to obtain a copy of that information through a subject access request under the GDPR. For more information about this please refer to the school's Data Protection Policy.

Further information, advice and support

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[Pupil's name]'s suspension expires on [date] and we expect [Pupil's name] to be back in school on [date] at [time].

Yours sincerely
[Name]
Head teacher

CC Principal Officer

CC Social Worker (if applicable)

CC CLA Virtual School Head Teacher (if a Child Looked After)