



# School Suspensions, Permanent Exclusions & Independent Reviews

## Template letters

These template letters have been produced by Suffolk County Council, Education Access Team.

This document is to be used in conjunction with statutory guidance. Details of the service provided by the Education Access Team can be found on the local offer pages detailed here:

[Education Access Team – Suffolk Learning](#)

# Education Access Team CYP

## School Suspensions and Permanent Exclusion Template Letters

These templates are a guide only. Schools and academies can use their own versions provided that they comply with the relevant statutory guidance.

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This guidance outlines the legal responsibilities for those who suspend (formerly known as a fixed period exclusion) and permanently exclude pupils from educational settings.

The Department for Education issued updated guidance in September 2023: [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/suspension-and-permanent-exclusion-guidance-september-2023)

Please note, that unless there is a court order forbidding information being passed to a person, then these letters should be sent to anyone who is understood to be a “parent” for the child in education law, even if the child does not live with them. The Department for Education confirms who is a parent in their online advice, found at:

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility#defining-who-is-a-parent>

The school should take all reasonable steps to gain the addresses for every such parent.

When head teachers suspend or permanently exclude a pupil they must, without delay, notify these parents. Legislative changes mean that if a pupil has a social worker, or a pupil is looked-after, the head teacher must also without delay after their decision, notify the social worker and/or VSH, as applicable.”

Page 8 of guidance below:

[Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/suspension-and-permanent-exclusion-from-maintained-schools-academies-and-pupil-referral-units-in-england-including-pupil-movement)

When head teachers suspend or permanently exclude a pupil, they must also notify the local authority, without delay, regardless of the length of suspension.

To contact the Suffolk Virtual School email:

[suffolkvirtualschool@suffolk.gov.uk](mailto:suffolkvirtualschool@suffolk.gov.uk) or ring 01473 260818.

The head teacher should ensure that information provided to parents/carers is clear and easily understood. Where the parents’ first language is not English consideration should be given, where practical, to translating the letter or taking additional steps to ensure that the parents can understand the details of the permanent exclusion or suspension and their rights to make representations to the governing board. The needs of parents/carers should also be considered.

It is important that any letters must be issued without delay.

## Example letter 1

Letter from the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/Principal of an Academy/Free School notifying parent(s) of a suspension which takes the total suspensions to 5 school days or fewer in one term.

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[pupil's name]** for a fixed period of **[specify period]**. This means that **[he/she]** 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 **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[state reason for suspension. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]**.

### **[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 length of the suspension unless there is reasonable justification for this. **Should you breach this duty** you may be prosecuted or receive a penalty notice from the local authority and it will be for you to show that there is reasonable justification for them being in a public place during school hours.

We will set work for **[pupil's name]** to complete at home during this suspension. **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the **[governing body/management committee/board of directors of the Academy Trust]**. If you wish to make representations please contact **[Name of Contact]** at **[contact details — address, phone number, email]**, as soon as possible. Whilst the **[governing body/management committee/board of directors of the Academy Trust]** has no power to direct reinstatement, they must consider any representations you make and may 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 (Special Educational Needs and Disability) <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability> or the County Court in the case of other forms of discrimination.

**[This paragraph can be used if school/PRU/academy chooses to hold a reintegration meeting.]**

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 to discuss how best we can support your child.

Suspension guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. You may also find it useful to contact the Coram Children's Legal Centre <http://www.childrenslegalcentre.com> or ACE Education <http://www.ace-ed.org.uk> who aim to provide impartial advice and information to parents on state education matters.

**[Where considered relevant by the headteacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]**

**[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 (teacher in charge of a PRU)  
Principal of Academy/Free School

## Example letter 2

Letter from the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/ Principal of an Academy/Free School notifying parent(s) of a pupil's suspension which takes the total suspensions to more than 5 school days (up to and including 15 school days) in a term.

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[pupil's name]** for a fixed period of **[specify period]**. 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 **[state reason for suspension. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]**.

### **[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 five school days of suspension or 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 present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

### **[In all cases]**

We will set work for **[pupil's name]** during the first five school days of the suspension **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to request a meeting with the **[governing body/PRU's management committee/board of directors of the Academy Trust]** to whom you may make representations **and** where the decision to suspend can be reviewed. If you wish to request a meeting, please contact **[name of contact]** on /at **[contact details]**.

As the total suspensions now exceed 5 school days in one term, and should you request a meeting, the **[governing body/management committee/board of directors of the Academy Trust]** must meet to consider reinstatement of **[Pupil's name]**. The latest date by which the **[governing body/management committee/board of directors of the Academy Trust]** must meet, is **[specify date — no later than the 50th school day after the date on which the governing body/management committee/board of directors were notified of this suspension]**. If you do wish to make representations to the **[governing body/management committee/board of directors of the Academy Trust]** and wish to be accompanied by your child and friend or representative, please contact **[name**

**of contact] on/at [contact details — address, phone number, email].**

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 (Special Educational Needs and Disability)

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability> or the County Court in the case of other forms of discrimination. Making a claim would not affect your right to make representations to the governing body/management committee/board of directors of the Academy Trust.

**[This paragraph can be used if school/PRU/academy 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 before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how your child's return to school can be successfully managed.

Suspension guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. You may also find it useful to contact the Coram Children's Legal Centre <http://www.childrenslegalcentre.com> or ACE Education <http://www.ace-ed.org.uk> who aim to provide impartial advice and information to parents on state education matters.

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

**[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 (teacher in charge in case of a PRU)  
Principal of Academy/Free School



### Example letter 3

Letter from the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/ Principal of an Academy/Free School notifying parent of a suspension which takes the total suspensions in one term to more than 15 school days.

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[pupil's name]** for a fixed period of **[specify period]**. This means that **[pupil'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 **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[state reason for suspension. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]**

#### **[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 five school days of suspension or 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 present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

#### **[In all cases]**

We will set work for **[pupil's name]** during the first five school days of the suspension **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

#### **[For consecutive fixed-term suspensions of more than 5 days]**

From the **[6th school day of the pupil's suspension [specify date] until the expiry of this suspension we [For PRUs the local authority, for Academies it would be the Academy Trust] - set out the arrangements for provision if known]** will provide suitable full-time education to **[Pupil's name]**. On **[date]** **[he/she]** should attend at **[give name and address of the alternative provider if not the home school/Academy]** at **[specify the time]** and report to **[staff member's name]**. **[If applicable — say something about transport arrangements from home to the alternative provider. Note- where a child receives consecutive suspensions, these are regarded as a cumulative period of suspension. This means that if a child has more than five consecutive school days of suspension, then education must be arranged for the 6<sup>th</sup> day regardless of whether this is as a result of one fixed-period or more than one fixed-period suspension].**

As the total suspensions now exceed 15 school days in one term the **[governing body/management committee/board of directors of the Academy Trust]** must meet to consider reinstatement. At the meeting you may make representations. The latest date on which the **[governing body/management committee/board of directors of the Academy Trust]** can meet is **[date here — no later than 15 school days from the date the governing body/management committee/board of director of Academy Trust is notified]**.

If you wish to make representations to the **[governing body/management committee/board of directors of the Academy Trust]** and wish to be accompanied by your child and 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 **[governing body/management committee/board of directors of the Academy Trust]** of the time, date, and location of the meeting. Please advise **[Contact]** 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 (Special Educational Needs and Disability) <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>) or the County Court in the case of other forms of discrimination. Making a claim would not affect your right to make representations to the **[governing body/management committee/board of directors of the Academy Trust]**.

**[This paragraph can be used if school/PRU/academy chooses to hold a reintegration interview.]**

You and **[pupil's name]** are invited 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 before your child is due to return to arrange a suitable alternative date and time to discuss how we can best support your child.

Suspension guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. You may also find it useful to contact the Coram Children's Legal Centre <http://www.childrenslegalcentre.com> or ACE Education <http://www.ace-ed.org.uk> who aim to provide impartial advice and information to parents on state education matters.

**[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic**

**Society (NAS) School Exclusion Helpline**

**<https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)**

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

Yours sincerely

**[Name]**

Head teacher (teacher in charge in case of a PRU)

Principal of Academy/Free School

## Example letter 4

Letter from the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/Principal of an Academy/Free School notifying the parent(s) of the pupil's permanent exclusion.

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/PRU management committee/board of directors of the Academy Trust]**.

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. **[Pupil's name]** has been excluded because **[state reason for the exclusion. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]**.

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 them being present in a public place during school hours.

Alternative arrangements for **[pupil's name]**'s education to continue will be made. For the first five school days of the exclusion, we will set work for **[pupil's name]** to be completed at home and would ask you to ensure this work is completed and returned promptly to school for marking. [Specify where the work will be set, ie. Will it be online, or would it be emailed to the parent]

From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** the local authority **[give the name of the authority]** will provide suitable full-time education. **[set out the arrangements, if known.]**

**[Where pupil lives in a local authority other than the excluding school's local authority]** I have also today informed **[name of officer]** at **[name of local authority]** of your child's exclusion and they will be in touch with you about arrangements for **[his/her]** education from [Date], this being the sixth school day of exclusion. You can contact them at **[give contact details]**.

As this is a permanent exclusion the **[governing body/PRU management committee/board of directors of the Academy Trust]** must meet to consider it. At the meeting you may make representations, your **[son/daughter]** can also attend the meeting if you wish and you can ask the **[governing body/PRU management committee/board of directors of the Academy Trust]** to reinstate your child in school. The **[governing body/PRU management committee/board of directors of the Academy Trust]** can

either direct that your child is reinstated immediately, is reinstated on a particular date, or decline to reinstate your child. If they decline to reinstate your child you may make an application against their decision to an Independent Review Panel. The latest date by which the **[governing body/PRU management committee/board of directors of the Academy Trust]** must meet is **[specify the date — must be on or before the 15th school day after the date on which the governing body/PRU management committee/ board of directors of the Academy Trust was notified of the exclusion]**.

If you wish to make representations to the **[governing body/PRU management committee/board of directors of the Academy Trust]** and wish to be accompanied by your **[son/daughter]**, a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You can also request that the Local Authority Exclusions Officer is invited to attend the hearing. You will, whether you choose to make representations or not, be notified by the **[governing body/PRU management committee/board of directors of the Academy Trust]** 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.

You should also be aware that if you think the exclusion 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 (Special Educational Needs and Disability) <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>) or the County Court in the case of other forms of discrimination. Making a claim would not affect your right to make representations to the **[governing body/management committee/board of directors of the Academy Trust]**.

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. You may also find it useful to contact the Coram Children's Legal Centre <http://www.childrenslegalcentre.com> or ACE Education <http://www.ace-ed.org.uk> who aim to provide impartial advice and information to parents on state education matters.

Advice on the Permanent Exclusion process will be obtained from the Education Access Team who will contact you immediately after the school's decision. You will be allocated a caseworker from EDAC Team who will support yourself and your child all the way through the process. There is a Parent/Carer guidance document that will also assist for reference.

**[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) ([13](https://councilfordisabledchildren.org.uk/information-</a></b></p></div><div data-bbox=)**

[advice-and-support-services-network/about](#)), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

Yours sincerely

**[Name]**

Head teacher (teacher in charge in case of a PRU)

Principal of Academy/Free School

## Example letter 5

Outcome letter to parent(s) sent by the clerk for the governing body (management committee of a PRU/board of directors of an Academy/Free School) where the panel have declined to reinstate a permanently excluded pupil.

Dear **[Parent's name]**

The meeting of the **[governing body/management committee/board of directors of the Academy Trust]** took place at **[school/PRU/Academy]** on **[date]**, where they considered the decision by **[head teacher/teacher in charge/Principal of Academy]** to permanently exclude your **[son/daughter]** **[name of pupil]**. The **[governing body/management committee/board of directors of the Academy Trust]**, after carefully considering the representations made and all the available evidence at the meeting, has decided not to reinstate **[name of pupil]**.

The reasons for the **[governing body/management committee/ board of directors of the Academy Trust]** decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at.]**

You have the right to apply for a review against this decision to an Independent Review Panel. If you wish to request a review, please notify **[insert full contact details as per the footnote]** in writing no later than **[specify the latest date — the 15th school day after receipt of this letter]** together with any written evidence and include if appropriate details of how the pupil's special education needs are considered relevant to the exclusion. If you have not lodged a request for a review by **[repeat latest date]**, you will lose your right to a review. Please also advise if you have a disability or special needs which would affect your ability to attend the hearing.

The review panel can make the following decisions:

- Uphold the decision;
- Recommend that the **[governing body/management committee/board of directors of Academy Trust]** reconsiders reinstatement; or
- Quash the decision made by the **[governing body/management committee/board of directors of Academy Trust]** at the meeting on **[DATE]**. and direct that the **[governing body/management committee/board of directors of Academy Trust]** reconsiders the reinstatement of your child.

You should also be aware that if you think the exclusion 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 (Special Educational Needs and Disability)

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>) or the County Court in the case of other forms of discrimination.

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. You may also find it useful to contact the Coram Children's Legal Centre <http://www.childrenslegalcentre.com> or ACE Education <http://www.ace-ed.org.uk> who aim to provide impartial advice and information to parents on state education matters.

Advice on the Independent Review (IRP) process can also be obtained from the Education Access Team who will contact you immediately after the school's decision. There is a Parent/Carer guidance document that will also assist for reference.

EDAC Team can be contacted on 01473 265561 or email [educationaccess@suffolk.gov.uk](mailto:educationaccess@suffolk.gov.uk).

**[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]**

The arrangements currently being made for **[pupil's name]**'s education will continue as outlined in the letter dated [DATE]. **[specify details here]**.

Yours sincerely

**[Name]**

Clerk to the **[governing body/management committee/board of directors of the Academy Trust]**

**Administrator to the Independent Review Panels**

**Footnote: Address for parents to use when requesting an Independent Review Panel:** If you are an Academy, then the clerk will need to check whether they use the Local Authority service to arrange review panels, or whether they have their own arrangements. You must insert the contact



details accordingly – this should include clear instructions of to whom and where the parent should write, including the full address. Often this will be the Clerk to the Governing Body in the first instance, who would then contact the LA Service to arrange a review if one is subsequently requested. In the case of an LA maintained school, you must always enter the contact details below.

## Example letter 6

Letter to parent(s) sent by the clerk for the governing body (management committee of PRU/board of directors of an Academy Trust/Free School) advising parent(s) (after speaking to them) to confirm the date and time of the meeting to consider the suspension or permanent exclusion of a pupil.

Please note – everyone with parental responsibility for the child should be invited to make representations at the hearing, even if the child does not live with them.

Dear **[Parent's name]**

With reference to the decision by the head teacher to **[permanently exclude/suspend]** your **[son/daughter]** and recent telephone conversations we would like to confirm the arrangement for you and **[pupil's name]** to attend a meeting with the **[governing body/management committee/board of directors of the Academy Trust]** at **[address of venue]** to consider the **[permanent exclusion/suspension]**. This has been arranged for **[date]** at **[time]**.

Please contact us on **[telephone number and email if available]** by **[X days before meeting]** if this date and time is no longer convenient to re-arrange a suitable time for you to attend the meeting.

Interpreter details – E.g., Language Line 0800 169 2694 code XXXXX

**[We will forward all evidence to you 5 school days prior to the meeting/Please find enclosed evidence for the meeting].**

Yours sincerely,

**[Name]**

Clerk to the **[governing body/management committee/board of directors of the Academy Trust]**

## Example letter 7

Outcome letter to parent(s) sent by the clerk for the governing body (management committee of PRU/board of directors of an Academy Trust/Free School) advising the parent(s) that a permanently excluded pupil has been reinstated.

Dear **[Parent's Name]**

Outcome of meeting of the **[governing body/management committee/board of directors of Academy Trust]** to consider the permanent exclusion of **[pupil's name]**.

Following the meeting of the **[governing body/management committee/board of directors of Academy Trust]** today and after careful consideration of all the evidence and your representations and those of the **[Name of School/PRU/Academy]** the panel has decided to direct reinstatement of **[pupil's name]** to **[Name of School/PRU/Academy]** on **[specify date]**.

**[Please insert the reason for the decision and any recommendations made]**

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. You may also find it useful to contact the Coram Children's Legal Centre <http://www.childrenslegalcentre.com> or ACE Education <http://www.ace-ed.org.uk> who aim to provide impartial advice and information to parents on state education matters.

Advice on the Permanent Exclusion process will be obtained from the Education Access Team who will contact you immediately after the school's decision. You will be allocated a caseworker from EDAC Team who will support yourself and your child all the way through the process. You can contact the team directly on 01473 265561 or email [educationaccess@suffolk.gov.uk](mailto:educationaccess@suffolk.gov.uk). There is a Parent/Carer guidance document that will also assist for reference.

**[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]**

You and **[pupil's name]** are invited to attend a reintegration meeting with **[Staff member's name]** on **[date] and [time]**. Please contact ... to confirm your attendance at this meeting and whether any adjustments are needed at this meeting.

Yours sincerely,

Clerk to the **[governing body/management committee/board of directors of the Academy Trust]**

## Example letter 8

Letter to the parent(s) sent by the clerk for the governing body (management committee of PRU/board of directors of an Academy Trust/Free School) advising the parent(s) of the outcome after a reconsideration of the reinstatement of the pupil following an Independent Review Panel

Dear **[Parent's name]**

...

Following the request of the Independent Review Panel, the **[governing body/management committee/board of directors of Academy Trust]** have reconsidered the decision to reinstate **[pupil's name]**. After careful considerations the panel have decided **[not to reinstate/to reinstate] [pupil's name]**. **[If reinstatement please advise date to be reinstated]**

The reasons for the **[governing body/management committee/ board of directors of the Academy Trust]** decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at. The governing body/management committee/board of directors of the Academy Trust's decision should demonstrate how they have addressed the concerns raised by the Independent Review Panel, as it may face challenge in the courts if it refuses to reinstate the pupil without strong justification]**.

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. You may also find it useful to contact the Coram Children's Legal Centre <http://www.childrenslegalcentre.com> or ACE Education <http://www.ace-ed.org.uk> who aim to provide impartial advice and information to parents on state education matters.

Advice on the Permanent Exclusion process will be obtained from the Education Access Team who will contact you immediately after the school's decision. You will be allocated a caseworker from EDAC Team who will support yourself and your child all the way through the process. You can contact the team directly on 01473 265561 or email [educationaccess@suffolk.gov.uk](mailto:educationaccess@suffolk.gov.uk). There is a Parent/Carer guidance document that will also assist for reference.

**[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school->**

**[exclusion-service](http://www.ipsea.org.uk/) (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)**

You should also be aware that if you think the exclusion 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 (Special Educational Needs and Disability)

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>) or the County Court in the case of other forms of discrimination.

**[Only required if reinstated by governing body/management committee/board of directors of Academy Trust]**

You and **[pupil's name]** are invited to attend a reintegration meeting with **[Staff member's name]** on **[date]** and **[time]**

Yours sincerely,

Clerk to the **[governing body/management committee/board of directors of the Academy Trust]**

## Example letter 9

Letter sent by the head teacher of a Primary, Secondary or Special school or teacher in charge of a PRU/Principal of an Academy/Free School notifying the parent(s) that a pupil's permanent exclusion has been rescinded/withdrawn.

Dear **[Parent/Carer's name]**

Further to my decision to permanently exclude **[Child's name]** effective from **[date]**; I am writing to inform you of my decision to withdraw/rescind this permanent exclusion **[insert description of the reason]**.

**[If this is because a managed move has been arranged use the following paragraph]**

The permanent exclusion has been withdrawn because we have arranged a managed move trial to **[insert name of school]**. Once **[Child's name]** has completed the managed move trial and been successful **[his/her]** name will be removed from **[insert the name of your school]**'s roll. **[Enter details of any interim arrangements]**.

**[You may also choose to add the following paragraph in the case of a managed move]**

If, however, **[Child's name]** does not successfully complete the managed move trial, a meeting will be arranged to look at alternatives to support your child.

**[If the pupil is remaining at the school use the following paragraph]**

I would like to confirm that **[child's name]** is welcome to return to **[school's name]**. To facilitate **[child's name]**'s reintegration I have planned a reintegration meeting on **[date]** at **[time]** at the school.

As we notified the local authority of the permanent exclusion, a copy of this letter has been sent to the In Year Fair Access Protocol (IYFAP) at Suffolk County Council **[Include the details of the home authority if the pupil living in a different local authority]** to inform them that the permanent exclusion has been withdrawn/rescinded.

You may wish to contact the local authority's Education Access Team to discuss this or if you have any questions about the exclusion procedures on 01473 265561 or by email to [educationaccess@suffolk.gov.uk](mailto:educationaccess@suffolk.gov.uk).

Yours sincerely

**[Name]**  
Head teacher/Principal