



Northumberland  
County Council

# MODEL EXCLUSION LETTERS

## APPENDIX

**MODEL LETTER 1 - FROM HEADTEACHER NOTIFYING PARENT OF A SUSPENSION OF 5 SCHOOL DAYS OR FEWER IN ONE TERM, AND WHERE A PUBLIC EXAMINATION IS NOT MISSED.**

Dear **(Parent's Name)**

I am writing to inform you of my decision to suspend **(Child's Name)** for a period of **(Period of Suspension)**. This means that **(Child's Name)** will not be allowed in school for this period. The suspension begins / began on **(date)** and ends on **(date)**.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **(Child's Name)** has not been taken lightly. **(Child's Name)** has been suspended for this period because **(Reason for Suspension)**.

**(For pupils of compulsory school age)**

You have a duty to ensure that your child is not found in a public place during school hours without reasonable justification during the first 5 school days of this suspension, that is on **(specify dates)**. Should you fail to do this, you may receive a penalty notice or be prosecuted. It will be for you to show that there is reasonable justification if this duty is not complied with.

We will arrange to set and mark work for **(Name of Child)** to be completed on the days specified in the previous paragraph as days during the period of his/her suspension when you must ensure that he/she is not found in a public place without reasonable justification. **(Detail the arrangements for this)**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the school's 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 and are not required to arrange to meet you, they must consider any written representations you make and may add their findings to your child's school record.

You may want to contact the **School Admissions and Inclusion Team, Wellbeing and Community Health Services Group, County Hall, Morpeth NE61 2EF, Telephone Number 01670 624889 or email [exclusions@northumberland.gov.uk](mailto:exclusions@northumberland.gov.uk)** who can provide advice.

You may also find it useful to consider the Department of Education's statutory guidance on exclusions (<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00042-2012>) or to contact the Coram Children's Legal Centre, which is an independent national advice centre ([www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)) telephone 080880 020 008.

We expect **(Name of Child)** to be back in school on **(Date)** at **(Time)**.

Yours sincerely

**(Name)**  
Headteacher

**MODEL LETTER 2 - FROM HEADTEACHER NOTIFYING PARENT OF A SUSPENSION OF MORE THAN 5 SCHOOL DAYS (UP TO AND INCLUDING 15 SCHOOL DAYS)**

Dear **(Parent's Name)**

I am writing to inform you of my decision to suspend **(Child's Name)** for a period of **(Specify period of suspension)**. This means that **(Child's Name)** will not be allowed in school for this period. The suspension begins / began on **(date)** and ends on **(date)**. Your child should return to school on **(date)**.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **(Child's Name)** has not been taken lightly. **(Child's Name)** has been suspended for this period because **(specify reasons for suspension)**.

**(For pupils of compulsory school age)**

You have a duty to ensure that your child is not found in a public place during school hours without reasonable justification during the first 5 school days of this suspension, that is on **(specify dates)**. Should you fail to do this, you may receive a penalty notice or be prosecuted. It will be for you to show that there is reasonable justification if this duty is not complied with.

We will arrange to set and mark work for **(Name of Child)** to be completed on the days specified in the previous paragraph as days during the period of his/her suspension when you must ensure that he/she is not found in a public place without reasonable justification. **(Detail the arrangements for this)**. Please ensure that work set by the school is completed and returned to us promptly for marking.

**(If the individual exclusion is for more than 5 days)**

From the 6<sup>th</sup> school day of the suspension **(specify date)** until it's expiry, we will provide suitable full-time education **(Set out the arrangements if known at time of writing and, if not known, state that they will be notified of these, by letter, within 48 hours of the provision's start date)**. On **(date)**, **(Name of Child)** should attend **(give name and address of alternative education provider if not the home school)** at **(specify the time – this may not be identical to the start time of the home school)** and report to **(staff member's name)**. **(If applicable, give details of transport arrangements from home to the alternative provision)**.

You have the right to make representations about this decision to the school's governing body. Whilst the governing body does not have the power to overturn the head teacher's decision, they must convene a meeting to consider any representations you make. This meeting must take place within 50 school days of them receiving the notice of the exclusion and they may add their findings to your child's school record.

If you wish to make representations to the governing body, please contact **(Name of Contact)** on/at **(Contact Details - Address, Phone Number, email)**, as soon as possible. It would be helpful if you could let them know if you are to be accompanied by a friend or representative and also if it is your intention that your son/daughter will attend the meeting. Please also advise if you have a disability or special educational needs which would affect your ability to attend the meeting at the school and let us know **(contact)** if it would be helpful to have an interpreter present at the meeting.

You may want to contact the **School Admissions and Inclusion Team, Wellbeing and Community Health Services Group, County Hall, Morpeth NE61 2EF, Telephone Number 01670 624889 or email [exclusions@northumberland.gov.uk](mailto:exclusions@northumberland.gov.uk)** who can provide advice.

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(<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00042-2012>) or to contact the Coram Children's Legal Centre, which is an independent national advice centre ([www.childrenslegalcentre.co](http://www.childrenslegalcentre.co) telephone 080880 020 008).

We expect **(Name of Child)** to be back in school on **(Date)** at **(Time)**.

Yours sincerely,

**(Name)**

Headteacher

**MODEL LETTER 3 - FROM HEADTEACHER NOTIFYING PARENT OF A SUSPENSION OF MORE THAN 15 SCHOOL DAYS IN TOTAL IN ONE TERM.**

Dear **(Parent's Name)**

I am writing to inform you of my decision to suspend **(Child's Name)** for a period of **(Period of Suspension)**. This means that **(Child's Name)** will not be allowed in school for this period. The suspension begins / began on **(date)** and ends on **(date)**.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **(Child's Name)** has not been taken lightly. **(Child's Name)** has been suspended for this fixed period because **(Reason for Suspension)**.

**(For pupils of compulsory school age)**

You have a duty to ensure that your child is not found in a public place during school hours without reasonable justification during the first 5 school days of this suspension, that is on **(specify dates)**. Should you fail to do this, you may receive a penalty notice or be prosecuted. It will be for you to show that there is reasonable justification if this duty is not complied with.

We will arrange to set and mark work for **(Name of Child)** to be completed on the days specified in the previous paragraph as days during the period of his/her suspension when you must ensure that he/she is not found in a public place without reasonable justification. **(Detail the arrangements for this)**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6<sup>th</sup> school day of the suspension **(specify date)** until its expiry, we will provide suitable full-time education **(Set out the arrangements if known at time of writing and, if not known, state that they will be notified of these, by letter, within 48 hours of the provision's start date)**. On **(date)**, **(Name of Child)** should attend **(give name and address of alternative education provider if not the home school)** at **(specify the time – this may not be identical to the start time of the home school)** and report to **(staff member's name)**. **(If applicable, give details of transport arrangements from home to the alternative provision)**.

As the length of the suspension is more than 15 school days (or equivalent) in total in one term the governing body must meet to consider the suspension. At this review meeting you may make representations if you wish to do so. The latest date on which the committee can meet is **(Date Here - no later than 15 school days from the date the committee is notified)**. If you wish to make representations to the governing body, please contact **(Name of Contact)** on/at **(Contact Details - Address, Phone Number, email)**, as soon as possible. It would be helpful if you could let them know if you are to be accompanied by a friend or representative. **(Name of Child)** is, of course, welcome to attend the meeting (or part of the meeting).

You will, whether you choose to make representations or not, be notified by the clerk to the committee of the time, date and location of the meeting. Please also advise if you have a disability or special educational needs which would affect your ability to attend the meeting at the school and let us know **(contact)** if it would be helpful to have an interpreter present at the meeting.

You may want to contact the **School Admissions and Inclusion Team, Wellbeing and Community Health Services Group, County Hall, Morpeth NE61 2EF, Telephone Number 01670 624889 or email [exclusions@northumberland.gov.uk](mailto:exclusions@northumberland.gov.uk)**, who can provide advice.

You may also find it useful to consider the Department of Education's statutory guidance on exclusions

(<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00042-2012>) or to contact the Coram Children's Legal Centre, which is an independent national advice centre ([www.childrenslegalcentre.co](http://www.childrenslegalcentre.co) telephone 080880 020 008).

We expect **(Name of Child)** to be back in school on **(Date)** at **(Time)**.

Yours sincerely,

**(Name)**

Headteacher

**MODEL LETTER 4 - FROM HEADTEACHER NOTIFYING PARENT OF A PERMANENT EXCLUSION**

Dear **(Parent's Name)**

I regret to inform you of my decision to exclude **(Child's Name)** permanently with effect from **(Date)**. This means that **(Child's Name)** will not be allowed back to this school unless he/she is reinstated by the governing body or by an appeal panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **(Child's Name)** has not been taken lightly. **(Child's Name)** has been excluded permanently because **(Reason for Exclusion - also include any other relevant previous history here)**.

**(For pupils of compulsory school age)**

You have a duty to ensure that your child is not found in a public place during school hours without reasonable justification during the first 5 school days of this exclusion, that is on **(specify dates)**. Should you fail to do this, you may receive a penalty notice or be prosecuted. It will be for you to show that there is reasonable justification if this duty is not complied with.

**(For pupils of compulsory school age)**

Alternative arrangements for **(Child's Name)**'s education will be made. For the first five school days of the exclusion, we will set work for **(Child's Name)** and would ask that you ensure that 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)**. From the sixth school day of the exclusion onwards, i.e. from **(specify date)** the local authority **(give name of authority)**, will provide suitable full-time education. A local authority representative will contact you shortly, by telephone or in writing, regarding these arrangements.

**(If the 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 the sixth day of exclusion. You can contact them at **(give contact details)**.

As this is a permanent exclusion the governing body will meet to consider it. At this review meeting you may make representations to the governing body if you wish to do so and ask them to reinstate your child in school. The governing body have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion, in which case you may ask an independent review panel to review the decision. The latest date the governing body can meet is **(Specify the date here - no later than 15 school days from the date the governing body is notified of the exclusion)**.

If you wish to make representations to the governing body, please contact **(Name of Contact)** on/at **(Contact Details - Address, Phone Number, email)**, as soon as possible. It would be helpful if you could let them know if you are to be accompanied by a friend or representative and also if it is your intention that your son/daughter will attend the meeting. You will, whether you choose to make representations or not, be notified by the clerk to the committee of the time, date and location of the meeting.

Please also advise if you have a disability or special educational needs which would affect your ability to attend the meeting at the school and let us know **(contact)** if it would be helpful to have an interpreter present at the meeting.

You may want to contact the **School Admissions and Inclusion Team, Wellbeing and Community Health Services Group, County Hall, Morpeth NE61 2EF, Telephone Number 01670 624889 or email [exclusions@northumberland.gov.uk](mailto:exclusions@northumberland.gov.uk)** who can provide advice.

You may also find it useful to consider the Department of Education's statutory guidance on exclusions

(<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00042-2012>) or to contact the Coram Children's Legal Centre, which is an independent national advice centre ([www.childrenslegalcentre.co](http://www.childrenslegalcentre.co) telephone 080880 020 008).

Yours sincerely

**(Name)**  
Headteacher



**MODEL LETTER 5 - FROM THE CLERK TO THE DISCIPLINE COMMITTEE TO THE PARENT OF A PERMANENTLY EXCLUDED PUPIL UPHOLDING A PERMANENT EXCLUSION**

Dear **(Parent's Name)**

The meeting of the governing body of **(school)** on **(date)** considered the decision by **(Headteacher)** to permanently exclude your son/daughter **(Name of Pupil)**. The governing body, after carefully considering the representations made and all the available evidence, has decided to uphold **(Name of Pupil)**'s exclusion.

The reasons for the Committee's decision are as follows: **(give the reasons in as much detail as possible, explaining how the governor's arrived at their decision)**.

You have the right to request that this decision is reviewed by an Independent Review Panel. You must set out the reasons for your appeal in writing and may also include, where you think it relevant, reference to how any special educational needs your child might have which you consider are relevant to the exclusion. You have the right to request that the **(choose either local authority or Academy Trust)** appoint an SEN expert to attend the review, at no cost to yourself. The SEN expert's role is to provide impartial advice to the panel about how SEN might be relevant to the pupil's exclusion. It does NOT include making an assessment of the pupil's SEN. Regardless of whether you request the panel to appoint an independent SEN expert, you have the right to appoint your own expert, either to submit evidence or to be present at the review, at your own expense. You may also bring a friend or supporter to the meeting.

You should send this request for review, including the grounds on which it is made and whether an SEN expert is being requested, to **the Director of Personnel and Administration, County Hall, Morpeth NE61 2EF** by **(specify the latest date - the 15<sup>th</sup> school day after the date of receipt of this letter)**. If you have not lodged your request for review by **(repeat latest date)**, your right to do so will lapse.

The role of the Independent Review Panel is to review the governing body's decision not to reinstate a permanently excluded pupil. The Panel can decide either to uphold the exclusion decision, recommend that the governing body reconsiders the decision or quash the decision and direct that the governing body considers the exclusion again.

Please advise if you have a disability or special educational needs which would affect your ability to attend the review hearing. Also, please inform the **Director of Personnel and Administration** if it would be helpful to have an interpreter present at the hearing.

In addition to the right to request an independent review, if you believe that the exclusion has occurred as a result of discrimination, you may make a claim under the Equality Act 2010 to the First-Tier Tribunal (Special Educational Needs and Disability) in the case of disability discrimination, or to the County Court, in the case of other forms of discrimination. Alleged discrimination claims should be lodged within 6 months of the date on which the discrimination is alleged to have taken place.

You may want to contact the **School Admissions and Inclusion Team, Wellbeing and Community Health Services Group, County Hall, Morpeth NE61 2EF, Telephone Number 01670 624889 or email [exclusions@northumberland.gov.uk](mailto:exclusions@northumberland.gov.uk)** who can provide advice.

You may also find it useful to consider the Department of Education's statutory guidance on exclusions

(<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00042-2012>) or to contact the Coram Children's Legal Centre, which is an independent national advice centre ([www.childrenslegalcentre.co](http://www.childrenslegalcentre.co) telephone 080880 020 008). The link below provides guidance on making a claim to the First-Tier Tribunal (Special Educational Needs and Disability) (<http://www.justice.gov.uk/tribunals/send/appeals>)

The arrangements currently being made for **(Pupil's Name)**'s education will continue **(specify details)**.

Yours sincerely

**(Name)**

Clerk to the Governing Body