*From the headteacher (or teacher in charge of a PRU) notifying parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed.* *The dates of the exclusion should be the first and last sessions missed, not necessarily the issue date or the return to school date.*

Dear **[Parent's name]**

Re: **[Child’s full name, DOB]**

I am writing to inform you of my decision to exclude **[Child's name]** for a fixed period of **[specify period]** days. This means that they will not be allowed in school for this period. The exclusion **begins/began** on **[date]** and ends on **[date]**.

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 for this fixed period because **[reason for exclusion]**.

***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 this exclusion 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 on the dates specified above. If so, it will be for you to show reasonable justification.

Alternative arrangements will be made to allow **[Child’s name]**’s education to continue during theexclusion. ***[Detail the arrangements for this, perhaps -*** We will set work for [Child's name] during the school days of his/her exclusion.Please ensure that work set by the school is completed and returned to us promptly for marking.***]***

*(Delete paragraph as necessary - if the pupil is eligible for FSM)* As **[Child's name]** is entitled to free school meals you can request a **packed lunch/voucher** from school by contacting **[Staff name and contact]**. Although the school is obliged to provide a meal it is your responsibility to request and collect it.

You have the right to make representations about this decision to the **governing body/management committee**. If you and/or your child 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/management committee** 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.

*This paragraph applies to all fixed period exclusions of primary-aged pupils and may be used for fixed period exclusions of up to 5 days of secondary aged pupils if the head teacher chooses to hold a reintegration interview.*

You and **[Child'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 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. *[Not for parents of secondary aged pupils]* Failure to attend a reintegration interview will be a factor taken into account by a Magistrates' court if, on future application, they consider whether to impose a parenting order on you.

You have the right to see a copy of **[Child's name]**'s school record. You should notify me in writing if you wish to be supplied with a copy of this. There may be a charge for photocopying.

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 Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is HM Courts & Tribunals Service, Special Educational Needs and Disability, 1st Floor, Darlington Magistrates’ Court, Parkgate, DL1 1RU or contact sendistqueries@hmcts.gsi.gov.uk or 01325 289350 for more information. For local support contact nelincs@barnardos.org.uk.

You may wish to access a copy of the 2017 DfE Guidance on Exclusions at <http://www.gov.uk/government/publications/school-exclusion>.

Free legal advice and impartial information on state education matters is available from Coram Children’s Legal Centre ([www.childrenslegalcentre.com](http://www.childrenslegalcentre.com/) or [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk/)) by phone on 0808 802 0008, or ACE Education (<http://www.ace-ed.org.uk/>) and their advice line service on 03000 115 142 on Monday to Wednesday from 10 am to 1 pm during term time.

You may also wish to contact Claire Parfrement, at North East Lincolnshire Council, on 01472 323076 or Claire.Parfrement@nelincs.gov.uk for advice and support in relation to exclusion procedures.

We expect **[Child’s name]** to be back in school on **[date]** at **[time]**.

Yours sincerely,

**[Name]**

Headteacher