

WHAT IS A SUSPENSION

Suspension means that your child is not allowed to attend school for a specified period, with a date given for his/her return to school.

A suspension can range from a half day up to 45 days in any school year and can include lunchtime exclusions (a lunch time exclusion is equal to half a day). If the number of suspensions exceeds 45 days in any school year, the child can be permanently excluded.

A suspension should not be for an unspecified period. You have the right to know the date and time of when your child should return to school and should receive a letter from school explaining the reason for the exclusion, how long it is for, when they should return to school and your right to appeal against the decision.

Only the headteacher of the school can exclude or suspend a pupil from school.

WHAT HAPPENS NEXT?

From the first day of suspension, the school will arrange for some work to be provided. It is your responsibility to see that this work is completed and returned. This should be marked, and more work will be provided.

If the exclusion is for more than five days, your child is entitled to full time education from day six onwards. It is the school's responsibility to provide this and details should be in the suspension notification letter. Your child's school has a legal duty to provide suitable full time education from day six of a suspension either on the school site or with an alternative provider.

MY CHILD'S EXCLUSION TOTAL FOR FIVE DAYS OR LESS

Parents have the right to make written representation which must be considered by the Governors however there is no requirement for the Governing body to meet nor do the Governors have the power to reinstate your child for a suspension of five days or less in one term. They can still consider any written statement from you about the exclusion.

The governing body must consider any representations you make and may place a copy of their findings on your child's school records. There are no time limits for the meeting of the governors to consider such exclusions.

MY CHILD HAS BEEN EXCLUDED FOR BETWEEN SIX AND 15 DAYS IN ONE TERM

You can appeal to your school's governing body to overturn the exclusion. You have the right to meet with them if you disagree with the exclusion, or make any other views known. You must make a written request to do this. The school must ensure that this meeting takes place up to 50 school days following the exclusion.

They have the legal power to either uphold the decision or overturn the decision and reinstate your child before the exclusion is due to end.

If they meet after your child has returned to school, they must still consider whether the exclusion was fair and record their views on your child's file.

MY CHILD'S EXCLUSION TOTAL IS MORE THAN 15 DAYS IN ONE TERM

The Discipline Committee of your school's governing body must meet to consider the Headteacher's decision to exclude your child. They will contact you to arrange a meeting to discuss the exclusion. You do not have to request this meeting. The meeting should take place within 15 school days of the exclusion

They have the legal power to either uphold the decision or overturn the decision and reinstate your child before the exclusion is due to end.

RETURNING TO SCHOOL

Your child will return to school after the period of the suspension. The School will organise a reintegration meeting. At this meeting you will have the opportunity to discuss your child's behaviour and what you can do to help and support both your child and the school. This meeting should take place if possible before the suspension ends and your child returns to school.

[Please click here for the DfE Exclusions Guidance](#)

