Rooks Nest Academy

Exclusions policy
(Following the Wakefield LA Exclusions policy)

Respect. Believe. Achieve

Approved by: Rook's Nest Governing Body	**Date:** Autumn 2023
Last reviewed on:	Autumn 2023
Next review due by:	Autumn 2024

Introduction

At Rook's Nest Academy we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. We recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. We aim to include, not exclude. Through our consistent approaches to behaviour and the emotional support given by our pastoral team we are able to approach all challenging behaviour in a supportive and positive way. There may be times in many children's lives where they show signs of inappropriate behaviour. Each child in our care has a unique contribution to make to school life; we want to support them to achieve this. A decision to suspend a pupil, either for a fixed period or exclude permanently will always be as a last resort. The physical and emotional health of our children and staff is our primary concern, and we therefore accept that in some rare situations, suspension may be necessary, if all other strategies have been exhausted.

Types of Suspension

Temporary fixed-Period suspension

A temporary suspension should be for the shortest time necessary. Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

Persistent or cumulative problems

Suspension for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the academy had already offered and implemented a range of support and management strategies.

Single incident

Temporary fixed-period suspension may be used in response to a serious breach of academy rules and policies or a disciplinary offence. In such a case the Headteacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the academy's policies. The pupil will be encouraged to give his/her version of events and the Headteacher will check whether the incident may have been provoked, for example by bullying or racial harassment. The Headteacher may discuss with the Senior Leadership team.

Permanent exclusion

A permanent exclusion is a very serious decision and the Headteacher may consult with the Senior Leadership team before enforcing it. As with a temporary fixed-period suspensions, it will follow a range of strategies and be seen as a last resort, or it will be where keeping a pupil on site is a detriment to their or others in school's welfare – and in response to a very serious breach of academy rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff;
- Failure to follow school rules - defiance
- Possession or use of an illegal drug on school premises;
- Persistent bullying;
- Persistent racial harassment;
- This list is not exhaustive and there may be other situations where the headteacher will consider a permanent exclusion. Each situation will therefore be taken on its own merit.

Behaviour Outside School Pupils' behaviour outside School on school activities:,for example school trips or sports events, is subject to the School's Behaviour Policy. Unacceptable behaviour will be dealt with as if it had taken place in School. If pupils' behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school's criteria for suspension then the Headteacher may decide to suspend .

.

1. Aims

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: Suspension from maintained schools, academies and pupil referral units (PRUs) in England.

It is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 64-68 of the School Standards and Framework Act 1998 In addition, the policy is based on:
- Part 7, chapter 2 of the Education and Inspections Act 2006, which looks at parental responsibility for excluded pupils
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014

- This policy complies with Rooks' Nest Academy's funding agreement and articles of association.

3. The decision to suspend

Only the headteacher, or acting headteacher, can suspend a pupil from school. A permanent exclusion will be taken as a last resort.

A decision to exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil and others

Before deciding whether to exclude permanently or suspend for a fixed period, the headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the suspension were provoked
- Allow the pupil to give their version of events

- Consider if the pupil has special educational needs SEN (SEN Children are not exempt from this suspension policy especially where safeguarding is concerned).

4. Definition

For the purposes of suspensions, school day is defined as any day on which there is a school session.
Therefore, INSET or staff training days do not count as a school day.

5. Roles and responsibilities

5.1 The headteacher

Informing parents

The headteacher will immediately provide the following information, in writing, to the parents of an suspended pupil:

- The reason(s) for the suspension
- The length of a fixed-period suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the suspension to the governing board and how the pupil may be involved in this.
- How representations should be made
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The headteacher will also notify parents by the end of the afternoon session on the day their child is suspended; that for the first 5 school days of a suspension, or until the start date of any alternative provision.
The pupil must not be present in a public place at any time during school hours without good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

The headteacher will endeavor not to put in place any fixed period suspension for more than 5 days unless the nature of the incident is so serious as to warrant this.

Where it is not possible or appropriate to arrange alternative provision during the first five days of an exclusion, work will be provided where reasonable to the pupil. This will be made clear in the suspension letter parents receive.

Number of days suspension this term totals 0 - 5days:

Parents/carers have the right to make representations about this decision to the governing board. They should contact **the Chair of Governors** as soon as possible. Whilst the governing board is not required to meet with parents/carers at this time, and cannot direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

On the event of a suspension exceeding 5 days Wakefield Suspension Team will advise the Academy.

If the number of days suspension for a school term totals 5½ - 15days:

If the length of exclusions totals more than 5 school days in this term parents/carers have the right to request a meeting of the governing board to where representations and reinstatement will be considered. This request must take into account the organising of a meeting between the Governing body. If parents/carers wish to make representations to the governing board and want to bring a friend or representative, they should contact The Chair of Governors as soon as possible, informing him if there is a disability or special requirements which would affect the parent/carers ability to attend or take part in the meeting or if an interpreter needs to be present.

Rooks Nest Academy follows the Wakefield LA Exclusions policy and therefore will follow the LA guidelines for suspensions. Parent/carers may ask a Local Authority representative to attend the meeting.

If the number of days suspension in a school term totals more than 15 days*:*

On the unlikely event that the length of exclusions will total more than 15 school days in one term the governing board must meet to consider reinstatement. At this meeting parents/carers can make representations to the governors. This meeting of governors should happen within 15 working days of the parent/carer request. Parents/carers may bring a friend or representative and should contact the Chair of Governors. Parents should inform the Chair of Governors whether they have any disability or special requirements which would affect their ability to attend or take part in the meeting or if an interpreter is required. Whether or not parents/carers attend the meeting, the Governing body will contact parents/carers with details of the time, day, date and place of the meeting.

Rooks Nest Academy follows the Wakefield LA Exclusions policy and therefore will follow the LA guidelines for exclusions. Parent/carers may ask a Local Authority representative to attend the meeting.

See example letters to parents/carers at end of the policy

Informing the governing board and local authority

The headteacher will immediately notify the governing body and Wakefield School Exclusions team (01924
307319) email: exclusions@wakefield.gov.uk) of

- A permanent exclusion, including when a fixed-period suspension is followed by a decision to permanently exclude the pupil.
- Suspensions which would result in the pupil being excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term: and
- Suspensions which would result in the pupil missing a public examination or national curriculum test.
- Notifications must include the reason(s) for the suspensions and the duration of any fixed-period exclusion.

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay (This will be delegated to Wakefield School Exclusions Team).

For all other exclusions, the headteacher will notify the governing board and LA once a term.

5.2 The governing board

Responsibilities regarding suspensions is delegated to The Chair of Rook's Nest Governing Body and a panel of up to three governors.

The Chair of Rook's Nest Governing Body has a duty to consider the reinstatement of a suspended pupil where they may miss a public exam or national curriculum test. (see section 6).

The governing board has a duty to consider the reinstatement of a suspended pupil when certain conditions are met. (see section 6)
Within 14 days of receipt of a request, the governing board will provide the secretary of state and Wakefield Exclusions team with information about any exclusions/suspensions in the last 12 months.

The Governing Board also has the responsibility to monitor and review all exclusions/suspensions and to make sure that certain groups vulnerable to suspension are not overly represented. This will be mainly through the Head teacher's report at governors meetings, where general trends will be identified and discussed but no individual pupils named.

5.3 The LA (Wakefield School Exclusions Team).

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the reinstatement of a pupil

The Governing Body of Rook's Nest may delegate to a smaller sub-committee (of three members) the consideration of a suspension.

Rook's Nest Governing Body will consider the reinstatement of a suspended pupil within 15 school days of receiving the notice of the suspension if:

- The exclusion is permanent
- It is a fixed-term suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term
- It would result in a pupil missing a public examination

A request is made to make representation from a parent of a suspended pupil. (If the total number of suspended days is more than 5 but less than 15 in one term, the governing body will consider reinstatement within 50 school days of receiving the request from the parent(s); if the total number of suspended days in one term is 5 or fewer the GB will consider any representations from parent(s) but it cannot direct reinstatement and is not required to meet with parent(s), but it would be good practice to do so.

Where a suspension would result in a pupil missing a public examination, the chair of the Governing body of Rook's Nest will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the Standards and Pupils Committee of the Governing body will consider the suspension and decide whether or not it is appropriate to reinstate the pupil.

The Governing body of Rook's Nest Academy can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the Governing body of Rook's Nest Academy will consider whether the suspension was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties. They will decide whether or not a fact is true **'on the balance of**

probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The Governing body of Rook's Nest Academy will notify, in writing, the Headteacher, parents and Wakefield Exclusions team of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the Governing body of Rook's Nest Academy decision will also include the following:

- The fact that it is permanent
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
    - The date by which an application for an independent review must be made
    - The name and address to whom an application for a review should be submitted
    - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the suspension
    - That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require Rook's Nest Academy to appoint an SEN expert to attend & advise the review Panel.
    - Details of the role of the SEN expert and that there would be no cost to parents for this appointment
    - That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
    - That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That if parents believe that the exclusion has occurred as a result of discrimination, they 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 the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

7. An independent review

Where called on to do so, the governing body of Rook's Nest Academy will commission the Local Authorities' services to provide trained personnel to carry out on it behalf all duties concerning an independent review.

8. School registers

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the Governing Body's decision to not reinstate the permanently excluded pupil and no application has been made for an independent review panel, by the parents or
- The parents have stated in writing that they will not be applying for an independent review.

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education offsite) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

9. Returning from a fixed-period suspension

Following a fixed-term suspension, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a pupil returns from a fixed-period exclusion:

- *Agreeing a behaviour contract*
- *Putting a pupil on a behavioural report.*
- *Internal isolation.* *Moving classes.*
- *Isolation from 'flash point' scenarios such as breaks and lunchtimes.*

10. Monitoring arrangements

Mrs Brooks (SEN coordinator) monitors the number of suspensions every term and reports back to the Governing Body. They also liaise with the local authority to ensure suitable full-time education for permanently excluded pupils is put in place.

This policy will be reviewed by the Deputy Headteacher annually. At every review, the policy will be shared with the governing body.

11. Links with other policies

This exclusions policy is linked to our

- SEND Policy
- Behaviour Policy
- Attendance Policy
- Disability Equality Policy
- Equality Policy
- Inclusion Policy
- Visits policy
- Complaints Policy

If you think the suspension relates to discrimination

If you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim under the Equality Act (2010) to the First-tier Tribunal (Special Educational Needs and Disability). Their contact is 01325 289350 or email: SENDISTQUERIES@hmcts.gsi.gov.uk. For all other cases of discrimination, please contact Wakefield County Court on 01924 207900. All claims of discrimination should be lodged within six months of the date on which the discrimination is alleged to have taken place i.e. the day on which the pupil was excluded.

Further Guidance & Advice

You may wish to use the following free and impartial guidance and advice:

a. **The Suspension Helpline** at **Wakefield Council** on **01924 307319, Suspension Team, Block C, Normanton Town Hall, Normanton, WF6 2DZ** exclusions@wakefield.gov.uk who can provide advice.

b. The government's guidance on exclusions https://www.gov.uk/government/publications/school-exclusion

c. Impartial advice to parents can be found from The Coram Children's Legal Centre http://www.childrenslegalcentre.com and specifically for exclusions at http://childlawadvice.org.uk/information-pages/school-exclusion/ or 0300 330 5485 open from 8am – 6pm Monday to Friday, or ACE Education http://www.ace-ed.org.uk/advice-about-education-for-parents/exclusion-from-school and their advice line is 03000 115 142 on Monday to Wednesday from 10am to1pm during term time.

Other sources of support from: The Information Advice & Support Services Network at https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about; the National Autistic Society (NAS) School Exclusion

Revised DfE Suspension Codes from Sept 2020

CODE	**Suspension reason –** use up to 3, with equal weighting, but use all codes that cover the incident	**Possible examples**
PP	Physical assault against a pupil	• Fighting • obstruction and jostling • violent behaviour • wounding
PA	Physical assault against an adult	• obstruction and jostling • violent behaviour • wounding
VP	Verbal abuse/threatening behaviour against a pupil	• aggressive behaviour • swearing • threatened violence • verbal intimidation
VA	Verbal abuse/threatening behaviour against an adult	• aggressive behaviour • swearing • threatened violence • verbal intimidation
OW	Use or threat of use of an offensive weapon or prohibited item	• carrying or bringing onto the school site an offensive weapon / prohibited item such as knives, sharp instruments and BB guns • carrying any article that has been or is likely to be used to commit an offence • cause personal injury or damage to property • use of an offensive weapon
BU	Bullying	• verbal, physical, cyber bullying or threatening behaviour online • racist bullying • sexual bullying • homophobic, biphobic and transphobic bullying • bullying related to disability
RA	Racist abuse	• derogatory racist statements

		• racist bullying • racist graffiti • racist taunting and harassment • swearing that can be attributed to racist characteristics
LG	Abuse against sexual orientation and gender identity (for example, LGBT+)	• derogatory statements about sexual orientation (e.g. heterosexual, lesbian, gay, bisexual) and gender identity (e.g. transgender) • homophobic, biphobic and transphobic bullying • LGBT+ graffiti • LGBT+ taunting and harassment • swearing that can be attributed to LGBT+ characteristics
DS	Abuse relating to disability	• derogatory statements or swearing about a disability • bullying related to disability • disability related graffiti • disability related taunting and harassment
SM	Sexual misconduct	• lewd behaviour • sexual abuse • sexual assault • sexual bullying • sexual graffiti • sexual harassment
DA	Drug and alcohol related	• alcohol abuse • drug dealing • inappropriate use of prescribed drugs • possession of illegal drugs • smoking • substance abuse
DM	Damage to property	• damage includes damage to school or personal property belonging to any member of the school community • arson • graffiti • vandalism
TH	Theft	• selling and dealing in stolen property • stealing from local shops on a school outing • stealing personal property (from an adult or pupil) • stealing school property
DB	Persistent or general disruptive behaviour	• challenging behaviour • disobedience • persistent violation of school rules • raising of fire alarms falsely
MT	Inappropriate use of social media or online technology	• sharing of inappropriate images (of adult or pupil) • cyber bullying or threatening behaviour online • organising or facilitating criminal behaviour using social media
PH	Wilful and repeated transgression of protective measures in place to protect public health	

OT - Other Includes: incidents which are not covered by the categories above, but this category should be used sparingly.

Example of sample letter to be sent to parents/carers (Following Wakefield LA and DFE Guidelines)

PLEASE NOTE - ALL UNDERLINED SECTIONS MUST BE INCLUDED IN THE FINAL LETTER SENT TO PARENTS, CHOOSING FROM THE ITALIC PARTS WHEN RELEVANT IN EACH SECTION

Model letter 1: from the head teacher of a school/academy/PRU to notify parent of a fixed period exclusion

Dear **[Parent's name]**

Fixed- Period Suspension

I am writing to inform you of my decision to suspend **[pupil's name]** for a fixed period of **[specify period]** days. This means that he/she will not be allowed in school for this period.

Insert the following if pupil attends on a part-time basis
As **[pupil's name]** attends school on a part time basis for **[number of sessions – a morning or afternoon is a session each]** the number of days will be a total of **[insert number of days].**

The suspension begins on **[day & date]** and ends on **[day & date]**. If further evidence comes to light and I need to issue a further suspension or make it a permanent exclusion, I will contact you again to tell you.

I realise that this suspension may well be upsetting for you and your family, but the decision to exclude **[pupil's Name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[insert reason(s) for suspension and copy exactly onto suspension reporting form under 'Reason for Exclusion']**.

Out in a public place
Your child must not be present in a public place at any time during school hours when suspended unless there is a good reason for this. Any parent who fails to comply with this duty, without reasonable justification, commits an offence and may be given a penalty notice or be prosecuted.

Work / Alternative Provision for your child whilst excluded

*Insert the following for fixed-period exclusions of **0-5days:***
We will set work for **[child's name]** whilst they are suspended. *(Insert here details for how work will be provided, where and who collected from and returned to for marking when completed.)*

*Insert the following for fixed-period exclusions of **5 ½ or more days:***
We will set work for **[child's name]** for the first 5 days whilst they are suspended. *(Insert here details for how work will be provided, where and who collected from and returned to for marking when completed.)*

From **[insert Day 6 day and date]**, Alternative Provision has been arranged at **[insert place and address]**. **[Pupil's Name]** must attend at **[insert start and finish times or morning and afternoon sessions where relevant]** and report to **[insert name of person]**.

[INSERT: If the Governing Board has authorised the pupil to return to the premises to take and exam /NC test whilst excluded, put the sentence here]

Governing Board's duty to consider a suspension

Insert **either** paragraph 1, 2 or 3 but **not** all

*1. Insert the following if the number of days suspension **this term totals 0 - 5days**:*

You have the right to make representations about this decision to the governing board. If you wish to do this please contact **[name of clerk to the governors (for secondary schools & PRU) or (for primary schools) name of Chair of Governors, then include school address or school email and school phone number or put 'via the school office', do *not* include home/personal contact details]** as soon as possible. Whilst the governing board is not required to meet with you and cannot direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

OR

*2. Insert the following if the number of days suspension **this term totals 5½ - 15days**:*

As the length of suspension totals more than 5 school days in this term you have the right to request a meeting of the governing board to whom you may make representations and reinstatement will be considered. The latest date by which the governors must meet, if you request it, is **[specify day & date — no later than the 50th school day after the date on which the governors were notified of this exclusion]**. If you wish to make representations to the governing board and want to bring a friend or representative, please contact **[name of clerk to the governors (for secondary schools & PRU) or (for primary schools) name of Chair of Governors, then include school address or school email and school phone number or put 'via the school office', do *not* include home/personal contact details]** as soon as possible. Please tell **[name of contact]** if you have a disability or special requirements which would affect your ability to attend or take part in the meeting or if you need an interpreter present.

Academies must also insert the following:
You may also invite a representative of the Local Authority to attend the meeting as an observer where, with the governor's consent, they can make representations.

OR

*3. Insert the following if the number of days suspension **this term totals more than 15 days:***

As the length of suspensions total more than 15 school days in one term the governing board must meet to consider reinstatement. At this meeting you can make representations to the governors if you wish. The latest date on which the governors must meet is **[put day & date here — no later than 15 school days from the date the governing board is notified]**. If you want to bring a friend or representative, please contact **[name of clerk to the governors then include school/PRU address or school/PRU email and school/PRU phone number, do *not* include home/personal contact details]** as soon as possible. Please tell **[name of contact]** if you have a disability or special requirements which would affect your ability to attend or take part in the meeting or if you need an interpreter present. Whether or not you

attend the meeting, the Clerk to the governors will contact you to tell you the time, day, date and place of the meeting.

Academies must also insert the following:
You may also invite a representative of the Local Authority to attend the meeting as an observer where, with the governor's consent, they can make representations.

If you think the suspension relates to discrimination

If you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim under the Equality Act (2010) to the First-tier Tribunal (Special Educational Needs and Disability). Their contact is 01325 289350 or email: SENDISTQUERIES@hmcts.gsi.gov.uk. For all other cases of discrimination, please contact Wakefield County Court on 01924 207900. All claims of discrimination should be lodged within six months of the date on which the discrimination is alleged to have taken place i.e. the day on which the pupil was excluded.

You also have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you would like a copy of your child's school record. I will be happy to supply you with a copy if you request it.

Further Guidance & Advice

You may wish to use the following free and impartial guidance and advice:

a. **The Exclusions Helpline** at **Wakefield Council** on **01924 307319, Exclusions Team, Block C, Normanton Town Hall, Normanton, WF6 2DZ** exclusions@wakefield.gov.uk who can provide advice.

b. The government's guidance on exclusions https://www.gov.uk/government/publications/school-exclusion

c. Impartial advice to parents can be found from The Coram Children's Legal Centre http://www.childrenslegalcentre.com and specifically for exclusions at http://childlawadvice.org.uk/information-pages/school-exclusion/ or 0300 330 5485 open from 8am – 6pm Monday to Friday, or ACE Education http://www.ace-ed.org.uk/advice-about-education-for-parents/exclusion-from-school and their advice line is 03000 115 142 on Monday to Wednesday from 10am to1pm during term time.

d. Other sources of support from: The Information Advice & Support Services Network at https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about; the National Autistic Society (NAS) School Suspension Service (England) on 0808 800 4002 or at schoolexclusions@nas.org.uk; or Independent Parent Special Education Advice at http://www.ipsea.org.uk

Insert the following if the school/academy is requesting a reintegration meeting:

Reintegration Meeting

You and **[pupil's name]** are requested to attend a reintegration meeting with **[specify the name of staff member]** at **[place]** on **[day & date]** at **[time]**. If this is not convenient, please contact the school as soon as possible to arrange a different date and time. The purpose of this meeting is to discuss how best to manage your child's return to school.

Return to School

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

Yours sincerely
[Name]

Headteacher
(Under GDPR - School Privacy Notice must be added here)