

# **THE RACKHAM C OF E PRIMARY SCHOOL**

## **Suspension and Exclusion Policy**

**Policy Number:** STAT 021

**Date:** November 2025

The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This policy is based on the DfE's [statutory guidance](#) on suspensions and permanent exclusions, in force from 1 September 2023.

### **Immediate notification:**

As soon as possible following the decision to suspend or permanently exclude a pupil, The Rackham C of E Primary School will notify:

- Parents or carers
- Cambridgeshire Local Authority
- The pupil's Social Worker if they have one
- The Rackham's Governing Body, if it is a:
  - Permanent exclusion
  - Suspension that will result in the pupil missing more than 5 days (or more than 10 lunchtimes) in a term
  - Suspension that will result in the pupil missing a public examination or National Curriculum test

### **Cancellation of suspension or exclusion:**

The Headteacher can cancel a suspension or exclusion that has already begun (or one that has not yet begun) but has not yet been reviewed by the Governing Body.

This is also known as withdrawing or rescinding a suspension or permanent exclusion.

### **Notifying Parents or Carers:**

The Headteacher will notify parents or carers as soon as possible following their decision to suspend or permanently exclude a pupil.

Ideally, the Headteacher will do this in person or over the phone.

This conversation provides parents or carers opportunity to ask questions about the suspension or exclusion and address any concerns.

The Headteacher will tell parents or carers:

- How long their child is being suspended for, or the fact that it's a permanent exclusion
- The reason(s) for the suspension or exclusion

### **Providing Parents or Carers Key Information in Writing:**

The Headteacher will provide key information for parents or carers in writing.

The Headteacher will tell parents/carers in writing:

- The reason(s) for the suspension or permanent exclusion
- The period of a suspension or, for a permanent exclusion, the fact that it is permanent
- That they have the right to make representations about the suspension or permanent exclusion to the Governing Body and how the pupil may be involved in this
- How any representations should be made
- Where there's a legal requirement for the Governing Body to consider the suspension or permanent exclusion, that parents or carers have a right to:
  - Attend a meeting
  - Be represented at this meeting (at their own expense)

- Bring a friend
- If the pupil is of compulsory school age: on which days the parents or carers have a responsibility to make sure their child isn't present in a public place during school hours (this is the first 5 school days of the suspension or permanent exclusion, or until the start date of full-time Alternative Provision arrangements)

The Headteacher will also:

- Set out the arrangements in place to enable the pupil to continue their education prior to the start of any alternative provision or their return to school
- Make sure the information is clear, and take appropriate steps to make sure that parents/carers who have communication needs relating to a disability or because their first language isn't English can understand details of the exclusion and their rights e.g. by translating the letter
- Offer to speak to parents or carers again to make sure they understand the details of the notice and the reasons for the suspension or permanent exclusion

The Headteacher will send this information:

- In a printed letter, delivered directly, sent to or left at the parents/carers' current or last known address
- Electronically – for example, by email, **only if** you have written agreement from the parents/carers for this kind of notice to be sent to them in this way

Suspended or permanently excluded pupils will not be given the letter to bring home.

If a pupil is suspended again (or excluded following a previous suspension), The Rackham C of E Primary will need to provide a new notice to parents or carers.

#### **Notifying Parents or Carers about alternative provision (AP) arrangements**

If the pupil is of compulsory school age, The Rackham C of E Primary will also notify parents or carers about any full-time Alternative Provision (AP) arrangements and in writing, by the afternoon of the first day of the suspension or permanent exclusion, where possible, and no later than 48 hours before the provision begins.

The exception is if the AP is to be provided before the sixth day of a suspension or permanent exclusion, in this case, the information can be provided with less than 48 hours' notice, if the parents or carers consent to this.

The notification will include:

- The start date
- Start and finish times
- Where the AP will take place
- Who the pupil should report to on their first day, and how to identify this person

Parents or carers will be invited to attend a reintegration meeting, where a pupil has been suspended or has had their exclusion cancelled or overturned.

#### **Notifying Parents or Carers about the Cancellation of a Suspension or Exclusion:**

The Rackham C of E Primary School will notify parents or carers if the school decides to cancel a suspension or exclusion.

The Rackham C of E Primary will also include an offer to meet with the parents or carers to discuss the circumstances that led to the cancellation of the suspension or exclusion.

### **Notifying the Governing Body:**

The Rackham C of E Primary School will notify Governors about certain types of suspension or permanent exclusion:

These are:

- All permanent exclusions
- Suspensions which would result in the pupil being suspended for more than five school days (or more than 10 lunchtimes) in any one term
- Suspensions which would result in the pupil missing a public exam or National Curriculum test

### **Notifying the Local Authority:**

The Rackham C of E Primary will inform Cambridgeshire Local Authority (LA) of all suspensions and exclusions of any length.

The Rackham will tell the LA:

- The length of the suspension, or the fact that an exclusion is permanent
- The reason(s) for the suspension/exclusion

### **Notifying Local Safeguarding Partners:**

If a pupil has a Social Worker or is looked after, the Headteacher will notify the Social Worker.

The Rackham will tell them:

- The period of suspension, or the fact that an exclusion is permanent
- The reason(s) for it

It is part of The Rackham's duty to share information and work with safeguarding partners in order to promote children's welfare and educational outcomes.

This policy guidance and template letters reflect the updated [suspensions and exclusions guidance](#), in force from 1 September 2023.

The following template letters are utilised for suspensions and exclusions by The Rackham C of E Primary School and Pre-School.

Please see the description prior to each document that explains which template letter is used for each reason.

## **Appendix 1: Template suspension / permanent exclusion letter to parents or carers**

Dear [insert parent/carer's name],

I am sorry to let you know that SLT has decided to suspend/exclude **[insert pupil's name]** from The Rackham C of E Primary School for [number of days]/permanently.

This is because **[insert reason]**.

Our school's Governing Body must consider reinstating your child at our school within 15 school days of being told about their suspension/permanent exclusion.

If the suspension or permanent results in a pupil missing a National Curriculum test, the Governing Body must, if reasonably practicable, do this before the date of your child's examination or National Curriculum test.

You have the right to let the Governing Body know what your views are on the suspension or permanent exclusion and to tell them any other information which you think is relevant. This is called 'making a representation'. The Governing Body has a duty to consider any representation you make.

You can do this by contacting [clerk@rackham.cambs.sch.uk](mailto:clerk@rackham.cambs.sch.uk) and letting them know that you would like to make a representation, along with any other details you feel are relevant at this stage.

We will invite you to a meeting with the Governing Body and the Headteacher and representative of the local authority.

You have the right to:

- Attend the meeting yourself
- Bring a friend
- Arrange (at your own expense) to be represented at the meeting

Your child can be involved in this process if you both wish.

### **Setting work**

We will set work for your child during their suspension/exclusion and prior to the start of their alternative provision/return to school. The work will be either emailed directly or posted on Tapestry.

If you have any questions about this process, please get in touch with the Headteacher.

### **Your duty as a parent**

You have a duty to make sure that your child is not present in any public place during school hours for the first five school days of the exclusion, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier.

Failure to comply with this duty without reasonable justification is an offence. You may be given a fixed penalty notice or be prosecuted as a result.

Thank you for your co-operation.

Kind regards,

## Appendix 2: Template suspension letter to parents or carers more than 15 days

Dear [insert parent/carer's name],

I am sorry to let you know that SLT has decided to suspend/exclude [insert pupil's name] from The Rackham C of E Primary School for [number of days]/permanently.

This is because [insert reason].

Our school's Governing Body must consider reinstating your child at our school within 15 school days of being told about their suspension/permanent exclusion.

If the suspension or permanent results in a pupil missing a National Curriculum test, the Governing Body must, if reasonably practicable, do this before the date of your child's examination or National Curriculum test.

You have the right to let the Governing Body know what your views are on the suspension or permanent exclusion and to tell them any other information which you think is relevant. This is called 'making a representation'. The Governing Body has a duty to consider any representation you make.

You can do this by contacting [clerk@rackham.cambs.sch.uk](mailto:clerk@rackham.cambs.sch.uk) and letting them know that you would like to make a representation, along with any other details you feel are relevant at this stage.

We will invite you to a meeting with the Governing Body and the Headteacher and representative of the local authority.

You have the right to:

- Attend the meeting yourself
- Bring a friend
- Arrange (at your own expense) to be represented at the meeting

Your child can be involved in this process if you both wish.

### Setting work

We will set work for your child during their suspension/exclusion and prior to the start of their alternative provision/return to school. The work will be either emailed directly or posted on Tapestry.

If you have any questions about this process, please get in touch with the Headteacher.

### Your duty as a parent

You have a duty to make sure that your child is not present in any public place during school hours for the first five school days of the exclusion, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier.

Failure to comply with this duty without reasonable justification is an offence. You may be given a fixed penalty notice or be prosecuted as a result.

Thank you for your co-operation.

Kind regards,

## Appendix 3: Template suspension letter to parents or carers more than five but not more than 15 days

Dear [insert parent/carer's name],

Further to my notice about your child's **[suspension/permanent exclusion]**, I'm writing to provide you with some more information.

Please remember that, by law, you must make sure your child is not present in a public place during school hours without reasonable justification from **[insert dates – this should be the first 5 school days of the suspension/exclusion, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier]**.

If you fail to do this, you may be:

- Given a fixed-penalty notice
- Prosecuted

### If alternative provision is arranged add or delete:

We with the Local Authority will be arranging alternative provision of full-time education for your child, starting from **[insert date, which must be no later than the 6<sup>th</sup> school day of the suspension/permanent exclusion]**

It will take place **at [insert address]**, starting and finishing at **[insert times, including the times of morning and afternoon sessions where relevant]**.

On their first day at this provision, your child should report to **[insert name of person they should report to, including information to help them identify this person on their first day]**.

### For suspensions where the pupil will return to school add or delete:

We would like to invite you and **[pupil name]** to a meeting at the end of this period to discuss your child's return to class. We will use this opportunity to explain how the school will support your child to reintegrate into school and work together to agree a behavior plan going forward. **[Insert details of this meeting, including the time and place, or details of how the parent should get in touch to arrange the meeting]**.

If you have any questions about this process, please get in touch with the Headteacher.

Thank you for your co-operation.

Kind regards,

## Appendix 4: Suspension 5 days or less letter to parents

Dear [insert parent/carer's name],

We are sorry to let you know that we've decided to suspend [insert pupil's name] from our school for [insert period of suspension].

This is because [insert reason].

### You can let the governing board know your views

You have the right to let the board know what your views are on the suspension and to tell them any other information which you think is relevant. This is called 'making a representation'.

The board has a duty to consider any representation you make. However, it cannot direct our school to reinstate your child, and isn't required to meet with you.

You can make a representation by getting in touch with our governing board, which you can do by [insert contact details of your governing board – for example, an email or postal address] and letting them know that you would like to make a representation, along with any other details you feel are relevant at this stage.

### Setting work

We will set work for your child during their suspension period and prior to the start of their alternative provision/their return to school. **[Specify how they can access it – for example, that it will be given to them before they leave school on the day of the suspension or available online, etc.]**

If you have any questions about this process, please get in touch with **[insert the staff member they should contact, and the relevant contact details.]**

### Your duty as a parent

You have a duty to make sure that your child is not present in any public place during school hours during this suspension period, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier. Failure to comply with this duty without reasonable justification is an offence. You may be given a fixed penalty notice or be prosecuted as a result.

Thank you for your co-operation.

Kind regards,

## Appendix 5: Template suspension letter to parents or carers cancellation of suspension or permanent exclusion:

Dear [insert parent/carer's name],

I am pleased to let you know that we have made the decision to cancel [insert pupil's name]'s suspension from The Rackham C of E Primary School.

The reason for this decision is [insert reason here].

**Where the suspension or exclusion has already begun, add:**

We would like to welcome [insert pupil's name] back promptly, and we will then begin the process of reintegration to help them settle in.

***Continue the letter:***

I would like to invite you to meet with me to discuss the circumstances that led to the [suspension/permanent exclusion] being cancelled.

Please get in touch with [insert the staff member they should contact, and the relevant contact details] if you have any questions about the cancellation, and to arrange the meeting with me.

Thank you for your co-operation.

Kind regards,

## Appendix 6: Template suspension letter to parents or carers where a pupil will be missing a National Curriculum test

Dear [insert parent/carer's name],

I am sorry to let you know that SLT has decided to suspend/exclude [insert pupil's name] from The Rackham C of E Primary School for [number of days]/permanently.

This is because [insert reason].

Our school's Governing Body must consider reinstating your child at our school within 15 school days of being told about their suspension/permanent exclusion.

If the suspension or permanent results in a pupil missing a National Curriculum test, the Governing Body must, if reasonably practicable, do this before the date of your child's examination or National Curriculum test.

You have the right to let the Governing Body know what your views are on the suspension or permanent exclusion and to tell them any other information which you think is relevant. This is called 'making a representation'. The Governing Body has a duty to consider any representation you make.

You can do this by contacting [clerk@rackham.cambs.sch.uk](mailto:clerk@rackham.cambs.sch.uk) and letting them know that you would like to make a representation, along with any other details you feel are relevant at this stage.

We will invite you to a meeting with the Governing Body and the Headteacher and representative of the local authority.

You have the right to:

- Attend the meeting yourself
- Bring a friend
- Arrange (at your own expense) to be represented at the meeting

Your child can be involved in this process if you both wish.

### Setting work

We will set work for your child during their suspension/exclusion and prior to the start of their alternative provision/return to school. The work will be either emailed directly or posted on Tapestry.

If you have any questions about this process, please get in touch with the Headteacher.

### Your duty as a parent

You have a duty to make sure that your child is not present in any public place during school hours for the first five school days of the exclusion, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier.

Failure to comply with this duty without reasonable justification is an offence. You may be given a fixed penalty notice or be prosecuted as a result.

Thank you for your co-operation.

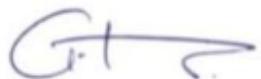
Kind regards,

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

**Approved and signed by:**

**Headteacher**

**Signed:**



**Date:** November 2025

**Chair of Governing body**

**Signed:**



**Date:** November 2025