PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**School Name**

**School address**

**School telephone number**

**School email address**

**[Insert date]**

**- Request for Review of Suspension Decision -**

Dear Governors

**INSERT NAME OF CHILD OR YOUNG PERSON AND DOB**

**INSERT ADDRESS**

I am writing to request a review of the suspension decision regarding my child, **[Child's Name],** as communicated in **[date]** by **[person/department issuing the suspension**]. The suspension is for **[number]** days/weeks/etc., effective **[date].**

I believe that the decision to suspend my child is unfair because:

***Briefly state your reasons for believing the suspension should be reconsidered.***

***Provide a few specific examples of why you believe the suspension is unfair or inappropriate. For example,***

***if school are aware of your child’s special educational needs* include an example(s) of how the incident(s) leading to the suspension could have been avoided.**

***Eg “you are aware that A finds transitions difficult to manage and it would have helped him to remain calm and regulated if the staff member supporting him that day had used the strategies previously agreed.”***

***If you are concerned about the support your child is receiving at school and that they could be doing more to support your child and that this has contributed to the behaviour leading to suspension****,*

You will be aware of the school’s duties under the Equality Act 2010 towards disabled children and young people. This includes the duty to make reasonable adjustments, including the provision of auxiliary aids and services for disabled children, to prevent them being put at a substantial disadvantage. Also the SEND Code of Practice 1.24 which states that schools and colleges must use their best endeavours to ensure that such provision is made for those who need it. ***Include your views on how the school has failed to carry out its statutory duties under the Equality Act and the SEND Code of Practice. For example:***

***“I/we have had many previous discussions with the SENCO/Head of Year/class teacher about our concerns with A’s progress and behaviour and we have asked for additional support to be put in place as we were concerned about how our child’s needs were being met at school.***

The statutory guidance “Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement” *include what the guidance says about pupils with SEN****. An example sentence may say:***

***“The guidance also says that schools should consider what additional support a pupil might need where they have concerns about the behaviour of a pupil with special educational needs. A has special educational needs but it seems to us that A was suspended without school considering what additional support he might need when his behaviour caused concerns.”***

I understand that the school has its own policies and procedures for suspending students, and I respect your role in maintaining a safe and effective learning environment. However, I believe that my child's circumstances warrant further consideration.

I would appreciate the opportunity to meet with you and **[person issuing the suspension, if applicable]** to discuss this matter further.

I look forward to your response.

Sincerely,

**[Your Name]**

**[Your Contact Information]**