

## Who will be at the meeting?

There will be representatives from the Governing Body, usually no more than three at the meeting. The Headteacher and sometimes other senior members of staff will also attend.

## What happens at the meeting?

The Chair of the Governors' Panel will welcome you to the meeting, introduce everyone present and explain what will happen at the meeting and the suspension procedure. The Headteacher, or other appropriate member of staff, will explain why your child was suspended. You will then be able to ask the Headteacher questions about his/her report and be able to put your own case. The Governors may then ask you or your child questions concerning either the Headteacher's report or matters you have raised. When the Governors feel able to make a decision they will close the meeting and everyone will leave except the Governors. You will be notified, in writing, of the Governors' decision immediately following the meeting.

These arrangements apply to all maintained schools. For further advice or information you are welcome to contact the following:

## Suspension Procedure:

### **Enfield Schools Admission Service**

Exclusions Officer  
Tel: 020 8379 4985

### **Education Welfare Service**

Tel: 020 8379 3745

### *Address for the above services:*

Enfield Council  
People Department  
D-Block, Ground Floor, Civic Centre,  
Silver Street, Enfield EN1 3ES

### *For independent advice, you can also contact:*

### **Enfield Special Educational Needs & Disability Information and Adult Support Service (Enfield SENDIASS)**

#### ***Enfield Parents and Children***

Tel. 020 8373 6243 & 6273  
Address: Community House,  
311 Fore Street, Lower Edmonton,  
London N9 0PZ

#### ***Coram Children's Legal Centre***

Exclusion Information Line: 020 7520 0300  
General Information Line: 0300 011 5142  
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) (This website provides detailed information about exclusions from school.)

Advisory Centre for Education (ACE)  
72 Dunsford Road, London N11 2EJ

# School Suspensions

(Fixed Period)  
Information for Parents

## My child has been suspended from school for a fixed period. What does this mean?

Your child's Headteacher will notify you without delay, often by telephone and then in writing that your child has been suspended for a fixed period. The letter will state the reason(s) for the suspension, the date when your child should return to school, your right to make representations and how they should be made. Your child can be suspended for up to 45 days in a school year.

## What happens during the suspension?

Pupils who have been suspended must stay at home for the first 5 days. The school will provide work for your child and this should be completed and returned to the school. During the initial 5 days, you must ensure that your child is not present in a public place during school hours without reasonable justification. Parents will be subject to a prosecution or a fixed penalty notice if they fail to do this. This means no trips to the shops, the cinema or anywhere else that could be considered to be a public place. Your child must not go back to school or visit another school to meet friends. Your child is not allowed to enter the school premises during the period of suspension, but you both may be requested to attend the school premises by the Headteacher.

If the suspension is for **more than 5** school days, the school is responsible for providing your child with alternative suitable full time education from the sixth school day of the suspension and your child will be required to attend that provision. The provision could take place at another school.

For **primary aged** pupils, the Headteacher must arrange to meet with you to discuss your child's reintegration to school.

This will take place either at the end or during the period of the suspension.

For **secondary aged** pupils, the Headteacher must arrange a reintegration interview with parents during or following the end of a suspension when it is **six days or longer**.

## What if my child is over compulsory school age e.g. in the Sixth Form?

As your child is still on the roll of the school, your child can still be suspended. The usual suspension procedures are followed.

## Do I have the right to look at my child's school records?

Yes under Regulation 6 and 7 of the Education (School Records) Regulation 1989, you have the right of access to the school's curricular records and other educational records for your child.

Your request for access to your child's records should be made to the governing body of the school. To do this you can write to the Headteacher or Chair of Governors at the at the school address or c/o the Governor Support Service, People Department, Civic Centre, Silver Street, Enfield EN1 3ES

## What if my child is suspended for a fixed period and is due to sit exams during that time?

Arrangements will normally be made for your child to sit the exams. Please contact the school as soon as possible to discuss the matter.

## What should I do if I disagree with my child's suspension?

If you do not agree with the Headteacher's decision to suspend your child for a fixed period you have the right to make representation (i.e. make your case) to the Governors of the school. However, if the suspension is for 5 school days or less, the Governors **are not legally required to meet with you**. If the suspension is for more than 5 days (in total in any one term) or your child may miss a public exam, a meeting of the Governors will be set up to decide whether your child should be reinstated.

If you decide that you wish to put your case to the Governing Body you and your child will be invited to a meeting of the School Governors at which you will be able to state your case.

This meeting will be arranged as soon as practicable but in the case of short fixed period suspensions the pupil will often be back in school before the meeting can take place. If the meeting takes place after your child has gone back this will still give you an opportunity to put your views about the suspension to the Governors.

In presenting your case you will need to show that your child has been dealt with unfairly, either because you disagree with the description of the offence(s) or that suspension is/was too harsh a consequence for what happened. If you want to do so, you can bring someone with you (usually a friend, another family member, a social worker, if your family has one, an interpreter or signer) to the meeting to help put your view or help keep a record of what happens.