



Fixed Term Suspension Information

The information below is intended as a guide to support those parents/carers who have children who have received a fixed term suspension. You will receive an initial telephone call explaining the suspension followed by a formal letter.

The school realises that suspensions can be upsetting for you and your family, but the decision to exclude your son/daughter has not been taken lightly. You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless there is reasonable justification for this. Failure to comply is a criminal offence.

The school will set work for students to be completed during the suspension. This will be available on Google Classrooms. Please ensure that work set by the school is completed.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact Mrs Loy, Clerk to the Governors, at the school (email address: clerk@springfield.uk.net) as soon as possible.

You should be aware that if you think the suspension has occurred as a result of discrimination, you 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 (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, e.g. the day on which the pupil was excluded. Making a claim would not affect your right to make representations to the discipline committee.

You may wish to contact the Admissions, Attendance, Suspensions and Reintegration Service Manager, Neil Stevenson, at Portsmouth Local Authority on 023 92841568 or neil.stevenson@portsmouthcc.gov.uk, who can provide advice. You may also find it useful to contact:

- The Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. Phone: 0808 802 0008. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January. <http://www.childrenslegalcentre.com>
- The Advisory Centre for Education (ACE). This is an independent national advice centre for parents of children in state schools. Phone: 03000 115 142. The advice line is open from 10am to 1pm Monday to Wednesday during term time. <http://ace-ed.org.uk>
- Department for Education statutory guidance on suspensions 'Suspensions from maintained schools, academies and pupil referral units in England' September 2017. <http://www.gov.uk/government/publications/school-suspension>

Your son/daughter will be required to attend a formal reintegration interview with a senior member of staff. Details will be confirmed by telephone and/or within the suspension letter. If the interview date/time is not convenient, please contact the school to arrange a suitable alternative. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Your child's readmission will be dependent on them agreeing to conform to and comply with the school's policies.