

**Notification to parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed.**

Dear **Mr J Morris and Ms E Goode**,

I am writing to inform you of my decision to exclude **John Morris** for a fixed period of **½ day**. This means that he will not be allowed in school for this period. The exclusion began on **Tuesday 9<sup>th</sup> November** and ends on **Tuesday 9<sup>th</sup> November 2021 at 3:00pm**.

I realise that this exclusion may be upsetting for you and your family, but the decision to exclude **John Morris** has not been taken lightly. **John Morris** has been excluded for this fixed period because **of physical assault against an adult**.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion from now until **Tuesday 9<sup>th</sup> November 2021 at 3:00pm**, unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **John Morris** to be completed on the days specified in the previous paragraph as school days during the period of his exclusion when you must ensure that he is not present in a public place without reasonable justification. Please ensure that work set by the school is completed and returned to us promptly for marking.

You and your child have the right to make representations about this decision to the governing body/management committee if you do not agree. If you wish to make representations please contact **Mrs Vicky Jackman Chair of Governors** in person, in writing to C/o St Stephens CE RSA Academy, Maybe Avenue, Redditch, Worcestershire, B98 8HW as soon as possible. Whilst the governing body/management committee has no power to direct reinstatement, they must consider any representations made by you and your child and may place a copy of their findings on your child's school record.

You are advised that the following sources of advice are available to you:

- Eileen Hughes Pupil Exclusion and Mediation Officer Worcestershire:  
01905 766628  
[ehughes@worcestershire.gov.uk](mailto:ehughes@worcestershire.gov.uk)
- You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters.



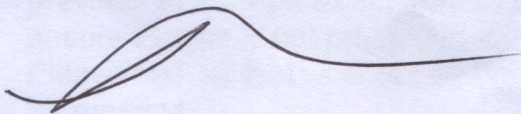
They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

- The current Statutory Exclusions Guidance:  
<https://www.education.gov.uk/publications/eOrderingDownload/Statutory%20Guidance%20-%20exclusion%20from%201%20sep%202012%20-%20june.pdf>
- Parent Partnership Service Worcestershire  
01905 610858  
[ppservice@worcestershire.gov.uk](mailto:ppservice@worcestershire.gov.uk)
- Worcestershire Gypsy Roma Traveller Education Team  
01905 766609  
[Kpoole1@worcestershire.gov.uk](mailto:Kpoole1@worcestershire.gov.uk)

**John's** exclusion expires on **Tuesday 9<sup>th</sup> 2021 at 3:00pm** and we expect John to be back in school on **Wednesday 10<sup>th</sup> November 21 at 8:45am**.

Yours sincerely

**Mrs Sarah Callanan**  
Principal



cc. Child's school file