



SUSPENSION AND EXPULSION POLICY

Related Policies

Pastoral Care Framework

Student Anti-Harassment and Bullying Policy

Respect 'Hands Off' Policy

Rationale

In keeping with the philosophy of the College that each student is respected and valued, suspensions will only be used as an option when a serious breach of school policy has occurred. This relies on the use of pastoral structures and interventions that promote effective and regular communication between students, staff and parents. The expulsion of a student will only occur after appropriate consultation and if all other avenues of restorative measures are exhausted or the continued enrolment of the student places the safety of others at risk.

Policy

Suspensions

1. Student suspensions will be used as a behaviour management strategy in keeping with our Pastoral Care Framework documents and policies. These processes and procedures are aligned with Section 105 of the Education Act 2004 and the Education Amendment Act 2022.
2. A student can be suspended if their behaviour is unsafe, or noncompliant in a way that reduces the safety or effectiveness of the learning environment at the school because it is:
 - persistently or disruptively noncompliant; or
 - poses an unacceptable risk to the safety or wellbeing of other students, staff or other people at the school.
3. Before suspending a student, the decision-maker must also take reasonable steps to tell the student, and give their parents written notice about the proposed suspension – with one exception;

*The only occasion where the decision-maker may suspend a student **before** giving the parents/carer a written notice is if the student's unsafe or noncompliant behaviour presents an **immediate or imminent risk of harm to a person.***
4. When communicating with students and parents, it must be in a way that they can understand all aspects of the process.
5. It must also be ensured that the student has a parent or someone else chosen by the student when taking part in decision-making processes.
6. Documentation covering suspensions and expulsions will be maintained securely.

Expulsions

The Principal may expel a student, if satisfied:

- a) The student has engaged in unsafe or noncompliant behaviour; and
- b) The College has exhausted all reasonable alternatives.
- c) It is not in the best interest of the student, another student or a member of staff for them to remain at the school;
- d) It is reasonable to expel the student considering all the circumstances, including any views of the student and their parents about the proposed expulsion; and
- e) The Principal has complied with the requirements for involving the student and their parents in the decision-making process.

Involving the student in the decision-making process includes providing written notice to the parent/s that outlines:

- a) The grounds for the proposed expulsion, including details of:
 - I) The student's unsafe or non-compliant behaviour
 - II) How they exhausted reasonable alternatives to expelling the student
- b) The day the proposed expulsion is to take effect
- c) The decision-making process for the proposed expulsion and how the student and their parents may take part in the process and have their views heard

The Principal may consider whether the relationship between the student and the school has deteriorated to such an extent that remaining at the school is no longer in the student's best interests.

The student will be provided an opportunity to receive counselling.

Procedures

- Suspensions can only be authorised by an Assistant Principal Pastoral Care, the Principal or Deputy Principal of the College. The staff member who issues the suspension will notify the Attendance Officer and the Student Office to update attendance records.
- Parents/carers are to be informed in writing regarding the details surrounding the proposed suspension. Once all parties have contributed, the Assistant Principal Pastoral Care and/or Principal will decide whether the suspension is appropriate and inform the parents in writing.
- Where possible, students should have ready access to information about schoolwork via Daranet to enable them to continue to participate in their education while they are on suspension.
- Students returning from a suspension may be required to meet with the relevant Assistant Principal Pastoral Care and parents/carers before returning to scheduled classes.
- Students may be placed on a Behaviour Support Level, with the level and duration to be determined by the Assistant Principal Pastoral Care.
- Restorative meetings with other students and/or staff impacted by the actions of the suspended student may also take place.
- Should the expulsion of a student be required the College will undertake all necessary steps prior to this taking place, including offering counselling and other support mechanisms to the student and informing parents of the College's concerns. The processes and procedures listed in the Education Act 2004, Sn 105 and Education Act Amendment 2022 will be adhered to by the College.
- Documentation regarding suspensions and expulsions is placed on the student's file.
- A checklist is included in the Appendix as a reference.

Approved by:	College Executive
Contact Staff Member:	Assistant Principals Pastoral Care
Implementation Date:	December 2023
Supersedes Policy Dated:	December 2021
Revision Date:	Term 4 2025

APPENDIX

Suspension Checklist

Purpose of Suspension

- Is the purpose of suspension to ensure a safe and effective learning environment at the school?

Employee conduct

- Has the student engaged in unsafe or non-compliant behaviour?
- Has the school exhausted all reasonable alternatives to suspending the student?
- Has the school determined how to support the student to continue education during suspension?

Notice before suspension

- Has the school prepared a written notice which states:
the grounds for suspension, including the unsafe or noncompliant behaviour
how all reasonable alternatives to suspension have been exhausted
the length of the suspension
how the school intends to support the student to continue their education during the suspension
the decision-making process for the suspension, and how the student and their parents may take part in the process and have their views heard.
- Has the school taken all reasonable steps to tell the student the matters set out in the written notice?
- Has the school taken all reasonable steps to give the parents the written notice?

Is suspension reasonable?

- Has the school sought the view of the student about the proposed suspension?
- Has the school sought the view of the parents about the proposed suspension?
- Has the school reasonable grounds to suspend the student?

Suspension and Suspension notice

- Has the final decision to suspend been made?
- Has a Suspension Notice been prepared stating:
the grounds for suspension
the length of suspension
how the school intends to support the student to continue their education during the suspension
- Has the student been told the matters regarding the suspension in the written notice?
- Have the parents been given the written notice?

Immediate suspension

- Is the student's unsafe or noncompliant behaviour presenting an immediate or imminent risk of harm to a person?
- Has the Principal told the student and their parents orally the information that would ordinarily be in written notice?
- Has the Principal given the parents written notice as soon as possible after the suspension?
- Have the parents or the student provided any views about the decision?
- Has the Principal taken into account any views provided after written notice was given?
- Is it appropriate for the decision to be varied following consideration of the views?

Expulsion Checklist

Is the school able to expel the student?

- Has the student engaged in unsafe or non-compliant behaviour?
- Has the school exhausted all reasonable alternatives to expelling the student?
- Has it been determined that it is not in the best interest of the student, another student or a member of staff of the school for the student to remain at the school?
- it is reasonable to expel the student considering all the circumstances, including any views of the student and their parents about the proposed expulsion?

Notice before Expulsion

- Has the school prepared a written notice which states:
the grounds for the proposed expulsion, including the unsafe or noncompliant behaviour
how all reasonable alternatives to the expulsion have been exhausted
the day the proposed expulsion is to take effect
the decision-making process for the proposed expulsion, and how the student and their parents may take part in the process and have their views heard.
- Has the school taken all reasonable steps to tell the student the matters set out in written notice?
- Has the school taken all reasonable steps to give the parents the written notice?

Is expulsion reasonable?

- Has the school sought the view of the student about the proposed expulsion?
- Has the school sought the view of the parents about the proposed expulsion?
- Has the school taken into account all the circumstances in determining that it reasonable to expel the student?

Expulsion and Expulsion notice

- Has the final decision to expel been made?
- Has a Expulsion Notice been prepared stating:
the grounds for expulsion
the day the expulsion takes effect
- Has the student been told the matters in the Expulsion Notice?
- Have the parents been given the Expulsion Notice?
- Has the student been given a reasonable opportunity to attend counselling?

Student Movement Register

- Has the Student Movement Register been updated to reflect the expulsion?