

POLICY



SUSPENSION, EXPULSION AND WITHDRAWAL OF ENROLMENT



**This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2
Discipline – 3.7.1**

The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

PURPOSE

Students at our school abide by the School's Behaviour Management Policy and follow the directions of teachers, coaches and other people with authority delegated by the school.

Definitions

Suspension is a mandatory leave assigned to a student as a form of punishment that can last anywhere from one day to several weeks, during which time the student is not allowed to attend regular **school** lessons. The school will provide the school with work, so that the student can continue their studies whilst on suspension.

During the suspension, the school has the opportunity to plan appropriate support upon re-entry of the student to school.

Expulsion

In serious circumstances of misbehaviour, continued misbehaviour or breach of school policies, the Principal may choose to expel a student of any age from the school. This will result in the student having an official school record of expulsion.

The principal may also expel a student who is over 17 years of age for unsatisfactory participation in learning.

Withdrawal of Enrolment

The principal may decide to withdraw the enrolment of student of any age from the school. Withdrawal of enrolment may be enforced

- when it is in the best interest of the student
- parents contravene the terms and conditions of enrolment of the school.

Escalation of Events

In the event that an incident warrants escalation due to the nature/intent and the evidence of behavior is clear and direct, a student may be expelled or their enrolment withdrawn without being suspended. The student may have the right

to be heard, but not the right to appeal unless further direct and non circumstantial evidence can be provided.

PROCEDURE

Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, the students may be subject to disciplinary action which may include suspension or expulsion.

Where the allegation, if proved, may result in suspension or expulsion, the student and parents will be informed of the allegations and procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations

The school's disciplinary procedures are based on principals of *procedural fairness. Where the offending behaviour is of such a nature that it may result in suspension or expulsion, the student will be:

- a) informed of the alleged infringement;
- b) informed as to who will make the decision on the penalty;
- c) informed of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegations; and
- d) afforded the right of review of appeal.

** Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what is sometimes describes as the 'hearing rule' and the 'right to an unbiased decision'.*

The 'hearing rule' includes the rights of the person against whom an allegation has been made to:

- ï know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;*
- ï know the process by which the matter will be considered;*
- ï respond to the allegations;*
- ï know how to seek a review of the decision made in response to the allegations.*

The 'right to an unbiased decision' include the right to:

- ï impartially in an investigation and decision making;*
- ï an absence of bias by a decision maker", and*

The review mechanism adds to the fairness process."

"The school's policies which are made from time to time are made pursuant to

the requirements set out in section 47 of the Education Act and of the Board of Studies for registration of the school.”

Suspension or Expulsion Procedure

This process describes the process for suspension or expulsion of a student

1. Principal is notified by teaching/coaching staff of a serious behaviour incident involving a student.
2. Principal interview student and notifies student of allegation, providing the student with an opportunity to respond to the allegation.
3. Principal gathers information from other staff or students as appropriate.
4. Principal makes a determination as to whether the incident is serious enough to warrant suspension or expulsion.

Step 5a or 5b dependent on the outcome

- 5a. The Principal determines the incident does not warrant suspension or expulsion
Parents are informed of the decision and this procedure ends
- 5b. The Principal determines the incident warrants suspension or expulsion
- ï Principal contact parents and notifies them of the preliminary decision to suspend the student.
 - ï Principal informs student of preliminary decision
 - ï Principal provides parents with a letter outlining details of the incident, the preliminary decision and offering an opportunity to request a review of the decision.

Parents request a review of the preliminary decision

- ï Parents make written application for a review to the Principal and submit any information they want to be considered during the review process.
- ï The Principal considers the information provided by the parents and reviews the decision.
- ï The Principal may seek advice from AIS
- ï The Principal either confirms the preliminary decision or amends the preliminary decision based on additional information provided
- ï Principal notifies the parents of the outcome of the review
- ï If the Principal decides suspension or expulsion is not warranted, the process ends here.
- ï If the Principal decides a suspension or expulsion is warranted, proceed to the next step.

Step 6a or 6b dependent on the outcome

6a. The student is given an at home suspension

- ï The Principal notifies Sport Director and Stage Coordinator
- ï The student must stay home for the period of suspension. Duty of care for the student rests with the parent/guardian for this period
- ï The student is asked to reflect on the behaviour and incident leading to the suspension
- ï The student must meet with the Principal & Stage Coordinator - and Sports Director when appropriate - prior to return to normal classes to discuss the behaviour and any reflections
- ï The student may be placed on Daily Report
- ï The student may be asked to see the school counsellor
- ï A record of suspension is placed on the student's file
- ï This process ends.
- ï Note if this is the student's third suspension in a school year, the process for expulsion will begin a per step 1 above.

6b. The student is expelled from the school (i.e. the student's enrolment is terminated)

- ï The Principal notifies the Stage Coordinator and Sports Director
- ï The student is given the opportunity to pick up any personal belongings from the school and return any resources/school property.
- ï Administration staff process the termination of enrolment
- ï All fees and charges become immediately payable, a final statement is sent to parents.
- ï A record of expulsion is placed on the student's file.
- ï This Process ends.

Withdrawal of Enrolment Process

Principal contact parents and notifies them regarding the possible withdrawal of enrolment, identifying breach of conduct. This will be done via a letter from the Principal outlining details of the breach offering an opportunity to request a review.

The Principal and relevant staff as appropriate meet with parents and student to discuss and plan appropriate support for the student. The student is monitored for a 4 week period.

The Principal may seek advice from AIS

If the Principal decides immediate withdrawal of enrolment is not warranted, the process ends here.

If the Principal decides immediate withdrawal of enrolment is warranted

The Principal notifies the Stage Coordinator and Sports Director

The students is given the opportunity to pick up any personal belongings from the school and return any resources/school property.

Administration staff process the termination of enrolment

All fees and charges become immediately payable, a final statement is sent to parents.

A record of withdrawal of enrolment is placed on the student's file.

This Process ends.

Related Documents

Behaviour Management Policy

Date of Next Review

January 2018 or earlier where amendments in legislation require immediate policy reviews