



Erne Integrated College

June 2017

SCHEME FOR THE SUSPENSION AND EXPLUSION OF STUDENTS

1.0 Fundamental Principles

1.0 Erne Integrated College considers that the following fundamental principles should underpin the Positive Behaviour Policy in the school:

- Every student has a legal right to be educated in accordance with the relevant statutory provisions.
- All matters of a disciplinary nature should be imbued at all times with the moral precepts that form and maintain the Integrated Education ethos.
- When a student fails to meet the minimum required standards of behaviour, the school is entitled to impose such sanctions as are outlined in the School Positive Behaviour Policy, this may include suspension and if necessary, expulsion.
- The expulsion of a student is the most serious disciplinary action that can be applied and in normal circumstances will be considered only after all reasonable courses of action have been explored.
- Where a Parent/Carer is to be invited to attend a meeting of the Board of Governors or Consultative Meeting, at least 5 days written notice should be given.
 - The Parent/Carer should be advised of the date, time and venue of the Board of Governors meeting or Consultative Meeting.

2.0 The Statutory Requirement

2.0 In exercise of the powers conferred on it by the Education Reform (NI) Order 1989, Erne Integrated College lays down the following Scheme in relation to the exclusion of students which may be either temporary (suspensions) or permanent (expulsion).

2.1 This Scheme in accordance with the Education Reform (NI) Order 1989, Education and Libraries (NI) Order 1993, the Schools (Suspensions and Expulsion of Pupils) Regulations (NI) 1995 (as amended by the Schools (Expulsion of Pupils) (Appeal Tribunals) Regulation's (NI) 1994 (as amended by the Schools (Expulsion of Pupils) (Appeal Tribunal) Regulations (NI) 1998) or any statutory modifications thereof.

2.2 In these procedures any reference to the 'parent(s)/carer(s)' of a student shall include, in the case of a student who has attained the age of eighteen, the student himself/herself.

2.3 Any reference to the Principal includes, where the Principal is absent or otherwise unavailable the Vice-Principal or other person for the time being performing the duties of Principal.

2.4 Any reference to the 'Chairperson of the Board of Governors' includes, where the Chairperson is absent or otherwise unavailable, the member of the Board of Governors for the time being performing the duties of the Chairperson.

3.0 Introduction

3.1 This document, the Scheme for the Suspension and Expulsion of Students (herein after called "The Scheme"), sets out the procedures to be applied in the suspension and expulsion of students.

3.2 The suspension of a student from school is a severe sanction which can only be proposed where the student's behaviour is presenting serious difficulties to the school and where suspension is considered to be in the best interests of the school/student.

3.3 While adhering to the fundamental principles as outlined on page 1 of the Scheme it is recognised that there will be times when a Principal has no alternative but to suspend or recommend the expulsion of a student.

3.4 Under no circumstances should this school operate an informal or unofficial policy of exclusion outside the terms of this scheme.

4 Regulations Governing Suspension

4.1 A student may be suspended from the school only by the Principal (See Appendix 1 for sample letter).

4.2 An initial or subsequent period of suspension shall not exceed five school days.

4.3 Where a suspension is to be extended, notification of, and reasons for, the extension shall be sent in writing to the parent/carer before the expiry of the current suspension (See Appendices 2 and 3 for sample letters).

4.4 As from 1 September 1998 a student may be suspended from school for not more than 45 school days in any one school year (Statutory Regulation No. 225 1998).

4.5 Notification of suspensions must be given to the parent/carer of the student, the Chairperson of the Board of Governors, and the designated officer of the Education Authority.

5 Procedures Governing All Suspensions

5.1 Where a student is suspended from school, whether initially or by way of extension to an existing suspension, the Principal must immediately: -

- Give written notification of the reasons for and the duration of the suspension to the parent/carer of the student, the Chairperson of the Board of Governors and the relevant designated officer of the Education Authority.
- Inform the parent/carer that his/her child shall be regarded by the school as being in his/her care from the end of the school day in which suspension takes effect and for the duration of the period of suspension and of any renewal thereof. In the case of suspension in **Exceptional Circumstances** Section 7 overleaf will apply.
- Ensure that the letter informing the parent/carer of the suspension is delivered by first class post to the parent/carer as soon as is practically possible prior to the commencement of the suspension, and at the latest on the same day as the suspension is imposed. In addition, the school may wish to send a copy of the letter along with the suspended student as well as contacting the parent/carer by telephone to advise them of the suspension.

- Inform the parent/carer that during the period of suspension, work for the student will be available for collection at the school.
- Invite the parent/carer to visit to discuss the student's behaviour in a readmission meeting.

6.0 Suspension- Normal Circumstances

6.1 The Principal must give reasons for suspending a student and must satisfy themselves that the suspension is appropriate. A short fixed term of suspension (not exceeding 5 days in the first instance) should be imposed while they decide whether more serious action is necessary or appropriate (see Appendix 4 for reasons for suspension).

6.2 If the school does not follow the procedures in "The Scheme" it is acting illegally. It should be remembered that decisions relating to Suspensions and Expulsions are subject to an Appeals Procedure which may be initiated by the parent/carer of an expelled student. It is therefore imperative that these procedures be strictly adhered to at all times.

6.3 **School authorities are reminded of the limitation of a maximum of 45 days suspension in any school year for a student (SR No 225 1998).**

6.4 The letter sent to the parent/carer of the student suspended must include:

- The reasons for the suspension
- The period of suspension. It is important that parents/carers are given at least one day's advance notice of the commencement of the suspension so that, if necessary they can make adequate arrangements for the supervision of the student while at home.
- A request to the parent/carer to attend a re-admission meeting with the Principal or his/her nominee to discuss the student's behaviour.
- Information about the availability of school work for the student. The onus is on the parent/carer to collect the school work and return it to the school office for marking.

6.5 A copy of the letter must be sent by first class post to the Designated Officer of the Education Authority at the same time as it is posted to the parent/carer.

6.6 Where an initial suspension is followed by a subsequent period of suspension the same procedures should be followed in respect of each further suspension period. **Please note the requirement to obtain the prior approval of the Chairperson of the Board of Governors to such further periods of suspension.**

7.0 Suspension – Exceptional Circumstances

7.1 In **exceptional circumstances** and because of the grave nature, or the gross extent, of any behaviour a student may be suspended immediately.

7.2 The Principal must ensure that in such cases, steps are taken for the safe delivery of the suspended student to the parent/carer or if he/she is not available to a person who in the reasonable opinion of the Principal, or his/her nominee will be able to accept responsibility for the custody of the student.

7.3 Notification of suspensions must be given to the parent/carer of the student, the Chairperson of the Board of Governors and the Designated Officer of the local Education Authority.

8.0 Some Considerations Before Implementing The Scheme For Suspension And Expulsion of Students

8.1 The arbitrary use of suspension and expulsion is not only unacceptable but also unlawful. It is a requirement (Article 124 **ERO** (NI) 1989) to have a set of school rules in place. In the interests of avoiding any misunderstandings, these should be drawn up in such a way as to be clear to both students and parents/carers. Together with effective discipline and pastoral care policies these rules should be applied as a first step before a suspension or ultimately an expulsion takes place.

8.2 It is good practice to:

- Adopt and apply criteria which are clear, fair and known to all;
- Promote higher standards of classroom management where appropriate;
- Consider fully the circumstances which led to behaviour and whether any effective alternative approach to suspension/expulsion is possible;
- Apply the minimal period of suspension that is appropriate in the circumstances;
- Consider issuing a discipline contract either as a measure immediately following the cessation of an extended period of suspension or alternatively as a 'last chance' option before expulsion is considered (see Appendix 5 for a sample discipline contract)

8.3 Factors which might impact on decision making, as examples, include:

- The age and state of health of the student;
- Child with an education disability;
- Student living in a home with known serious tensions in family relationships;
- Extent to which parental, peer or other pressure contributed to the behaviour;
- Socio-economic deprivation;
- The degree of severity of the behaviour
- Whether the incident was perpetrated by the student on his/her own or as part of a group.

8.4 Consideration should be given to seeking support and advice from other agencies such as CAMHS, Social Services, Education Welfare Service or Educational Psychology Service. The behaviour might be an emerging sign of an emotional and behavioural difficulty giving rise to special educational needs.

8.5 In normal circumstances, suspension should only be considered after reasonable attempts have been made to modify the student's behaviour in the school.

8.6 If a student is at risk of missing a public examination as a result of suspension, the school must make arrangements for the student to sit the examination.

Expulsion

9.0 Introduction

9.1 The expulsion of a student from school is the most serious disciplinary action that can be applied to a student. The expelling Board of Governors should be satisfied that reasonable options and alternative strategies had been considered before a final decision is made.

10.0 REGULATIONS GOVERNING EXPULSIONS

10.1 A student shall not be expelled from a school otherwise than by the Board of Governors

10.2 A student may be expelled from a school only after serving a period of suspension.

10.3 A decision on whether or not to expel a student from school shall be made only after:

(i) consultation has taken place between the Principal, parent/carer of a student, the Discipline Sub Committee of the Board of Governors or the school or nominee) and the duty authorised representative of the Education Authority. These consultations shall include consideration of the future provision of suitable education for the student concerned.

(ii) An opportunity has been offered to the parent/carer of the student, and the child if present, to make representations to the Board of Governors in relation to the student and the circumstances surrounding the expulsion. The future of education provision for the student must be considered as part of the process. In addition, the Board of Governors shall consider any written documents submitted by the parent/carer.

10.4 **A refusal on the part of the student's parent/carer to take part in such procedures shall not prevent a student from being expelled.**

10.5 In the event of a student being expelled, Erne Integrated College will co-operate with the Education Authority in order to assist in the transfer arrangements to another school should this be the wish of the parent/carer.

10.6 The Board of Governors shall expel no student unless the Governors are satisfied, on considering all the evidence available to them, that the student has failed to meet the school's minimum required standards of behaviour and the Governors are further satisfied that expulsion is the appropriate sanction.

10.7 The Principal, in writing, shall draw the specific attention of the parent/carer, or the student, where he/she has attained the age of eighteen, to the right of appeal to an Appeals Tribunal against the decision of the Board of Governors under Article 49 of the Education and Libraries (NI) Order 1986 as amended by Article 39 of the Education and Libraries (NI) Order 1993. In particular the Principal shall provide the parent/carer with the address and telephone number of Education Authority that has responsibility for making arrangements for hearing the appeal.

11.0 Procedures for Considering Future Education Provision

11.1 Where the on-going behaviour of the child continues to cause serious concern then, where the Principal considers it appropriate, he/she shall convene a consultative meeting to which the following people shall be invited:

- Principal
- Members of the Board of Governor Discipline Sub Committee
- Parent/carer
- Authorised officer of the Education Authority

- The student has the right to attend if the parent/care so wishes, or if he/she has attained the age of 18.
- In the case of students with a Statement of Special Educational Needs Stage 5 a representative of Special Education Needs, Education Authority will be invited.

11.2 This meeting shall consider the future provision of suitable education for the student concerned together with the possibility of expulsion from the school. (See Appendix 6 for sample letter and Appendix 7 for guidance notes to parents/carers).

11.3 Appendix 8 provides a checklist for the Principal, while Appendices 9 and 10 include an agenda for the Chairpersons at the consultative meeting and Chairperson's notes of the proceedings.

11.4 Subsequent to the consultative meeting the Board of Governors shall convene a meeting to consider.

- The report from the consultative meeting Discipline Sub Committee (or nominee)
- Oral/written submissions from the parent/carer (and the child if present) who has been invited to the meeting and who has been informed in advance of the purpose of the meeting (See Appendix 11 for sample letter).

11.5 Following consideration of all the evidence available to it and after the parent/carer has left the meeting the Board of Governors shall make its decision.

11.6 If the Board of Governors has decided to expel the student the Principal, on its behalf shall, on completion of the expulsion procedure, immediately notify in writing, particulars of the expulsion to the parent/carer of the student. A copy of the letter will also be sent to the Education Authority (See Appendix 12 for sample letter).

12.0 Non Compulsory School Age Students

12.1 Some confusion has arisen in schools about whether or not the scheme applies in circumstances where a student has reached non-compulsory school age. The answer to this question is that the scheme shall apply.

12.2 In circumstances where behaviour of a student is causing serious concern then there is the requirement to convene a consultation meeting as outlined in Section 11 of the scheme.

12.3 In general, the scheme shall apply in its entirety to students who have attained the age of eighteen with the exception of Paragraphs 10.5, 16.6 and 17.3 where the responsibility for finding a suitable alternative school rests with the student. Your attention is specifically drawn to Paragraphs 2.4, 3.4, 10.7 and 11.1.

13.0 Expulsion – Procedures Governing All Expulsions

13.1 Expulsions usually occur for one of two reasons:

- **“single major incident”** involving gross misconduct:
- as a **“last resort”**, that is:
 1. “Where the school has taken all reasonable steps to avoid expelling a student”
Or
 2. “Where allowing the student to remain in school would be seriously detrimental to the education and welfare of the student or that of others in the school” (DFE Circular No 10/94).

13.2 Where an incident occurs which is clearly or may possibly be of a criminal nature, the police, parent/carer, Designated Officer of the Education Authority and where appropriate Social Services must be consulted by the Principal and a suspension invoked immediately, pending arrangements being made for the consideration of an expulsion.

14.0 "SINGLE MAJOR INCIDENT"

14.1 Where a "**single major incident**" occurs, the student is suspended and a consultative meeting of the Board of Governors must be arranged as soon as is practically possible.

14.2 Detailed records of events leading to the suspension or expulsion must be kept. All staff involved must keep a log of incidents including details of how the school responded and where possible obtain first-hand accounts from students and witnesses.

14.3 Appendix 13 contains a model pro-forma which Erne Integrated College may consider using for the purposes of maintaining detailed student records.

15.0 "LAST RESORT"

15.1 Principals should use the following guidelines when considering the recommendation to expel as a '**last resort**' measure:

- The student's difficulties have been recorded, the parent/carer has been notified and there has been no significant change in the situation (See Appendix 13 for sample student record).
- The student's difficulties have been referred to and recorded by the appropriate member of staff who subsequently took responsibility for the student's pastoral care;
- A referral has been made to Support Services or other appropriate agency or agencies;
- Any advice or guidance offered to and agreed by the Principal has been acted upon and has not, in the opinion of the Principal, moderated the student's behaviour.

15.2 In the case of '**last resort**' expulsions the Principal must record what other strategies have been used and what the outcomes have been. The Principal must also be able to demonstrate that the student has been suspended on at least one occasion and that alternative sanctions were also adopted and were shown to have failed in their objective of bringing about an improvement in the student's behaviour. **These will provide valuable evidence in the event of an expulsion being subject to review by an Appeals Tribunal.**

15.3 In the case of a student with a record of behavioural difficulties in this or previous schools, the Principal must demonstrate that the student was given a reasonable chance to make a fresh start, even though this includes monitoring the student's behaviour at an early stage and reporting the student to the relevant agency or agencies, if this is deemed appropriate by the Principal.

15.4 The Principal must not enter into agreement with or direct parents/carers to withdraw their children voluntarily from EIC as a means of dealing with troublesome behaviour. Such an expedient, however attractive as it may appear to be, is inappropriate as the result is that the student may remain for an indeterminate period on the school's register and therefore remain the continuing responsibility of the school. This in turn means that the school's statutory duty to deliver the curriculum to that student remains in full force and effect. It is for this reason that it is of vital importance that the procedures for expulsion be followed through to their logical conclusion once initiated unless, of course, the decision is made at any stage to abandon them and to allow the student to remain in the school.

15.5 If a student is at risk of missing a public examination as a result of being expelled from a school then the obligation rests with the Education Authority to make arrangements for the student to sit the examination.

16.0 REPRESENTATIONS BY THE PARENT/CARER

16.1 The parent/carer and student have the right to attend a consultative meeting convened for the propose of considering the future provision of suitable education for the student concerned together with the possibility of expulsion from the school. They also have the right to attend the meeting of the Board of Governors convened for the purpose of receiving a report from the consultative meeting and completing the expulsion procedure, if appropriate.

16.2 The parent/carer must be informed 5 days prior of his/her right to be present at the consultative meeting and at the subsequent meeting of the Board of Governors at which the final decision will be taken.

16.3 The parent/carer, have the right to make written or oral representations at consultative and Board of Governors meetings.

16.4 **Since the consultative meeting is for consultation and not adversarial, a parent/carer does not have the right to be accompanied or represented by another person. See Regulations Governing Expulsions, Section 10.3 (i) and (ii). Where an appeal against an expulsion takes place, then a parent/carer has the right to be represented at such hearings.**

16.5 It is considered to be good practice for the Chairperson to talk to the parent/carer before entering the consultative meeting in order to explain the proceedings and to put him/her at ease.

16.6 When discussing all possible options for the future provision of suitable education for the student concerned, a parent/carer has the right to express preference in the choice of schools. This does not entitle him/her to dictate the choice of school.

17.0 ACTION TO BE TAKEN BY THE BOARD OF GOVERNORS

17.1 The Governors must state their reasons in writing for arriving at a decision. This must be recorded in the minutes of the meeting.

17.2 Notification of the decision of the Board of Governors to expel a student must be sent to the Education Authority. The sample letter at Appendix 12 can be used for this purpose.

17.3 It is the responsibility of the Education Authority to make provision for a period of education other than at school. This will continue until suitable arrangements have been made for his/her future education in a school.

18.0 LIMITATION

18.1 The limitation of a maximum of 45 school days suspension in any school year – (SR No 225 Schools) (Suspension and Expulsions of Students) (Amendment) Regulation (NI 1998) imposes certain restrictions on a Board of Governors to effect an expulsion.

18.2 **The school cannot refuse to accept a student back into school after the expiry of 45 days even though a procedure to expel is underway at the time.**

19.0 SPECIFIC REGULATIONS FOR THE WITHDRAWAL OF GOVERNORS FROM HEARINGS AND DECISIONS AT THE MEETING OF THE BOARD OF GOVERNORS

19.1 Any Governor who has been involved as a witness or in disciplining the student at an earlier stage must withdraw from the meeting and may appear only as a presenter of the case

or as a witness. This means that he/she has no right to be present or vote when the Governors are considering their procedures at the meeting or when they make their decision at the end.

POINTS TO REMEMBER

- 20.1** The requirement under Statutory Rule (No225) (NI) 1998 that no student shall be suspended from a school for more than 45 school days in any school year must be observed even where expulsion of the student is being considered.
- 20.2** Parents/Carers are required to be told the reason for the suspension and must be consulted before a decision to expel is taken. An appeals procedure has been introduced by the schools (Expulsion of Students) (Appeals Tribunal) Regulations (NI) 1994 (as amended by the schools (Expulsion of Students) (Appeals Tribunal) Regulations (NI) 1998 so that parents will be able to ask an Independent Tribunal to examine their Child's case. The Board of Governors will be required to produce written documentation, including any correspondence between the home and the school to remedy the situation over the period of the misconduct.
- 20.3** The Board of Governors will also be required to produce satisfactory evidence that it has complied fully with the procedures set out in this policy document. Documentation which may include witness statements should be made available to all parties.
- 20.5** This scheme shall be subject to modification or amendment from time to time as is deemed necessary or appropriate in the light of changing circumstances and/or experience.

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SUSPENSION NOTIFICATION – INITIAL PERIOD

SAMPLE – SCHOOL HEADED PAPER

Name and address of Parent(s)/Carer(s)

Dear **(Name of Parents/Carers)**

(STUDENTS NAME) (CLASS) (DOB)

I regret to inform you that I am suspending your son/daughter **(Forename)** from this school for a period of **(No of school days)** from **(First date of suspension)** to **(Last date of suspension)**.

The reason(s) for taking this action is/are that:

-
-

During the period of suspension **(Forename of student)** will remain in your care and should not, under any circumstances return to school. However, work will be made available for **(Forename of student)** for which it will be your responsibility to collect and return to school for marking.

It is important that, before **(Forename of student)** returns to school, a readmission meeting is held with you and your son/daughter to discuss his/her future behaviour in the school.

I am required by regulation to notify the Chairperson of the Board of Governors, the designated officer of the Education Authority.

Although this period of suspension is for **(No of school days)**, the nature of the offence(s) outlined above is/are so serious that I shall be discussing **(Forename of student)** behaviour with the Chairperson of the Board of Governors and it may be necessary to extend this period. Should you not hear from me however, **(forename of student)** should return to school on **(Date)**.

Yours Sincerely

Principal

Copy To: Chairperson of the Board of Governors
Education Authority

A clear statement of the number of school days with the starting date and end date.

A list of general descriptions of offences are outlined in Appendix 4, page 25

Regulation requires all schools to keep making work available as educational provision will remain the school's responsibility.

This meeting will help you arrive at an assessment of likely future behaviour.

N.B. This paragraph should only be used when the initial period of suspension is likely to be extended.

SUSPENSION NOTIFICATION – EXTENDED PERIOD

SAMPLE – SCHOOL HEADED PAPER

Name and address of Parent(s)/Guardian(s)

Dear **(Name of Parents/Guardian)****(STUDENTS NAME) (CLASS) (DOB)**

Further to my letter of **(Date of previous letter)**, I regret to inform you that I am suspending **(Forename of student)** from this school for a further period of **(No of school days)** from **(First date of suspension)** to **(Last date of suspension)**.

The reason(s) for taking this action is/are already outlined in my letter of **(Date of previous letter)**.

During this extended period of suspension **(Forename of student)** will remain in your care and should not, under any circumstances return to school. We will continue to make work available for **(Forename of student)** and it will be your responsibility to collect and return it to school for marking.

It is important that, before **(Forename of student)** returns to school, a readmission meeting is held with you and your son/daughter to discuss his/her future behaviour in the school.

I am required by regulations to notify the Chairperson of the Board of Governors, the designated officer of the local Education Authority and I am confirming by copy of this letter that I have done so.

Although this period of suspension is for **(No of school days)**, the nature of the offence(s) outlined above is/are so serious that I shall be discussing **(Forename of student)** behaviour with the Chairperson of the Board of Governors and it may again be necessary to extend this period yet further. Should you not hear from me however, **(Forename name of student)** should return to school on **(Date)**.

Yours sincerely

 Principal
COPY TO:
 Chairperson of Board of Governors
 Education Authority

A clear statement of the number of days with the starting date and end date.

Regulation requires the school to keep work available as educational provision will remain the school's responsibility.

Optional where contact has not already been made

N.B this paragraph should only be used when the period of suspension is likely to be further extended.

SUSPENSION NOTIFICATION – CESSATION OF EXTENDED SUSPENSION**SAMPLE – SCHOOL HEADED PAPER**

Name of Parent(s)/Carer(s)

Dear **(Name of Parent/Carer)**

(STUDENT NAME) (CLASS) (DOB)

Further to my letter of **(Date of previous letter)**, I write to inform you that the suspension of **(Forename of student)** from this school will cease on **(Date)**.

It is important that, before **(Forename of student)** can return to school, you and **(Forename of student)** attend a readmission meeting to discuss his/her behaviour in the school and to understand clearly the position with regard to any future breaches of the school's disciplinary code. This meeting will be at **(Time)** on **(Date)** and I have arranged for **(Name others if appropriate)** to also attend.

It would be our hope that we can agree a common approach which will support **(Forename of student)** return to school and that everyone will have a clearer picture of the standards we can expect from each other. I would anticipate that we would, as an outcome of this meeting, adopt a 'behaviour contract' which would govern **(Forename of student)** actions in the school.

I am required by regulations to notify the Chairperson of the Board of Governors, the designated officer of the Education Authority and I am confirming by copy of this letter that I have done so.

I look forward to seeing you and **(Forename of student)** at **(Time)** on **(Date)** in my office.

Yours sincerely

Principal

COPY TO:

Chairperson of Board of Governors
Education Authority

*A clear
statement
of when
the
suspension
will end.*

*A sample
of a
discipline
contract
is shown
~†*

SUSPENSION DESCRIPTORS

Below is a list of general descriptors that should be considered when constructing a formal suspension notice. The list is by no means exhaustive and will not cover many of the types of misbehaviour that will warrant suspension.

1.0 VIOLENT BEHAVIOUR

- 1.1 Physical assault on (an) other student(s).
- 1.2 Physical assault on (a) teacher(s).
- 1.3 Fighting with (an) other student(s).
- 1.4 Bullying (an) other student(s).
- 1.5 Vandalism to school premises.
- 1.6 Destruction/Vandalism of a teacher's property.
- 1.7 Destruction of school property.

2.0 DISRUPTIVE/INAPPROPRIATE BEHAVIOUR

- 2.1 Inappropriate behaviour with (an) other student.
- 2.2 Unacceptable verbal abuse of school staff.
- 2.3 Unacceptable verbal abuse of (an) other student.
- 2.4 Dangerous behaviour
- 2.5 Bringing the school into disrepute.
- 2.6 Severe disruption of class.
- 2.7 Persistent disruption of class.
- 2.8 Persistent abuse of school rules on smoking.
- 2.9 Persistent misbehaviour /breaking of basic school rules.
- 2.10 Flagrant disobedience and refusal to accept direction.
- 2.11 Absent from class without permission.
- 2.12 Absent from school without permission.
- 2.13 Breaches of the school's dress code/personal grooming.

3.0 ILLEGAL ACTS

- 3.1 Theft/damage of school property.
- 3.2 Theft/damage of (an) other student(s) property.
- 3.3 Theft/damage of a teacher's property.
- 3.4 Theft/damage of property outside school.
- 3.5 Substance Abuse.

(With description of offence)

(With description of offence and if appropriate an estimate of cost)

*(Which would include behaviour of a sexual nature and which in itself should be reported to the designated teacher for Child Protection)
(This would include belligerence and the use of foul language)
(Which would include verbal abuse based on bullying behaviour)*

*(With description of offence where example might include the throwing of fireworks, tampering with fire detection or fighting equipment, dangerous horseplay on the bus, ect)
(Which should detail the nature of the actions of the student(s) outside school)*

(Consistency needs to be applied when suspending a student for smoking)

(You should avoid going into unnecessary detail in the notification letter but rather keep own appropriate records)

(May include uniform, hairstyles, jewellery etc)

(Theft/ damage to property outside school while in uniform)

DISCIPLINE CONTRACT – SAMPLE

I _____ understand that my attitude and conduct in school have been unacceptable.

I realise that a continuation of such behaviour may result in my expulsion from school.

In an effort to improve this situation, I undertake to:

- Attend any counselling that is offered, for as long as is required.
- Behave in an acceptable fashion in the presence of my teachers, support staff and in the company of my fellow students.
- Accept any correction or punishment which is fairly given by my teachers and respond to this in a reasonable and respectful fashion.
- Make a serious effort to improve my school work, both in class and at home, with the aim of achieving the best possible results.

Other comments:

STUDENTS SIGNATURE: _____

DATE: _____

PARENTS/CARERS SIGNATURE: _____

DATE: _____

PRINCIPAL SIGNATURE : _____

DATE : _____

NOTIFICATION OF CONSULTATIVE MEETING

SAMPLE – SCHOOL HEADED PAPER

Name of Parent(s)/Carer(s)

Dear **(Parent/Carer)**

(STUDENT NAME) (CLASS) (DOB)

A consultative meeting has been convened to consider the future provision of suitable education for your son/daughter **(Forename of student)**.

As this meeting may also consider the possibility of expulsion of **(Forename of student)** from Erne Integrated College we would like you to attend this meeting.

It will be held in the school on **(Date)** at **(Time)** and you will have the right to make oral or written representation to the Chairperson of the Board of Governors (or nominee). Also in attendance will be the designated officer of the Education Authority. The meeting will also consider the possibility of future education provision in another school.

(Forename of student) also has the right to attend should you consider this to be appropriate. I enclose a copy of guidance notes which provide more information on the consultative meeting.

Please contact **(Name of Principal)** should this date not suit for any reason.

Yours sincerely

Principal

COPY TO:

Chairperson of Board of Governors
Education Authority

These details are important for future identification of the student.

It is important to note that this is a consultative meeting is to consider future provision, NOT AN EXPULSION MEETING.

It should be remembered that the meeting might not consider expulsion as an outcome.

The student has the right to attend; a guidance note for Parents/carers is attached at Appendix 7.

EIC is expected to make all reasonable effort to accommodate attendance.

SCHEME FOR THE SUSPENSION AND EXPULSION OF STUDENTS FROM ERNE INTEGRATED COLLEGE

NOTES OF GUIDANCE FOR PARENTS/CARERS ON THE STUDENT CONSULTATIVE PROCESS

Introduction To The Consultative Process

You have been invited to a meeting to consider the future education provision for your son/daughter. This meeting is normally called in light of recent discussions and/or letters you will have been sent concerning your son's/daughter's behaviour at school.

This meeting is for consultation purposes only and is not in any way adversarial. You do not therefore have the right to be accompanied or represented by another person. Rather, it is intended to be a meeting where you have an opportunity to hear at first-hand about the school's concerns and more importantly where you can raise any points which you consider important and in the best interests of your child. It is crucial that you avail of this opportunity to influence any recommendations on whether your son/daughter should remain at Erne Integrated College.

It is important to stress that one of the considerations of the Consultative Meeting may be the possibility of expulsion from this school and therefore it is strongly recommended that you take up your right to contribute to the discussion on the future education provision for your child.

Who Will Be In Attendance At The Meeting And Their Role

As advised in the letter there will be a number of other people in attendance at this meeting. They will always include:

The Chairperson of the Board of Governors (his/her Nominee)

The Chairperson's role is to:

- Chair the meeting and outline the procedures for you;
- Ensure that you are properly introduced to all in attendance;
- Provide you with the opportunity to contribute at all stages of the discussion and allow you to pose any questions you may have; and primarily,
- Gather the information necessary to enable him/her to make recommendations to the full Board of Governors on appropriate arrangements for the future education provision for your son/daughter.

The Principal (his or her Nominee)

Who will outline the reasons for bringing this action and specify in detail your son/daughter's behaviour record leading up to decision to call this Consultative Meeting. In addition, if it is appropriate, the Principal will also report on the measures and steps that the school and other agencies may have taken to:

- Support you son/daughter;
- Modify your son/daughter's behaviour; and,
- Avert the need for these formal proceeding having to take place.

A Designated Officer appointed by the Education Authority

The role of the EA officer is to:

- Give impartial advice in dealing with the school and student;
- Ensure an explanation is given to the parents and the student (if present) on how the consultation process operates and further steps which the Board of Governors will have to take should it decide to pursue expulsion;
- Advise parents and students (if present) on the nature and availability of alternative education whether in school (including present school) or other suitable programmes which may be available and to brief parents on how applications can be made;
- Advise you of the procedures for selecting and securing a place in another school for your son/daughter should a decision to expel be arrived at;
- Advise you of other alternatives to expulsion which might be considered; and,
- Advise you of any interim arrangements that may be available or advisable should the full Board of Governors ultimately arrive at a decision to expel your son/daughter.

Others who may also be in attendance

In addition, it may sometimes be necessary, depending on specific circumstances, for the other teachers e.g. the Head of Year or Learning Support Coordinator etc to be invited to the Consultative Meeting.

Possible Outcomes to the Consultative Meeting

Following the Consultative Meeting, the Chairperson will recommend one or a number of outcomes. The important thing for you to remember is that no decision has been made beforehand and that the final recommendation can only be determined after consideration of all of the facts at the Consultative Meeting.

Examples of possible outcomes might include a recommendation that your son/daughter:

- Return to school having accepted the seriousness of the situation and offered guarantees in respect of his/her future behaviour in the school;
- Return to school having agreed to avail of outreach and counselling assistance as deemed appropriate by the school authorities;
- Remain registered at the school in order to avail of alternative off-site opportunities and programmes or other placements if deemed to be appropriate by the school and other agencies;
- Be considered for expulsion from school by the full Board of Governors.

The Role of the Full Board of Governors

Following the Consultative Meeting, the Sub-committee, having considered all the available evidence together with your representations and concerns, will make a recommendation on your son/daughter's future education provision and this will be considered at a formal meeting of the Board of Governors.

You will be advised in writing of this recommendation and further advised of your right to attend the Board of Governors' meeting to make any representations you deem to be appropriate in support of your son/daughter.

Again, it is strongly recommended that you avail your right to attend this meeting, particularly if you have been advised that the Governors will be considering a recommendation to expel your son/daughter from the school.

Further Information

This note is offered merely as a brief introduction to the detailed procedures that exist. If you have specific questions that you need answered, these can be raised at the Consultative Meeting.

POTENTIAL EXPULSION CASES: A CHECKLIST FOR THE PRINCIPAL**Pastoral Care Arrangements**

1. Does the school have a Discipline Policy which has:
 - A stated Code of Behaviour?
 - Clearly defined roles and responsibilities for all staff including the Learning Support Coordinator?
 - A referral system including arrangements for referral to Educational Psychologists?
 - An outline of possible sanctions for students who do not co-operate including criteria relating to suspensions and expulsions?
2. Are the students aware of the Code of Behaviour and Sanctions?
3. Have the parents received a copy of the current disciplinary policy and if so, when?
4. Is there consistency in the school in relation to the application of the referral system and sanctions?
5. Have criteria relating to suspensions and expulsions been applied and adopted in this instance?
6. Have all suspensions of the students been in accordance with guidelines regarding written notification to parents/carers, work available and appropriate duration?

Record Keeping

7. Is there written record of:
 - Incidents involving disruptive students which is dated and signed by the appropriate staff?
 - Action taken by the school including any behaviour support programmes or suspensions?
 - Referrals to external agencies?
 - Communication with parents?
 - Where appropriate, witness statements and records of any investigations undertaken?

Documentation Required For Consultative Meeting

8. A copy of Erne Integrated College Positive Behaviour Policy.
9. A record of the student's behaviour.
10. A record of the action taken by the school to improve behaviour.
11. A copy of any documentation relating to suspension.
12. A copy of any referrals to external agencies.
13. A record of communication with parents/carers including responses.

APPENDIX 8

The Student Consultative Meeting

14. The Consultative Meeting will be normally chaired by the Chairperson of the Board of Governors and those in attendance should include:
 - The Principal;
 - Parents/Carers;
 - The Student (if the parent/carer so wishes);
 - Education Authority Officer

15. The Principal should be prepared to:
 - Outline the details of the behaviour of the student to the meeting and demonstrate how this has caused disruption to learning and/or endangered the health and safety of staff and students at the school;
 - Outline the steps taken to improve behaviour;
 - Report on the outcome of referrals;
 - Make a recommendation for the future education provision of the student, taking on board where appropriate the alternatives to expulsion.

CHAIRPERSON'S AGENDA FOR STUDENTS CONSULTATIVE MEETING

1. Introductions:

- Chairperson;
- Principal
- Education Authority Officer

2. Purpose Of Meeting and possible outcomes:

- A brief explanation that the meeting is an informal consultative meeting to consider the future education provision for the student;
- Encourage the parents/carer and students to participate;
- Outline that there are a number of possible outcomes, one of which might be a recommendation to Board of Governors that the student be expelled;
- No decision will be taken until the meeting has taken place.

3. Detailed consideration of the student's behaviour record and the behaviour modification strategies that have been employed by the school:

- Principal to be invited to outline history;
- All documents to be considered;
- Consider the effectiveness of any remedial or support strategies employed;
- Parents/Carers, students and others present to be invited to comment.

4. Consideration of appropriate future provision.

- Can this school adequately provide for the student?
- Consideration of the various options:
 - Return to school;
 - Discipline contract;
 - Outreach and/or counselling services to support a phased return;
 - Remain registered at the school to avail of alternative off-site provision and/or courses;
 - Recommendation to expel.
- Parental / student wishes to be taken into account.

5. Parent / Student / Education Officer Comments.

6. The next steps.

- Recommendation to the Board of Governors;
- Parent/student to be notified and invited in writing;
- Right of Appeal.

CHAIRPERSON'S NOTE OF STUDENT CONSULTATIVE MEETING

ERNEINTEGRATED COLLEGE

Date of Meeting _____

Those in attendance

Student _____

Parents/Carers _____

Chairperson _____

Principal _____

Education Authority Rep _____

Others in attendance (Specify)

1. _____ 2. _____

3. _____ 4. _____

Comments:

Special Circumstances:

Details of future education provision (summary of discussions):

Recommendations:

Signed: _____

Chairperson of the Board of Governors (Nominee)

Date: _____

**NOTIFICATION OF GOVERNOR MEETING TO CONSIDER
RECOMMENDATION TO EXPEL**

SAMPLE – SCHOOL HEADED PAPER

Name of Parents/Carers

Dear **(Name of parent/carer)**

(STUDENT NAME) (CLASS) (DOB)

Following the consultative meeting held **(Date)** at which the future provision of suitable education for **(Name of Student)** was considered, I can advise you that I have decided to recommend to the full Board of Governors that **(Name of Student)** be expelled from **(Name of School)**.

The Board of Governors shall meet in the school on **(Date)** at **(Time)** to consider the matter and you have the right to make oral or written representation to the Governors at this meeting before a final decision is made.

(Name of Student) also has the right to attend the meeting should you consider this to be appropriate.

Please contact **(Name of Principal)** to indicate whether you would like to attend.

Yours sincerely

Chairperson of Board of Governors

COPY TO:

Principal
Education Authority

Where the Chairperson has made a decision to recommend expulsion following the Consultative meeting.

Regulation gives parents/carers and the student the right to representation before Governors make their decision.

NOTIFICATION OF EXPULSION

SAMPLE – SCHOOL HEADED PAPER

Name of Parent(s)/Carer(s)

Dear **(Name of Parent/Carer)**

**EXPULSION OF YOUR SON/DAUGHTER – (STUDENT NAME)
(CLASS) (DOB)**

I am writing on behalf of the Board of Governors, to inform you that **(Name of Student)** has been expelled from this school and that this expulsion will take effect from **(date)**.

The reason(s) for taking this action is/are as follows:

-
-
-

You have the right of appeal to an Appeals Tribunal against the decision of the Board of Governors to expel under Article 39 of the Education & Libraries (NI) Order 1993. The responsibility for making arrangements for such an appeal rests with **(Name, Address and Telephone number of EA Region)**. If you wish to appeal this decision please contact the Board directly within 10 working days.

Until the appeals procedure is completed, or until the time for an appeal has expired, normally 10 working days, work will be available for **(Name of Student)** at the school. It will be your responsibility to see that the work is collected, completed and returned to the school for marking.

I must advise you that the statutory obligation to provide for the education needs of **(Name of Student)** is now the responsibility of the Education Authority.

I am required by regulation to notify the Designated Officer of the Education Authority that your child has been expelled from Erne Integrated College and I am now confirming that I have done so.

Yours sincerely

Principal

COPY TO:

Chairperson of Board of Governors
Education Authority

Indicate a firm date on which the expulsion becomes effective

Include a factual and concise report of the offence and any special considerations of the Governors

*This is an important clause and **must** be communicated to parent/carer.*

The student remains the responsibility of the school until the Appeals deadline has passed.

STRICTLY CONFIDENTIAL

STUDENT'S RECORD

- 1. Erne Integrated College
- 2. Name of Student Surname _____
Forename _____

- 3. Students Date of Birth ___/___/___
- 4. Length of time in School _____

- 5. Name of Previous School(s) (if any)

- 6. Present Address

Telephone Number (if available) _____

- 7. Name of Parent/Carer _____

- 8. Involvement of other Agent/Agencies with Students or Family (if known)

Social Services	Yes _____	No _____
Education Psychology Service	Yes _____	No _____
Education Welfare Service	Yes _____	No _____
Probation Services	Yes _____	No _____
Family Guidance Service	Yes _____	No _____
Guardians Ad Litem	Yes _____	No _____
Other Agency	Yes _____	No _____

 (Please Specify) _____

- 9. Does the student have a medical problem? Yes _____ No _____

- 10. Does the student have learning difficulties? Yes _____ No _____

(Please Specify) _____
