

Student Suspension Transfer Expulsion and Exclusion

Number
101301

Implementation date
2 April 2012

Service area
System Performance

Location
Public

Head policy
Student Policy

1. The principal has the delegated authority from the executive director of schools to suspend students from school, and may not delegate this authority to anyone.
2. The principal is to ensure that any suspension from school is entered in a Register of Suspensions.
3. Anyone managing student suspension from school, transfer, expulsion or exclusion should follow Procedural Fairness Guidelines.
4. The principal is to inform the director of system performance about all suspensions from school.
5. Any suspension from school of 6 days or more, requires the authorisation of the relevant director of system performance.
6. Where a principal believes that a student needs to be transferred, expelled or excluded, the matter is to be referred to the director of system performance.
7. If a student is withdrawn by parents whilst a process of suspension, expulsion or exclusion is underway, the principal is to immediately notify the executive director of schools of the withdrawal.
8. Any suspension from school, transfer, expulsion or exclusion should be communicated in writing to parents, explaining the reason for the action.
9. Only the executive director of schools has the authority to expel or exclude a student.

Definitions

'*Suspension from school*' means temporarily removing the student from the school for a defined period of time.

'*In-school suspension*' means temporarily removing the student from usual school activities but not removing the student from school. In school suspensions are progressed under the Student Wellbeing Procedures (being drafted).

'*Transfer*' means moving the student from one CEDP school to enrol in another CEDP school with the assistance of the principal and director system performance.

'*Expulsion*' means permanently removing the student from the school.

'*Exclusion*' means preventing the student from enrolling in any CEDP schools.

'*Parents*' means the parent, care-giver or guardian of the student; where the student is over 18 years of age and living independently, clauses referring to parents apply to the student.

'*Principal*' means the school principal or in the principal's absence, the person performing the principal's role.

Relevant documents

- Student Suspension Expulsion and Exclusion Guidelines
- Student Attendance Procedures
 - Student Attendance Exemption Guidelines
 - Student Attendance Completion in Special Circumstances Guidelines
- Complaint Handling Policy and Procedures
 - Procedural Fairness Guidelines
- Responsible Use of ICT and Social Media - Procedures
 - Responsible Use of ICT and Social Media - Guidelines for Staff
- Policy, procedures and resources for matters involving students and illegal substances
- Anti-Bullying Policy
- Enrolment Form Policy and Principles Underpinning Provision, Access and Enrolment
- Enrolment Procedures in Catholic Systemic Schools, Diocese of Parramatta

