



September
2021

SUSPENSIONS AND EXPLUSION OF PUPILS

Policy Created: September 2008
 Reviewed: March 2012
 September 2021
 Review Date: As Required

1. The Board of Governors of the School has prepared and adopted this scheme in accordance with all relevant legislation:

- Article 49 of the Education and Libraries (Northern Ireland) Order 1986;
- Article 39 of the Education and Libraries (Northern Ireland) Order 1993;
- Schools (Suspensions and Expulsion of Pupils) Regulations (Northern Ireland) 1995;
- Schools (Suspensions and Expulsion of Pupils) (Amendment) Regulations (Northern Ireland) 1998;
- The Special Educational Needs and Disability (Northern Ireland) Order 2005;
- Article 34 The Education (Northern Ireland) Order 2006.

This scheme should be read in conjunction with the School's Positive Behaviour Policy, Anti-Bullying Policy, Attendance Policy and Pastoral Care Policy.

2. In this scheme,

- 1) 'EA' means the Education Authority established under the Education Act (NI) 2014;
- 2) 'Chair of the Board of Governors' includes, when the Chairperson is absent or otherwise unavailable, the member of the Board of Governors, for the time being, performing the duties of Chairperson;
- 3) 'Headmaster' includes, where the Headmaster is absent or otherwise unavailable, the Vice-Principal or other person, for the time being, performing the duties of Headmaster;
- 4) 'Pupil' for the purposes of this scheme means any child of compulsory school age or over on the register of the school;
- 5) 'Parent / Guardian' includes any person:
 - a) who is not a parent of his / her but who has 'parental responsibility' for him/her as defined by the Children Order (NI) 1995, or
 - b) who has care of him/her;
- 6) Any reference to the parent/guardian of a pupil shall include, in the case of a pupil who has attained the age of eighteen, the pupil himself / herself;
- 7) A 'school day' means a day on which the school is in operation.

3. SUSPENSION

- (a) All parties will adhere to appropriate confidentiality at all times.
- (b) Pupils will be suspended from school only by the Headmaster, and the initial period of suspension will not exceed five school days; a pupil will not be

O:\Private2\POLICIES\Pastoral and Discipline Policies\Suspensions and Expulsion of Pupils - September 2021.doc	First Approved by Board of Governors : 24/09/2008
Printed: 18/10/2021 page no. 1 of 4	Reviewed by Board of Governors: 27/09/2021



September
2021

SUSPENSIONS AND EXPLUSION OF PUPILS

suspended from school for a total of more than forty-five school days in any one school year.

- (c) Suspension will only be considered after:
- a period of indiscipline, and/or;
 - a serious incident of indiscipline;
 - the school has investigated and documented all incidents before any decision to suspend has been made.
- (d) On taking the decision to suspend a pupil, the Headmaster (or Vice-Principal) will immediately contact, verbally by telephone and in writing, the parent(s) of the pupil to be suspended in order to:
- (i) give notification of the reason for and period of suspension;
 - (ii) the arrangements for the provision of work for the pupil whilst on suspension;
 - (iii) invite the parent(s) to school to discuss the suspension and to see if the issues that led to the suspension can be settled without the need for further action.
- (e) Written notification of the suspension will be given to the parent(s) either in person at the meeting or sent by post. A copy of this letter will be forwarded to the Chair of the Board of Governors and to the EA.
- (f) The Headmaster will ensure that a full record is kept of the meeting held with the parent(s).
- (g) If a pupil is at risk of missing a public examination as a result of suspension, the School will make arrangements for the pupil to sit the examination.
- (h) The period of suspension will not be extended by the Headmaster without the prior approval of the Chair of the Board of Governors and the Headmaster will give written notification of the reasons for any extension (and the period of the extension) to the parent(s) of the pupil and to the EA.
- (i) Acceptable reasons for extending a period of suspension could include:
- i) where, in the reasonable opinion of the Headmaster, the return of the pupil concerned would pose serious problems in terms of preserving order and discipline within the school;
 - ii) where, in the reasonable opinion of the Headmaster, discussion with psychologists and / or other agencies would be facilitated;
 - iii) where a decision to expel the pupil was quite properly being considered;
 - iv) where parents / guardians have without good reason failed to enter into proper and necessary consultations / discussions with the school.

O:\Private2\POLICIES\Pastoral and Discipline Policies\Suspensions and Exclusion of Pupils - September 2021.doc	First Approved by Board of Governors : 24/09/2008
Printed: 18/10/2021 page no. 2 of 4	Reviewed by Board of Governors: 27/09/2021



September
2021

SUSPENSIONS AND EXPLUSION OF PUPILS

Each individual extension may not exceed five days but individual extensions may run consecutively.

4. EXPULSION

- (a) Expulsion will be used only in response to serious breaches of the School's discipline and only after a range of alternative strategies to resolve the pupil's disciplinary problems have been tried and proven to have failed; and where allowing the pupil to remain in school would be seriously detrimental to the education or welfare of other pupils and staff, or of the pupil himself or herself. However, there may be circumstances where it is appropriate to expel a pupil for a first or 'one off' offence, if the nature of the offence deems this appropriate.
- (b) A pupil may only be expelled from the school by the Board of Governors and only after serving a period of suspension.
- (c) If the school decides to begin expulsion procedures, a consultative meeting will be convened by the Headmaster.

To this meeting will be invited:

- (i) the parent(s) of the pupil
- (ii) the Chair of the Board of Governors
- (iii) the authorised officer of the EA.

At least five working days' notice will be given to all parties. The purpose of this meeting is to review the whole matter in order to determine whether the issues can be resolved without expulsion and, if not, to make a recommendation to the school's Board of Governors.

Any neglect or refusal of the parent(s) of the pupil to take part in the consultation will not prevent the pupil from being expelled.

The consultations will include discussion about the future provision of suitable education for the pupil.

The Headmaster will maintain detailed records of the pupil's behaviour, and the steps which were taken by the school at each stage, including copies of correspondence between the parent(s) and the school, and any records from school(s) previously attended by the pupil, where appropriate.

The Headmaster will ensure that a minute of the consultative meeting is kept.

O:\Private2\POLICIES\Pastoral and Discipline Policies\Suspensions and Exclusion of Pupils - September 2021.doc	First Approved by Board of Governors : 24/09/2008
Printed: 18/10/2021 page no. 3 of 4	Reviewed by Board of Governors: 27/09/2021



September
2021

SUSPENSIONS AND EXPLUSION OF PUPILS

- (d) The final decision about whether or not to expel is made by the Board of Governors (or a Committee of the Board) at a meeting to which the parent(s) will be invited. Parent(s) are entitled (though not required) to attend and speak at this meeting.
- (e) When the decision is made, it will immediately be conveyed to the parent(s) in writing by the Headmaster, along with the information that they have a right of appeal to an independent tribunal and the means by which they can do so including the time limit set by the EA for lodging the appeal and the place where the appeal may be lodged.
- (f) Where an appeal is allowed and direction given that the pupil be readmitted to school, it will be the duty of the Board of Governors to comply with any such direction.

O:\Private2\POLICIES\Pastoral and Discipline Policies\Suspensions and Exclusion of Pupils - September 2021.doc	First Approved by Board of Governors : 24/09/2008
Printed: 18/10/2021 page no. 4 of 4	Reviewed by Board of Governors: 27/09/2021