

# St Bede's College



RG6 – STAND-DOWNS, SUSPENSIONS,  
EXCLUSIONS AND EXPULSIONS



## **RG6 – STAND-DOWNS, SUSPENSIONS, EXCLUSIONS AND EXPULSIONS**

### **Rationale**

The provisions and procedures governing the Stand-downs, Suspensions, Exclusions and Expulsions of students are set out in Section 13-18 of the Education Act 1989 as amended by the Education Act (No.2) 1998 and the Education (Stand-downs, Suspensions, Exclusion and Expulsion) Rules 1999.

This Policy records procedures adopted by the St Bede's College Board of Trustees (BOT) for implementation of this legislation.

### **Purpose**

1. To ensure that there are recorded procedures which are consistently and fairly applied, considering the individual circumstances of each stand-down, suspension, exclusion or expulsion.
2. To ensure the health and safety of the individual concerned and the school community as a whole.

### **Procedures**

1. The Rector may stand-down or suspend a student or students who repeatedly offend through continual disobedience, gross misconduct or behaviour risking serious harm.
2. The Rector can stand-down students for up to three days but no longer than five days in a term, or ten days in a year.
3. When making the decision, there is a common expectation that a person will have adequate notice of a situation that may affect them; they will have an opportunity to be heard and respond, and that a decision will be made by an unbiased decision-maker. The principles of natural justice must be followed.
4. If a decision is made to stand-down or suspend, the decision and the reasons for it should be accurately recorded in writing.
5. A stand-down starts on the day after the decision is made. A decision to send the student home on the day the decision is made, is permitted if reasonable to do so.
6. Parents must be advised immediately. The 'Advice of Stand-down' electronic form in Enrol must be submitted immediately. The student and parents must be provided with the Ministry of Education pamphlet 'I've Been Stood-down'.
7. If a student or a parent requests a stand-down meeting, it must be held as soon as practicable for the student, parent and school. This meeting may lead to a lifting or shortening of the stand-down.



8. Formal suspensions, exclusions or expulsions from school must be referred to the disciplinary subcommittee of the Board of Trustees (BOT). The responsibility for the administration of these procedures will be in the hands of a properly constituted subcommittee of the Board of Trustees, which will have delegated authority to act on behalf of the full Board of Trustees.
9. Written records and details must be kept of all cases of stand-downs, suspensions, exclusions or expulsions. These records are regarded as privileged information. The records are the property of the Board of Trustees and the rights of students, parents, staff and the Board of Trustees will be respected.

### Conclusion

There are clearly established standards of discipline at St Bede's College and the Board of Trustees will ensure that whenever stand-down, suspension, exclusion or expulsion decisions have to be made, procedures followed will be correctly, consistently and fairly applied.

### Regulations / Legislation

Section 13-18 of the Education Act 1989 as amended by the Education Act (No. 2) 1998 and the Education (Stand-downs, Suspensions, Exclusions and Expulsions Rules) 1999.

### School Procedures that relate to this Policy

NAME OF PROCEDURE	AUTHOR	DATE	FACULTY OR DEPARTMENT
<ul style="list-style-type: none"> <li>• RG6A – Suspension Meeting Procedure Guidelines</li> </ul>	Ministry of Education (MOE)	2009	Ministry of Education (MOE)

<b>DATE APPROVED:</b>	17 August 2015	<b>RESPONSIBILITY:</b>	Community
<b>REVIEW PERIOD:</b>	3 yearly	<b>DATE LAST REVIEWED:</b>	December 2018