



# Marian College Ararat

## Suspension and Expulsion Policy and Procedures

<b>Rationale</b>	<p>Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.</p> <p>The Student Behaviour Management (Discipline) Policy and Procedures sets the framework through which the School manages student discipline.</p> <p>Suspension or expulsion may occur as a consequence of a serious breach of the School's rules, or serious disobedience.</p> <p>It is our policy that our procedures for the suspension or expulsion of a student are based on the principles of procedural fairness.</p>
<b>Alternatives</b>	<p>Despite the fact that a student has been referred for suspension or expulsion, other consequences may be imposed. These are outlined in the Student Behaviour Management Policy and Procedures.</p>
<b>Suspensions and Expulsion</b>	<p>A decision under this policy may result in the following consequences:</p> <p>Short Suspension:</p> <ul style="list-style-type: none"><li>• A short suspension may be imposed as a consequence of things such as continued disobedience, or aggressive behaviour.</li><li>• The student may be suspended from attending school for a period of four (4) school days or less.</li><li>• Alternatively the student may undertake an Internal Suspension where they attend school and engage in learning in a dedicated area under supervision.</li></ul> <p>Long Suspension:</p> <ul style="list-style-type: none"><li>• A long suspension may be imposed as a consequence of things such as physical violence, possession of a weapon, possession of a suspected illegal substance or serious criminal behaviour.</li><li>• The student may be suspended from attending school for a period of between five (5) to twenty (20) school days.</li></ul> <p>Expulsion:</p> <ul style="list-style-type: none"><li>• A student may be expelled from Marian College. This should be considered as a last resort.</li><li>• An expelled student will be unenrolled from Marian College and will not be allowed to re-enrol without the permission of the Principal.</li><li>• A decision to expel a student may only be made after consultation with the Principal.</li></ul>

## Procedures

Where any teacher or staff member decides that an act or the behaviour of a student may warrant suspension or expulsion the teacher or staff member must refer the matter to the House Leader who will refer to the Principal, or to the Head of Student Pastoral Care to make a reasonable and unbiased decision. In serious circumstances, a student may be summarily suspended, pending a final decision under this policy. In this case, a meeting with the student and the student's parents to review the suspension must be convened as soon as is practicable.

### **Procedural Fairness**

Marian College is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with our Student Behaviour Management (Discipline) Policy and Procedures.

Where a decision is being considered to suspend or expel a student, the Principal or Head of Student Pastoral Care will, with support from the student's House Leader

- communicate with the student, and the student's parents/carers stating:
  - the reasons that the student is under consideration for being suspended or expelled
  - the relevant rules, policies, standards of behaviour alleged to be breached
  - the relevant allegations said to warrant suspension or expulsion
- allow the student and/or the student's parents/carers to give a response, either in writing or verbally
- allow the student to have a support person of the student's choosing
- arrange a meeting with the student, and the student's parents/carers
- arrange for an interpreter, if one is required
- meet with the student and the student's parents/carers and/or support person
- ensure that such a meeting is recorded in writing.

### **Considerations**

The Principal or the Head of Student Pastoral Care, after following the procedures set out in this Policy, will make a decision about the facts of the allegations against the student in consultation with the relevant House Leader/s. The Principal or the Head of Student Pastoral will then decide whether to suspend or expel a student based on the following considerations:

- the safety of all students, staff and visitors
- the seriousness of the student's acts
- the response or remorse of the student, if applicable
- the pastoral care and welfare of the student
- the student's prospects for rehabilitation
- Whether the suspension will be completed internally or externally

### **Notification of Decision**

The decision made under this Policy will be communicated immediately verbally and then in writing to the student and the student's parents/carers. The student, and the student's parents/carers must abide by the terms and conditions of the decision.

	<p><b>Appeals</b></p> <p>A student may seek a review of a decision made under this policy. All appeals must be made in writing, setting out the grounds of appeal.</p> <p>An appeal from a decision to suspend a student must be made to the Principal.</p> <p>An appeal from a decision to expel a student must be made to the</p> <ul style="list-style-type: none"> <li>● Executive Officer - Kildare Education Ministries</li> </ul>
<p><b>Further Procedures to support this policy</b></p>	<p><b>Behaviour Management Support Group</b></p> <p>When it is judged by the school that a student has engaged in wrongful behaviour of a serious nature within the school community, it is recommended that a Behaviour Management Support Group be set up to:</p> <ul style="list-style-type: none"> <li>● consider the behaviour of the student and the implications for the student and the school community</li> <li>● consider the personal and social needs of the student, and how they may best be responded to</li> <li>● determine what behaviour management action within the school's stated processes is most appropriate</li> <li>● identify strategies to assist the student, following successful behaviour management, to re-establish his/her place satisfactorily in the school community</li> <li>● ensure that decisions of the Behaviour Management Support Group are implemented</li> <li>● access any relevant agencies to provide support.</li> </ul> <p>In arriving at decisions, the Behaviour Management Support Group aims for consensus. Where this is not achievable, the Principal (or Principal's nominee) makes the decision, in accordance with school policies and directives. The decision of the Behaviour Management Support Group is recorded in writing and filed in the school records under incident notes in SIMON. Where it is in response to a series of issues/incidents or concerns it should be recorded in student notes on SIMON. Confidentiality should be honoured at all times.</p> <p>A suggested membership is:</p> <ul style="list-style-type: none"> <li>● the Principal or his/her nominee as convenor and chairperson</li> <li>● the student, who may be accompanied by a support person (not acting for fee or reward) nominated by the student</li> <li>● the parent(s)/carer(s) of the student, who may be accompanied by a support person (not acting for fee or reward) nominated by the parent(s)/carer(s)</li> <li>● the Teacher Advisor or House Leader nominated as having responsibility for the student</li> <li>● a specialist person (as required) who may be of assistance, for example, a student counsellor</li> </ul> <p>In some instances, where the behaviour of a student is deemed to threaten immediate or ongoing harm, distress or danger to others, it may be necessary to withdraw or suspend the student temporarily from the student community,</p>

	<p>pending a meeting of the Behaviour Management Support Group. Responsibility for such a decision rests with the Principal or the Principal's nominee.</p> <p>In school or out of school suspensions are recorded in SIMON following the decision to suspend a student. These reports can be completed by House Leaders or members of the leadership team as the Principal's nominee. A register of annual suspensions can be produced via a report in SIMON.</p>
<p><b>Out of school Suspension</b></p>	<p><b>Out-of-school Suspension</b></p> <p>If out-of-school suspension is judged appropriate by the school, it is recommended that it be for the shortest time necessary. The school will notify the student's parent(s)/guardian(s)/carer(s) where possible by verbal communication initially and by confirmation in writing prior to the suspension commencing. The communication ought to include the reason for the suspension, the purpose of the suspension, and the date(s) on which the suspension will occur.</p> <p>It is also recommended that the parent(s)/carer(s) be offered the opportunity to participate in a meeting (this may be via phone) to consider these and other related matters, including:</p> <ul style="list-style-type: none"> <li>● the legal and pastoral responsibilities of the parent(s)/carer(s) during the time of suspension</li> <li>● the school's responsibility for providing learning material during the time of suspension</li> <li>● the process of settling back into the school environment, and how this is to be facilitated</li> <li>● arrangements for monitoring the student's progress following her return to school.</li> </ul> <p>If an initial verbal contact with the parent(s)/carer(s) is not possible, it may be necessary to ask the student to take the written notice home to them as their first notification. This decision rests with the school authority, taking into account the age of the student, legal requirements, duty of care, and other relevant circumstances.</p> <p>Kildare Education Ministries expects that suspensions for individual students should, where possible, be kept to a minimum.</p>
<p><b>Negotiated Transfer</b></p>	<p><b>Negotiated Transfer</b></p> <p>Negotiated Transfer involves a change of school by a student either between Catholic schools, or to a school within another sector, or to an alternative educational setting. In the case of students who are of post-compulsory school age, a wider range of options might be considered, for example, a negotiated transfer, either temporary or permanent, to the workforce, or to a higher education or training institute.</p>

	<p>Negotiated Transfer is an option in circumstances in which it is judged that the student's present school is not the right environment for the student, and that another setting would more suitably meet the student's current and future needs and be the most appropriate means of providing for the student's wellbeing. It may also be that, due to serious behavioural issues, a student's Negotiated Transfer is an appropriate means of providing for the wellbeing of the school community.</p> <p>When a Negotiated Transfer is being offered, the Principal (or Principal's nominee) should provide comprehensive advice to the student and the student's parents about the benefits this option would provide, and seek their agreement for a Negotiated Transfer.</p> <p>Responsibility for negotiating a transfer is with the Principal (or Principal's nominee) of the school from which the student is to transfer. The following matters need to be considered:</p> <ul style="list-style-type: none"> <li>● the environment which would best provide for the student's emotional, social and spiritual needs</li> <li>● the school which would provide an educational program suitable to the student's needs, abilities and aspirations</li> <li>● the process by which the transfer is to be negotiated</li> <li>● the support required by the student and parent(s)/carer(s) in making the transition.</li> </ul> <p>These and other relevant matters should be included in the formal record of Negotiated Transfer. If a Negotiated Transfer is desired but cannot be arranged, the Executive Officer Kildare Education Ministries is to be informed in writing, and assistance requested. If a Negotiated Transfer is still unable to be achieved, the student is to remain enrolled at their current school, unless the circumstances are such as to require expulsion.</p>
<p><b>Expulsion</b></p>	<p>It is an expectation that expulsion of a student from Marian College will not occur except in the most serious of circumstances and when the following conditions all apply:</p> <ul style="list-style-type: none"> <li>● the student has engaged in wrongful behaviour of a serious nature (see definition above); and</li> <li>● the school's other processes for addressing such behaviours have been applied and not been successful; and</li> <li>● the welfare and safety of others in the school community, or the need to maintain order and protect the rights of others, make it necessary that the student no longer be present in that school community.</li> </ul> <p>Only the Principal has the authority to expel a student. Prior to confirming an expulsion, the Principal will:</p> <ul style="list-style-type: none"> <li>· explain clearly to the student and the student's parent(s)/guardian(s)/carer(s) the reason(s) for the intended expulsion, and provide them with an opportunity to speak on behalf of the student</li> </ul>

	<ul style="list-style-type: none"> <li>· provide to the Executive Officer of Kildare Education Ministries as appropriate, formal written notification of the intended expulsion and the reasons for it and seek endorsement.</li> </ul> <p>Should the decision to expel the student be confirmed, the Principal must ensure that the expulsion is formally recorded in the school's files and provide to the parent(s)/carer(s) of the expelled student a formal Notice of Expulsion. When possible, this notice is to be issued before or on the day the expulsion is to commence, and if that is not possible then as soon after that as possible. This notice needs to include:</p> <ul style="list-style-type: none"> <li>● The reason(s) for the expulsion</li> <li>● The commencement date of the expulsion</li> <li>● Details of the Review and/or Appeal processes available*</li> </ul> <p>*Natural justice must apply, and consequently there should be available in every school a formally authorised process by which the parent(s)/carer(s) of an expelled student, and in some circumstances the expelled student herself, may have the expulsion decision reviewed and/or appealed.</p>
<p><b>Implementation</b></p>	<p>This Policy is implemented by:</p> <ul style="list-style-type: none"> <li>● staff professional development opportunities in behaviour management</li> <li>● communicating this Policy to the College community</li> <li>● monitoring the effectiveness of the Policy</li> <li>● reviewing and evaluating this Policy annually.</li> </ul>
<p><b>Source of Obligation</b></p>	<p>The ETR Act (s 4.3.1(6)) requires that our policies relating to the discipline of students are to be based on principles of procedural fairness and must not permit corporal punishment.</p>
<p><b>External Education Providers</b></p>	<p>An external education provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College. The delivery of such a course may take place on College premises or elsewhere.</p> <p>All external education providers engaged by the College are responsible for contributing to the safety and protection of children in the College environment. All external education providers engaged by the College are required by the College to be familiar with our Child Safeguarding Policy and our Child Protection Program.</p> <p>Marian College may include this requirement in the written agreement between it and the external education provider.</p>
<p><b>Related Policies and Resources</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">Student Behaviour Management (Discipline) Policy</a> and Procedures</li> <li>● <a href="#">KEM Promotion of Student Wellbeing Policy</a></li> <li>● <a href="#">KEM Delegations of Authority Manual</a></li> </ul>

**Date Reviewed:** March 2026

**Reviewed by:** Leadership Team

**Endorsed by:** Principal

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