

# Glenlola Collegiate School

*“EXCELLENCE THROUGH COMMITMENT, CONTRIBUTION and CARING”*

## Suspension and Expulsion of Pupils Policy



*Member of staff responsible for policy: Mr Brian Montgomery  
Date approved by Board of Governors: 04 October 2023  
Date of next review: September 2024*

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## **1. Introduction**

- 1.1 The Board of Governors of Glenlola Collegiate School has adopted this Policy for the Suspension and Expulsion of Pupils.
- 1.2 The Board of Governors has considered all relevant Department of Education for Northern Ireland guidance documents in preparing this Policy for the Suspension and Expulsion of Pupils.
- 1.3 This Policy is referred to within the School's Behaviour Policy and represents a formal statement as to the procedures to be followed by the School in relation to serious breaches of discipline, which may require the sanctions of suspension or expulsion.
- 1.4 The Board of Governors will from time to time review this Policy for the Suspension and Expulsion of Pupils.

## **2. Definitions**

Throughout this document the following definitions are used:

- 2.1 'Board' means the Board of Governors of Glenlola Collegiate School.
- 2.2 'Headmaster' includes the Vice Principal or other person for the time being performing the duties of the Headmaster, for example, where the Headmaster is absent or otherwise unavailable.
- 2.3 'Chairman of the Board of Governors' includes, where the Chairman is absent or otherwise unavailable, the officer of the Board of Governors for the time being performing the duties of the Chairman.
- 2.4 'Parent' includes any person who has parental responsibility within the meaning of Article 2 of the Education and Libraries (Northern Ireland) Order 1986 as amended by Article 128 of Schedule 9 of the Children (Northern Ireland) Order 1995 or as otherwise defined by the Department of Education for Northern Ireland.
- 2.5 Any reference to the parent of a pupil shall include, in the case of a pupil who has attained the age of eighteen, the pupil herself.

## **3. Suspension Procedures**

- 3.1 The Procedure for the suspending of pupils from the School is governed by statutory regulation and is in accordance with the Education Authority published scheme '*Procedure for the Suspension and Expulsion of Pupils from Board Controlled Schools*'. The statutory framework and relevant Departmental guidance are available from Education Authority on request.
- 3.2 A pupil may be suspended only by the Headmaster or a Vice Principal in his absence, in accordance with section 4 below.
- 3.3 The first period of suspension shall not exceed five school days.

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- 3.4 A period of suspension may be extended by the Headmaster after consultation and approval from the Chairman of the Board of Governors, for a maximum of five school days at a time.
- 3.5 In all cases of suspension, the Headmaster or a Vice Principal shall give written notification of the reasons for the suspension (or extension of the suspension) and the period of extension to the parent of the pupil and to the Education Authority. The Education Authority will keep a record of the suspension. The Chair (or Vice Chair) of the Board of Governors will also be notified.
- 3.6 A pupil may be suspended from the school for not more than forty-five school days in any one school year.
- 3.7 When a pupil has been suspended on more than one occasion for a serious breach of discipline in any one school year, or following a single, exceptionally serious incident, the Board of Governors may wish to consider the option of expulsion from the school.
- 3.8 In exceptional circumstances and due to the serious nature of the behaviour of the pupil involved, the Headmaster or a Vice Principal in his absence, may suspend a pupil immediately in order to safeguard either the other pupils and or staff in the school, or investigate the matter further. The Headmaster or a Vice Principal will then carry out all necessary investigations into the matter as per the procedural requirements of the policy. This may include liaison and cooperation with relevant outside agencies.

### **4. Initiating and Processing Suspension**

- 4.1 The Headmaster or a Vice Principal will inform the parents of the suspension, its duration and the reasons for the suspension. In order to ensure that this information reaches parents without undue delay, a letter of suspension will be sent to the parent by email with a read receipt request and/or other electronic communications routes. The parent will be contacted by telephone where possible and made aware that an important email/other communication has been sent to them.
- 4.2 The decision must be confirmed in writing and the letter notifying the parents of the suspension must be sent out on the day of the suspension. The letter will be sent by email with a read receipt request and/or other electronic communications routes - see 4.1. A copy will be delivered to the address of the parents by a member of staff where possible.
- 4.3 The letter must offer the parents and the pupil the opportunity to attend the School and discuss the suspension with the Headmaster or a Vice Principal and other relevant staff where appropriate.
- 4.4 At the meeting the circumstances and the behaviour of the pupil, which resulted in the decision to suspend will be discussed. The parents and pupil will be invited to comment.
- 4.5 A copy of the letter notifying the parents of the suspension must be sent to the Chairperson of the Board of Governors.
- 4.6 All suspensions will be notified to the Education Authority using the official Notification of Pupil Suspension Form SF1 and accompanied by a copy of the letter sent to the parents. This notification documentation is retained by the Education Authority.

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- 4.7 A written report will be submitted subsequently to the Chair of the Board of Governors and the Chief Executive of Education Authority detailing reasons for the suspension and its duration.
- 4.8 Details of the suspension will be maintained on the pupil's school record.
- 4.9 A period of suspension begins on the day following that on which the decision to suspend was reached. The pupil does not return to class on the day the decision to suspend is made, but is given work to do under special arrangements. These special arrangements involve the supervised segregation of the pupil for that day.
- 4.10 A suspended pupil can only be sent home before the end of the normal school day with the agreement of the parents and only if the pupil can be delivered into the care of the parent or a person previously agreed by the parents.
- 4.11 During a period of suspension the pupil will not be permitted to be on school premises or to participate in any school functions or fixtures on or off school premises without prior consent from the Headmaster.
- 4.12 The School will provide work for the pupil during the period of suspension. Such work may not be available prior to the commencement of the suspension however the school will endeavour to provide same as soon as possible, which is the responsibility of parents to collect directly from the school.
- 4.13 On the day of the pupil's return to school following a period of suspension she should report immediately to the Headmaster or a nominated teacher. If the pupil has to report to a nominated teacher, she will be notified in advance of the nominated teacher(s) to report to. A short meeting will take place with the pupil who will be reminded of the school's policies and procedures and encouraged to comply with same.

### **5. Extending a Suspension**

- 5.1 When it is considered by the Headmaster that circumstances require that a period of suspension be extended, the following steps must be taken:
  - 5.1.1 The Headmaster will consult with the Chairman of the Board of Governors and obtain approval for the extension.
  - 5.1.2 The Headmaster or a Vice Principal will notify the parents of the pupil by letter of the extension, its duration (up to a maximum of five days) and the reasons for it. The letter should be sent by first class post to arrive before the end of the initial period of suspension and offer the parents and pupil the opportunity to attend the school and discuss the reasons for the extension.
  - 5.1.3 The Education Authority must be notified of the extension using the official Notification of Pupil Suspension Form SF1, which should be accompanied by a copy of the letter to the parents.

### **6. Expulsion Procedures**

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- 6.1 The Expulsion of a pupil is the most serious disciplinary measure that can be applied. The Procedure for the expelling pupils from the School is governed by statutory regulation. The statutory framework and relevant Departmental guidance are available from Education Authority on request.
- 6.2 The expelling authority is the Education Authority. Any decision to expel a pupil rests solely with Education Authority or an appointed Committee of the Education Authority, following a request from the Board of Governors.
- 6.3 The Board of Governors can make a request to the Education Authority regarding possible expulsion of a pupil, if having considered all the available evidence it appears that a pupil has seriously breached the School Rules and / or Behavioural Policy, and further that the Board of Governors is satisfied that expulsion is an appropriate sanction to consider and request. Before arriving at a decision to make a request to the Education Authority, the Board of Governors should be satisfied of the following:
- (i) That a thorough investigation has been carried out to determine the nature and circumstances of the events leading to the proposed expulsion.
  - (ii) The pupil is indeed in serious breach of the School's Behaviour Policy, School Rules or Code of Conduct.
  - (iii) The pupil has completed a period of suspension.
  - (iv) That expulsion would be a reasonable and proportionate response to the pupil's behaviour given the all the circumstances.
- 6.4 The Chair of the Board of Governors will write to the Education Authority to request that a Formal Consultative Meeting be arranged to consider the future provision of suitable education for the pupil and to consider the possibility of expulsion from the school.
- 6.5 The Headmaster will notify in writing the parent(s) or those with parental responsibility, that the Formal Consultative Meeting has been arranged. This letter will set out the time, date and purpose of the meeting along with the reasons for it having been arranged. Any neglect or refusal on the part of the parent to take part in such consultations shall not prevent further consideration of the request for expulsion.
- 6.6 If, following the Formal Consultative Meeting, it is decided that expulsion is the most appropriate response, a request to the Education Authority in respect of expulsion will be made in writing, will be signed by the Chairperson of the Board of Governors (or his/her nominee) and will detail the reasons for such request.
- 6.7 Following the request to the Education Authority, the procedure for considering expulsion will follow the Education Authority published scheme (and any Departmental Guidance).
- 6.8 In any case, a decision to expel a pupil from the School will only be determined by the Education Authority, after:
- (i) The pupil has served a period of suspension.
  - (ii) A Formal Consultative Meeting has taken place between:
    - The Headmaster or other person appointed by the Board of Governors
    - The parent(s) / or those persons with parental responsibility

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- The Chief Executive of the Education Authority (or his/her nominee)
  - The Chairperson of the Board of Governors
- (iii) A request in respect of expulsion has been made to the Education Authority in writing by the Board of Governors.
- 6.9 Further information regarding the composition and procedures of any Education Authority Expulsions Committee, together with the right of appeal, can be obtained from the Education Authority.