



Revised
March 2012

SUSPENSIONS AND EXPLUSION OF PUPILS POLICY

1. The Board of Governors of the school has prepared and adopted this scheme under article 49 of the Education and Libraries (Northern Ireland) Order of 1986, as substituted by article 39 of the Education and Libraries (Northern Ireland) Order of 1993, and in accordance with the Schools (Suspensions and Expulsion of Pupils) Regulations (Northern Ireland) of 1995 as well as Schools (Suspensions and Expulsion of Pupils) (Amendment) Regulations (Northern Ireland) 1998.
2. In this scheme, any reference
 - (a) to the Chair of the Board of Governors includes, where the Chair is absent or unavailable, the member of the Board of Governors for the time being performing the duties of the Chair;
 - (b) to the Headmaster includes, where the Headmaster is absent or otherwise unavailable, the Vice-Principal or other person for the time being performing the duties of the Headmaster;
 - (c) to the parent(s) of a pupil includes the legal guardian(s) of a pupil or, in the case of a pupil who has attained the age of eighteen years, the pupil him/herself.
3. **SUSPENSION**
 - (a) 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 suspended from school for a total of more than forty-five days in any one school year.
 - (b) The Headmaster (or Vice-Principal) will, as soon as possible, contact [*normally by telephone; in writing only if the parent cannot be reached*] the parent(s) of the pupil to be suspended in order to:
 - (i) give notification of the reason for and period of suspension;
 - (ii) 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.
 - (c) 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, for statistical purposes, to the South Eastern Education and Library Board.

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- (d) 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 South Eastern Education and Library Board

4. EXPULSION

- (a) A pupil will be expelled only after serving a period of suspension.
- (b) If the school decides to begin expulsion procedures after the period of suspension has been exhausted, the pupil will be able to return to school, pending a pre-expulsion consultation meeting.

To this meeting will be invited:

- (i) the parent(s) of the pupil
- (ii) the Chair of the Board of Governors
- (iii) the Chief Executive of the South Eastern Education and Library Board or another duly authorised officer of the Board.
- (iv) the Headmaster (who will convene the meeting)

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.

- (c) 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.
- (d) 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 South Eastern Education and Library Board for lodging the appeal and the place where the appeal may be lodged.

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