



Our Lady of the Way Primary School

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# SUSPENSION, TRANSFER & EXCLUSION POLICY

## 1.0 Rationale

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, all schools will maintain high standards of student behaviour. There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension, Transfer & Exclusion are the options available to the Principal in these situations.

At *Our Lady of the Way School*, we believe that students and teachers work best in a safe environment that nurtures the holistic development of the individual. Care and guidance is carried on in climate characterised by Gospel values. Such values emphasise the development of self-discipline based on justice, self-esteem and reconciliation. The dignity of the individual will remain of the utmost importance.

Given such an environment, the action of suspending, transferring or excluding a student is something that will occur only on a very rare occasion and only after considerable assistance has been provided to the student and the family in an effort to overcome difficulties that surround that student.

## 2.0 General Principles

- 2.1 *Our Lady of the Way School* makes every effort to ensure that education is a rewarding and relevant experience for all students.
- 2.2 The Principal has the responsibility to ensure that students, parents and staff are fully aware of the school's Pastoral Care Policy and Quality Behaviour and Wellbeing Policy of the school.
- 2.3 The Principal will seek early and positive support from parents or carers in resolving discipline and behaviour problems. Suspension or exclusion provides a period when all parties can seek a positive resolution to the problem.
- 2.4 It is essential that suspension, transfer and exclusion be seen as strategies within the Pastoral Care Policy and Quality Behaviour and Wellbeing Policy of the school. These strategies are to be used only in serious cases of misbehaviour or non-compliance in accordance with these guidelines.
- 2.5 The Principal will use their available authority immediately if they believe that the safety of staff or students is at risk.
- 2.6 When considering these strategies, the Principal will ensure that no student is discriminated against in terms of gender, race, religious or cultural background, socio-economic status, physical or intellectual disability.

- 2.7 The Principal may refuse enrolment of a student on the grounds of previously unacceptable behaviour if there is evidence that the student has not learned the appropriate skill to manage this behaviour.
- 2.8 Only the Principal or designated representative can suspend a student.
- 2.9 Only the Executive Director or designated representative can exclude a student.

### **Procedural Fairness**

Decisions to suspend or expel a student will be underpinned by the principles of procedural fairness. These principles require that individuals have the right to respond (the hearing rule) and the right to an unbiased hearing (the bias rule). The 'hearing rule' includes the right of the person against whom an allegation has been made to know the allegations related to a specific matter and any other information which will be taken into account in considering the matter; know the process by which the matter will be considered; respond to allegations; and know how to seek a review of the decision made in response to the allegations. The 'right to an unbiased decision' includes the right to impartiality in an investigation and decision-making and an absence of bias by a decision-maker.

### **Short Suspension**

The Principal will generally suspend a student for a period of up to 3 school days; and up to 5 days under their own authority for:

- Continued disobedience
- Aggressive behaviour

### **Long Suspension**

The Principal may impose a long suspension if a short suspension has not resolved the issue or is a serious incident to warrant a longer period of up to 10 days for:

- Repeated misconduct
- Possession, supply or use of a suspected illegal substance
- Physical violence or threat of serious physical violence
- Possession of a prohibited weapon e.g. knife
- Criminal behaviour related to the school.

The Principal may also suspend any student whose behaviour includes:

- Persistent disobedience
- Persistent disruption
- Breach of school rules

In-school suspension is when a student is withdrawn from class but remains within the school. Suspension from school means that a student's right to attend school or classes is withdrawn for a temporary period of time.

### **Transfer**

There may be times when it is untenable for a student to remain in a particular school. If the Director of Performance agrees, the Director of Performance and Manager of Well-being will assist in arranging enrolment in another CEDP school. The transfer should give the student the best possible chance of success at an alternative school.

### **Exclusion**

In serious circumstances of misbehaviour, the principal may exclude a student of any age from their school. Such circumstances include, but are not limited to the following:

- In extreme circumstance where the student's behaviour represents a significant risk of harm to other students, teachers or the school community.

- If the student has significant attendance issues and efforts to reengage the student have been unsuccessful.
- If there is a serious breach of the enrolment contract between the school and the parents/carers.
- Only the Executive Director can approve an exclusion.

### **3.0 Implementation**

- 3.1 Teachers are regularly reminded about the need to be proactive in maintaining good behaviour among students.
- 3.2 The classroom and playground rules are addressed regularly in the classrooms and at assemblies.
- 3.3 Conduct parent/teacher information sessions in an attempt to better understand the students in our care.
- 3.4 Teachers are alerted to the fact that students displaying serious inappropriate behaviour may be subject to a special behavioural modification program.
- 3.7 In extreme cases of serious inappropriate behaviour, every effort is made to understand the particular situation at hand by consulting all relevant parties.
- 3.8 Any form of suspension, transfer or exclusion of a student will be a result of a documented and transparent process, with due consideration to the confidentiality of all parties, including serious and substantial concerns, procedural fairness, consultation and appropriate pastoral and educational support.

### **4.0 Budget**

A budget will be provided for the professional development of staff and acquisition of resources.

### **5.0 Evaluation**

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this program.

Please refer to CEDP *Student Suspension, Transfer and Exclusion* Guidelines and Procedures September 2017