

## Related Policies

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Student Management (Discipline)

Suspension of Students

## Purpose

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This policy sets out the processes that are undertaken when determining that a student will be permanently removed from the school.

## Policy

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A School will develop a policy of student management that reflects Catholic ethos and respects the dignity of students. Teachers and students understand and comply with the requirements of this policy.

The decision regarding exclusion, expulsion or transfer of a student is made by the Director, Catholic Education on the written recommendation of the Principal when the Director is satisfied that the circumstances warrant exclusion, expulsion or transfer.

## Definitions

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ACT

### **Exclusion**

means excluding a student from all Catholic systemic schools.

### **Expulsion**

In the ACT, the term *expulsion* is no longer used; the closest reference is to “transfer to another Catholic systemic school”.

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### **Exclusion**

means preventing a student’s admission to a number of schools; in extreme circumstances, this can involve all the schools in a single system or from other schools.

### **Expulsion**

means the permanent removal of a student from one particular school.

### **Transfer**

is the permanent removal of a student from one particular school where the student is not prevented from applying for enrolment at another Catholic Education Archdiocese of Canberra and Goulburn (CECG) System school. In some cases the Principal can assist the student’s voluntary transfer to another System school within the Archdiocese.

**Procedural fairness** involves:

- Providing relevant policies and procedures to involved persons
- Providing details of allegations to involved persons
- Providing the right to respond to allegations to the involved persons and, if appropriate, the opportunity to appeal any decision
- Providing the right of an impartial decision to involved persons.

## Procedures

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Procedures that precede a decision to remove a student from a school

- The Principal gives the student reasonable opportunities to attend counselling and/or participate in relevant education programs or provide other appropriate assistance.
- The Principal notifies those involved (e.g. Director Catholic Education, Head of Human Resource Services Catholic Education, student, relevant staff, student's parents, and Parish Priest) of a serious matter involving the student, and that the process, which may lead to exclusion, is commencing.
- The Principal liaises closely with the Head of Human Resource Services.
- The Principal gathers information, consults with those involved, ensures procedural fairness and confidentiality, and ensures that written records are kept.
- The Principal gives the student information about the serious matter and asks for the student's response, taking into account the student's maturity and capacity for understanding. The Principal offers the student an opportunity for counselling and pastoral guidance e.g. through the Parish Priest.
- The Principal consults with the parents of the student and informs them in writing about the process underway and the reasons for this. The Principal offers the parents support.

Procedures to Recommend Exclusion

- The Principal notifies the parents verbally and in writing that a recommendation to exclude the student, and the reasons for this, is to be made to the Director. The Principal also notifies the parents if the Principal has recommended that the Director consider an opportunity for student transfer. The written communication is sent to the parents by registered mail.
- The Principal makes the recommendation to exclude the student in writing to the Director. The Principal provides the Director with a written report including the details of the supports provided for the student and the rationale for recommending the exclusion of the student.
- The Director makes a decision about exclusion within five (5) working days after receiving the documentation. The Director advises the student and the student's parents in writing of that decision, including details of the appeal process if relevant.
- The Director gives the Registrar of ACT Non-Government Schools written confirmation of the exclusion of a student if the student is excluded from all Catholic Systems schools.

Appeal Procedures

- The parents or student may lodge a written appeal against the decision with the Director within ten (10) days of the written notification of the exclusion.
- The Director refers the appeal to the Chair of the Catholic Education Commission who may dismiss the appeal or form a panel to hear the appeal.
- The Chair of the Catholic Education Commission, a parent member of the Catholic Education Commission and another Principal (or their delegates) constitutes the appeal panel. The appeal panel reviews the decision and the decision making process.
- The appeal panel makes a decision within three (3) days of the appeal hearing and gives written notification of the outcome of the appeal to all relevant persons.

**References**

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Nil

**Forms**

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Nil

<b>Approved By:</b>	Service Area Leadership Team
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