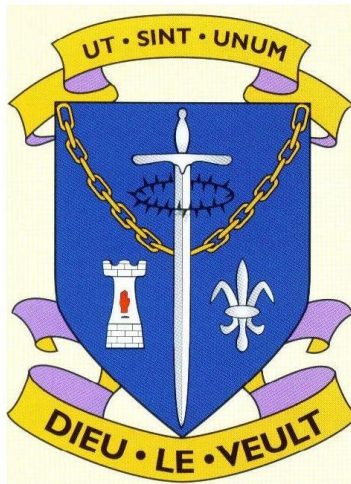


***Board of Governors
St Louis Grammar School
Kilkeel***



**SCHEME FOR THE
SUSPENSION AND EXPULSION OF PUPILS**

***Date of Policy: September 2020
Last Reviewed: November 2024
Reviewed by: Mr K. Martin
Date of Next Review: March 2027***

**Board of Governors
St Louis Grammar School Kilkeel**

Scheme for Suspension and Exclusion of Pupils

1. Parents have a duty to ensure that their children receive suitable, efficient, full-time education by regular attendance at school or otherwise.
2. Every child is entitled to be educated.
3. No child is entitled to be educated at the expense of, or to the detriment of, the education of other children.
4. When a pupil fails to meet the minimum required standards of behaviour, the school is entitled to impose such sanctions as are outlined in the school discipline policy which may include suspension and, if necessary, expulsion.
5. All matters of a disciplinary nature should be imbued at all times with the moral precepts which form and maintain the ethos of Catholic education.

Under the provisions of the Article 49 of the Education and Libraries (NI) Order 1986 as amended by Article 39 of the Education and Libraries (NI) Order 1993 the Board of Governors hereby makes the following Scheme for the suspension and expulsion of pupils attending St Louis Grammar School.

A.

SUSPENSION

Suspension may take one of two forms:

- (i) Temporary Exclusion
- (ii) Formal Suspension

(i) Temporary Exclusion:

A one-off situation can arise in a school which demands the immediate removal from the school of one or more pupils for a time to allow the tempers to cool or to serve as a warning of the seriousness and unacceptability of certain misbehaviour. Such an exclusion is not a formal process. It must not exceed three days and must be carried out by the Principal only. Principals must inform the Chairperson of the Board of Governors. Parents must also be given, in writing, the reasons for the exclusion.

Should it be necessary to send the pupil home immediately, the pupil may be delivered by a member of staff into the care of his/her parent or guardian to whom the written statement mentioned above should be handed at the same time. On certain occasions the parents may be requested to collect the pupil from the school. If neither of these actions are practicable, the pupil shall return home as normal and the parents informed of the action to be taken.

The Principal must keep a record of the circumstances associated with the case and report the matter at the next meeting of the Board of Governors. The exclusion should be for the shortest period compatible with the nature of the misbehaviour. Should it be considered necessary to exceed three days then the procedures for formal suspension will apply.

(ii) Formal Suspension:

1. A pupil may be suspended from the school only by the Principal.
2. An initial period of suspension may not exceed five school days.
3. Where a pupil is suspended from a school, whether initially or by way of extension to an existing suspension, the Principal must immediately:-
 - (i) give written notification of the reasons for and the duration of the suspension to the parent/guardian of the pupil, and to the Chairperson of the Board of Governors.
 - (ii) inform the parent/guardian that their child shall be regarded by the school as being in their care from the end of the school day in which suspension takes place.
 - (iii) invite the parent/guardian to visit the school to discuss the pupil's behaviour.
4. The Principal shall ensure that all reasonable steps are taken to inform parents/guardians, in writing, of the suspension before the period of suspension commences, or at the time of the suspension.
5. The Principal must not extend an agreed period of suspension except with the prior approval of the Chairperson of the Board of Governors and must in every case give written notification of the reason for the extension and the period of the extension to the parent/guardian.

B.

EXPULSION

1. No pupil shall be expelled from a school unless he/she has first served a period of suspension.
2. No pupil shall be expelled from a school otherwise than by the Board of Governors.
3. A pupil may be expelled from school only after consultation about his/her expulsion has taken place between the Principal, the parent/guardian of the pupil and the Chairperson of the Board of Governors of the school. These consultations shall include consideration of the future provision of suitable education for the pupil concerned. The Board of Governors may make arrangements to hear representations from the parent/guardian of the pupil or from the pupil, if he/she had reached the age of 18 years on or before the date of the offence, before any decision on expulsion is taken. A refusal on the part of the pupil's parent/guardian or on the part of the pupil, if he/she had reached the age of 18 years on or before the date of the offence, to take part in such consultations shall not prevent a pupil from being expelled.
4. This scheme shall be subject to modification or amendment from time to time by the Board of Governors as is deemed necessary or appropriate in the light of changing circumstances and/or experience.

Procedure for the Expulsion of a Pupil

1. The pupil will first be suspended from school for a period of at least 5 days.
2. Consultations about the proposed expulsion of the pupil will take place between the Principal and the parents/guardian of the pupil and the Chairperson of the Board of Governors.
3. Consultations will give due consideration to the future provision of suitable education for the pupil, among many other considerations.
4. The Board of Governors* may make arrangements to hear representations from the parents/guardian of the pupil or from the pupil, if the pupil had reached the age of 18 years on or before the date of the offence.

5. The decision of the Board of Governors* is final in the matter of expulsion of a pupil.
 6. Parents wishing to appeal an expulsion should contact the Clerk to the Tribunal at the following email address: admissionappeals@eani.org.uk
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* **A sub-committee consisting of the Chairperson and two other voting members may act on behalf of the Board of Governors.**