

COLERAINE GRAMMAR SCHOOL



SCHEME FOR THE SUSPENSION AND EXPULSION OF PUPILS

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INTRODUCTION

Under the terms of Article 49(3) (a) of the Education and Libraries (NI) Order 1986 (as amended) the Board of Governors of a Voluntary School shall prepare a scheme specifying the procedure to be followed in relation to the suspension or expulsion of pupils from the school. The Schools (Suspension and Expulsion of Pupils) Regulations (NI) 1995 (as amended) specify the matters which must be included in such a scheme.

This document therefore sets out the procedures to be followed in the event of a suspension or expulsion of a pupil from Coleraine Grammar School.

INTERPRETATION

In this scheme:

1. "The President of the Board of Governors" includes, where the President is absent or otherwise unavailable, the member of the Board of Governors for the time being performing the duties of the President.
2. "Headmaster" includes, where the Headmaster is absent or otherwise unavailable, a Vice-Principal or other person for the time being performing the duties of the Headmaster.
3. "Parent", in relation to a child or young person, includes a guardian/carer and every person who has the actual custody of the child or young person.
4. "A school day" means any day on which the whole school is in operation, i.e. there is a timetabled session and the pupils are in attendance, including remote attendance during periods of remote and blended learning. These exclude school holidays and 'inset' or training days where the pupils are not present.
5. "In school" includes remote attendance during periods of remote and blended learning.
6. The EA means the Education Authority established under the Education Act (NI) 2014.

SUSPENSIONS

1. REQUIREMENTS

- 1.1 All parties involved should adhere to confidentiality at all times.
- 1.2 A pupil may be suspended only by the Headmaster.
- 1.3 An initial period of suspension shall not exceed five school days.
- 1.4 A pupil may be suspended from school for not more than forty-five school days in any one school year.
- 1.5 The Headmaster shall not extend a period of suspension except with the prior approval of the President of the Board of Governors.
- 1.6 Acceptable reasons for extending a period of suspension could potentially include:
 - i) where, in the reasonable opinion of the Headmaster, the return of the pupil concerned would pose serious problems in terms of preserving order and discipline within the school;
 - ii) where allowing the pupil to remain in school would, in the reasonable opinion of the Headmaster, seriously harm the education and welfare of other pupils or members of the school community;
 - iii) where, in the reasonable opinion of the Headmaster, discussion with educational psychologists and / or other agencies would be facilitated;
 - iv) where a decision to expel the pupil is quite properly being considered;
 - v) where parents have without good reason failed to enter into proper and necessary consultations / discussions with the school.
- 1.7 Each individual extension may not exceed five days, but individual extensions may run consecutively.

2. STEPS TO BE FOLLOWED PRIOR TO SUSPENSION

- 2.1 Coleraine Grammar School's Promoting Positive Behaviour policy sets out the standards of behaviour and good conduct expected from pupils and outlines the possible sanctions.
- 2.2 The list of offences contained in the Promoting Positive Behaviour policy, which are punishable by suspension or expulsion, is not exhaustive.
- 2.3 The general principle is that the sanction imposed should be fair and appropriate to the situation.
- 2.4 A precautionary suspension may however be considered in the case of suspected breach or breaches of the policy, or in exceptional circumstances, balancing the best interests of the pupil with the best interests of the school community.
- 2.5 All aspects of the pupil's record of conduct at the school may be considered.

3. INSTIGATING SUSPENSION

- 3.1 On taking the decision to suspend a pupil the Headmaster must **immediately**:
- i) notify the parent, in person or by telephone or, if they cannot be contacted in person or telephone, by electronic communication, and in writing, of the suspension;
 - ii) the letter must include:
 - the reasons for the suspension;
 - the duration of the suspension;
 - the arrangements for the provision of work to the pupil whilst suspended (see sample letter Appendix 1 and Section 3.5); and
 - an invitation to visit the school in order to discuss the suspension and enlist support for the school's efforts to resolve the difficulty; and
 - iii) the letter notifying the parent must be sent by 1st class post or hand delivered on the day the suspension is decided upon. If the suspension notice is sent by post the school should, whenever possible, send a copy home with the pupil.
- 3.2 A copy of the letter must be sent **immediately** to the President of the Board of Governors.
- 3.3 All suspensions must be notified **immediately** to the EA by completing the Department of Education's form (*Notification of Pupil Suspension*). Notification of suspension should be forwarded to suspension.notification@eani.org.uk.

- 3.4 A suspended pupil can be sent home before the end of the normal school day only with the agreement of the parent and only if the pupil can be delivered directly into the care of the parent or of a person nominated by the parent or unless other arrangements are agreed in consultation with the parent.
- 3.5 The school has a statutory responsibility to arrange for the provision of suitable education for registered pupils of the school when they are suspended, regardless of the length of suspension or reason for the sanction. Coleraine Grammar School will ensure that appropriate work from a nominated teacher is available to be carried out by the pupil during the period of suspension.
- 3.6 If a pupil is at risk of missing a public examination as a result of suspension, the school will make arrangements for the pupil to sit the examination.
- 3.7 If a pupil does not return to school at the end of a period of suspension, the school will firstly contact the parent to ascertain the reason for not returning. If the reason requires a referral to the Education Welfare Service, the school will liaise with the local Education Authority.
- 3.8 The Headmaster will ensure that a full record is kept of the meeting held with the parent before a pupil returns to school.

4. EXTENSION OF SUSPENSION

- 4.1 Where a period of suspension is to be extended, the prior approval of the President of the Board of Governors must be obtained for each extension.
- 4.2 Where a decision has been taken to extend the suspension period, the Headmaster must **immediately**:
- i) notify the parent, in person or by telephone or, if they cannot be contacted in person or by telephone, by electronic communication and in writing of the extension;
 - ii) the letter must include:
 - the reasons for the extension;
 - the duration of the extension (up to five days); and

iii) the letter notifying the parent must be sent by 1st class post to arrive before the end of the initial period of suspension.

4.3 Suspensions cannot be extended solely on the grounds that the parent has not attended the meeting under 3.1.

4.4 All extensions must be notified **immediately** to the EA by completing the Department of Education's form (*Notification of Pupil Suspension*). Notification of suspension should be forwarded to suspension.notification@eani.org.uk.

4.5 Following a protracted period of suspension (two weeks or more), the school will identify a named member of staff to assist with the pupil's reintegration in order to inform teachers in advance of the pupil's return, identify areas where work etc. needs to be completed, ensure any revised arrangements are in place to manage risk, support the pupil over the first few days of his / her return to school etc. and consider the need to place the pupil on SEN Code of Practice and / or refer to EA Support Services.

EXPULSIONS

5. REQUIREMENTS

5.1 All parties involved should adhere to confidentiality at all times.

5.2 Coleraine Grammar School Board of Governors is the expelling authority and the decision to expel rests solely with the Board of Governors.

5.3 A pupil may be expelled from school only after serving a period of suspension.

5.4 A pupil may be expelled from school only after consultation has taken place between the Headmaster, the parent of the pupil, the Authorised Officer of the EA and the President of the Board of Governors.

- 5.5 The consultations must include consultation about the future provision of suitable education for the pupil concerned.
- 5.6 The parent of any pupil expelled from school has the right to appeal against the decision.
- 5.7 Expulsion should normally be used only in response to serious breaches of the school's Promoting Positive Behaviour policy and only after a range of alternative strategies to resolve the pupil's disciplinary problems have been tried and deemed by the Board of Governors to have failed; or where allowing the pupil to remain in school would be seriously detrimental to the education or welfare of other pupils and/or staff, or of the pupil himself or herself. However, there may be circumstances where it is appropriate to expel a pupil for a first or 'one off' offence. These might include serious actual or threatened violence against another pupil or a member of staff; sexual abuse or assault; supplying an illegal drug; or carrying an offensive weapon. This list is not exhaustive, and the Board of Governors may decide that expulsion for a lesser offence is justified where there has been previous misbehaviour or where allowing the pupil to remain in school would, in the opinion of the Board of Governors, seriously harm the education and welfare of other pupils and/or members of the school community. This decision depends on a judgment balancing the best interests of the pupil with the best interests of the school community, giving due consideration to the safety and welfare of other pupils and staff.
- 5.8 The Board of Governors will consider all available evidence, including statements made by or on behalf of the pupil. Pupils will be given a reasonable opportunity to provide an explanation/statement regarding the allegations/incident either by themselves or by their parent. Any refusal by or on behalf of the pupil to give an explanation/statement regarding the allegation/incident may also be considered by the Board of Governors.
- 5.9 The decision will be made as to whether the complaint/allegation has been sufficiently proved on the balance of probabilities.
- 5.10 Appropriate reliance may be placed on hearsay evidence.

6. STEPS TO BE TAKEN PRIOR TO EXPULSION

- 6.1 In all cases where a recommendation for expulsion is being considered, the Headmaster shall convene a consultative meeting to be attended by the Headmaster, the President of the Board of Governors, the parent, the pupil (appropriate to his / her age, ability and aptitude) and the Authorised Officer of the EA.
- 6.2 At least five working days' written notice of the consultative meeting and its purpose must be given to the parent and all other parties required to attend (see 6.1 above for list of parties to be in attendance). A copy of all available evidence must be given prior to the consultative meeting to all invited to attend (see Appendices 2, 2a and 5).
- 6.3 The consultative meeting shall be chaired by the President of the Board of Governors. A sample agenda of the consultative meeting is included in Appendix 3b.
- 6.4 At this consultative meeting the possibility of expulsion and the implications of this course of action must be discussed. The consultative meeting must also consider the future provision of suitable education for the pupil concerned.
- 6.5 Non-attendance by the parent at the consultative meeting will not prevent the consultative meeting or the Board of Governors from considering the future action to be taken.
- 6.6 The Headmaster must ensure that a minute of the consultative meeting is kept after agreeing it with the Authorised Officer who was present at the meeting.
- 6.7 Following the consultative meeting, the parent must be informed by the Headmaster that a report on the matter, along with a copy of the minute of the consultative meeting, will be presented to the next meeting of the Board of Governors. The parent should be invited to the meeting of the Board of Governors if the expulsion of the pupil remains as an option.
- 6.8 The meeting of the Board of Governors should **normally** take place within ten school days after the date on which the consultative meeting was held.
- 6.9 Where a parent is to be invited to attend a meeting of the Board of Governors, at least five working days' written notice should be given:

- i) the parent should be:
 - advised of the date, time and venue of the Board of Governors meeting;
 - advised of their right to attend and / or make written submissions to the Board of Governors; and
- ii) the parent should also be given a copy of the minute of the consultative meeting.

6.10 Non-attendance by the parent at the meeting of the Board of Governors will not prevent the governors from proceeding to make its decision.

6.11 Following discussion by the Board of Governors of all the available evidence, including the outcome of all consultations, any decision taken and the reasons for it must be recorded in the minutes of the meeting of the Board of Governors.

6.12 The Headmaster, on behalf of the Board of Governors, will **immediately** inform the parent in writing of a decision to expel the pupil and, in accordance with paragraph 7, of their statutory right to make an appeal to the Independent Appeal Tribunal, where the appeal may be lodged and the time-limit for lodging an appeal. A copy of the letter to expel will be sent to the Schools Branch of the Education Authority to make appropriate referrals to, for example, the Educational Welfare Service and/or tuition services, **immediately** after the Board of Governors meeting.

i) The letter of expulsion will include:

- the reasons why the decision to expel is being made;
- where appropriate, the strategies and sanctions previously taken in an effort to ameliorate the problem;
- details on the time limit set by the EA for lodging the appeal (i.e. ten days from the date of the letter issued to a parent informing them of the decision to expel);
- where the appeal should be lodged

ii) A copy of this letter should also be forwarded to the EA's Education Welfare Service.

7 RIGHT OF APPEAL

7.1. The parent of a pupil or the pupil himself / herself, if she / he has reached the age of eighteen, may appeal to an Independent Appeal Tribunal against a decision to expel.

7.2 An appeal must be lodged within ten working days of the date of issue of the letter informing parents of the decision to expel

APPENDIX 1a

SAMPLE LETTER INFORMING PARENT/GUARDIAN OF THE SUSPENSION OF A PUPIL

Dear (INSERT PARENT / GUARDIAN TITLE / NAME)

NOTIFICATION OF SUSPENSION

NAME OF PUPIL / DOB OF PUPIL

In accordance with the disciplinary policy of the school it has been decided to suspend your son / daughter (NAME OF PUPIL) from Coleraine Grammar School for the period (DATE – e.g. 1 November 2020 to 3 November 2020) inclusive (3 school days). During this time (NAME OF PUPIL) will be regarded as being in your care.

The reason(s) for suspension is / are:

Insert reason for suspension from school discipline policy.

The school will arrange for a programme of work to be available from (NAME OF TEACHER, e.g. (form teacher) for (NAME OF PUPIL) during this period but it will be your responsibility to collect the work and ensure it is completed and ready for marking by the teachers.

The decision to suspend is regarded as a very serious matter. I would therefore invite you to visit the school as soon as possible to discuss the suspension on (date, time and venue to be inserted).

Both the President of the Board of Governors and the Education Authority have been informed of the reasons for this suspension and the period of the suspension.

Yours sincerely

Headmaster

SUSPENSION DESCRIPTORS

Below is a list of general descriptors that schools should consider when constructing a formal suspension notice. **The list is by no means exhaustive** and will not cover many of the types of misbehaviour that will warrant

suspension.

1.0 VIOLENT BEHAVIOUR

1.1 Physical assault on (an)other pupil(s)

1.2 Physical assault on (a) teacher(s)

1.3 Fighting with (an)other pupil(s)

1.4 Bullying (an)other pupil(s)

1.5 Vandalism to school premises

1.6 Destruction/vandalism of a teacher's property

1.7 Destruction of school property

1.8 Serious or deliberate breach of COVID-19 requirement/ regulations

1.9 Possession or attempted possession of prohibited substances, offensive weapons or any item likely to endanger themselves or others (in school uniform or out of school uniform)

2.0 DISRUPTIVE/

INAPPROPRIATE BEHAVIOUR

2.1 Inappropriate behaviour with (an)other pupil(s)

2.2 Unacceptable verbal abuse of school staff

2.3 Unacceptable verbal abuse of (an) other pupil(s)

2.4 Dangerous behaviour

2.5 Bringing the school into disrepute whether in school uniform or out of school uniform.

2.6 Severe disruption of class

2.7 Persistent disruption of class

2.8 Persistent abuse of school rules on smoking

2.9 Persistent misbehaviour/breaking or basic school rules

2.10 Flagrant disobedience and refusal to accept direction

2.11 Absent from class without permission

2.12 Absent from school without permission

2.13 Breaches of the school's dress code/personal grooming

3.0 ILLEGAL ACTS

3.1 Theft/damage of school property

3.2 Theft/damage of (an)other pupil(s) property

3.3 Theft/damage of a teacher's property

3.4 Theft/damage of property outside school

3.5 Substance Abuse

3.6 Criminal actions, or suspected illegal activity, including drug related issues and any criminal breach or illegal activity relating to the Social Network Policy, E-Safety Policy, or Pupil and Parent Acceptable Use Policy

Description of offences and if appropriate an estimate of the cost should be included.

APPENDIX 2

SAMPLE LETTER TO PARENT/GUARDIAN CONFIRMING CONSULTATIVE MEETING TO DISCUSS A PUPIL INCLUDING POSSIBLE EXPULSION

Dear (INSERT PARENT / GUARDIAN TITLE / NAME)

NAME OF PUPIL

DOB OF PUPIL

I am writing to advise you that a consultative meeting has been convened [INSERT DATE, TIME AND VENUE] to consider the possible expulsion of your son / daughter (NAME OF PUPIL) from Coleraine Grammar School as well as the future provision of suitable education for him / her.

The meeting will also be attended by the President of the Board of Governors of the school and an Authorised Officer from the Education Authority.

This will be a very important meeting and I would urge you to make every effort to attend. (NAME OF PUPIL) also has the right to attend should you consider this to be appropriate (subject to his / her age, aptitude and ability).

I enclose a copy of guidance notes which provide more information on the consultative meeting (see Appendix 2a). Copies of relevant policies and a summary report of your child's behaviour and strategies used (where appropriate) which will be discussed at the meeting, are also enclosed for your consideration.

You should note that any neglect or refusal on your part to take part in this meeting shall not prevent the Board of Governors taking appropriate action and this may include a recommendation to the Board of Governors that (NAME OF PUPIL) be expelled.

I would be grateful if you could confirm your attendance by telephoning my secretary, (INSERT NAME), at telephone number 028.....

Yours sincerely

Headmaster

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APPENDIX 2a

NOTES OF GUIDANCE FOR PARENT / GUARDIAN ON THE PUPIL CONSULTATIVE PROCESS Introduction to the Consultative Process

You have been invited to a meeting to consider the future education provision for your son / daughter. This meeting is normally called in light of recent discussions and / or letters you will have been sent concerning your son's / daughter's behaviour at school.

This meeting is for consultation purposes only and is not in any way adversarial. You do not, therefore, have the right to be accompanied or represented by another person. Rather, it is intended to be a meeting where you have an opportunity to hear at first-hand about the school's concerns and, more importantly, where you can raise any points which you consider important and in the best interests of your child. It is crucial that you avail of this opportunity to influence any recommendations on whether your son / daughter should remain at this school.

It is important to stress that one of the considerations of the Consultative Meeting may be the possibility of expulsion from this school and therefore it is strongly recommended that you take up your right to contribute to the discussion on the future educational provision for your son / daughter.

Who will be in Attendance at the Meeting and their Role?

As advised in the attached letter there will be a number of other people in attendance at this meeting. They will always include:

The President of the Board of Governors (or his / her nominee)

The President's role is to:

- chair the meeting and outline the procedures for you;
- ensure that you are properly introduced to all in attendance;
- provide you with the opportunity to contribute at all stages to the discussion and allow you to pose any questions you may have; and primarily,
- gather the information necessary to enable him/her to make recommendations to the full Board of Governors on appropriate arrangements for the future education provision for your son/daughter.

The Headmaster (or his / her nominee)

Who will outline the reasons for bringing this action and specify in detail your son / daughter's behaviour record leading up to the decision to call this Consultative Meeting. In addition, if it is appropriate, the Headmaster will also report on the measures and steps that the school, other applicable Education Authority services or other agencies may have taken to:

- support you and your son / daughter;
- modify your son / daughters behaviour; and,

- avert the need for these formal proceedings having to take place.

An Authorised Officer Appointed by the Chief Executive of the Education Authority

The role of the Authorised Officer is to:

- give impartial advice in dealing with the school and the pupil;
- ensure an explanation is given to the parent / guardian and the pupil (if present) on how the consultation process operates and the further steps which the Board of Governors will have to take should it decide to pursue expulsion;
- advise parent / guardian and pupil (if present) on the nature and availability of alternative education whether in school (including present school) or other suitable programmes which may be available and to brief parent / guardian on how applications can be made;
- advise you of the procedures for selecting and securing a place in another school for your son / daughter should a decision to expel be arrived at;
- advise you of other alternatives to expulsion which might be considered; and
- advise you of any interim arrangements that may be available or advisable should the full Board of Governors ultimately arrive at a decision to expel your son / daughter.

Other roles of the Authorised Officer include:

- first and foremost, ensure that the procedures outlined in the “Scheme for the Suspension and Expulsion of Pupils” have been properly and fairly administered by the school;
- contribute to, and influence the discussions and decision making processes;
- ensure that the Consultative Meeting is conducted in a fair and open manner at all times;
- remind parent / guardian of their right to make representation during further stages of the process including your right of formal appeal should a decision to expel be taken by the full Board of Governors.

Others who may also be in Attendance

In addition, it may sometimes be necessary, depending on specific circumstances, for the Vice-Principal, Pastoral Leader or other teachers (e.g. the Year Head or School Special Needs Coordinator) or other applicable officers from Education Authority services, etc. to be invited to the Consultative Meeting.

Possible Outcomes to the Consultative Meeting

Following the Consultative Meeting, the President will recommend one or a number of outcomes. The important thing for you to remember is that no decision has been made beforehand and that the final recommendation can only be determined after consideration of all the facts at the consultative meeting.

Examples of possible outcomes might include a recommendation that your son / daughter:

- return to school having accepted the seriousness of the situation and offered guarantees in respect of his / her future behaviour in the school;
- return to school having agreed and signed a 'Behaviour Contract' which has been specifically drawn up to suit the particular circumstances;
- return to school having agreed to avail of outreach and counselling assistance as deemed appropriate by the school authorities;
- remain registered at the school in order to avail of alternative off-site opportunities and programmes or other placements if deemed to be appropriate by the school and other agencies;
- be considered for expulsion from the school by the full Board of Governors.

The Role of the Full Board of Governors

Following the Consultative Meeting, the President, having considered all the available evidence together with your representations and concerns, will make a recommendation on your son / daughter's future educational provision and this will be considered at a formal meeting of the Board of Governors.

You will be advised in writing of this recommendation and further advised of your right to attend the Board of Governors' meeting to make representations you deem to be appropriate in support of your son / daughter.

Again, it is strongly recommended that you avail of your right to attend this meeting, particularly if you have been advised that the Governors will be considering a recommendation to expel your son / daughter from school.

Further Information

This note is offered merely as a brief introduction to the detailed procedures that exist. If you have specific questions that you need answered, these can be raised at the Consultative Meeting.

APPENDIX 3a

CONSULTATIVE MEETING: A CHECKLIST FOR THE HEADMASTER

Pastoral Care Arrangements

1. Does the Promoting Positive Behaviour Policy have:
 - A stated Code of Conduct
 - Clearly defined roles and responsibilities for all staff including the SENCO? • A referral system including arrangements for referral to Educational Psychologists?
 - An outline of possible sanctions for pupils who do not co-operate including criteria relating to suspensions and expulsions?
2. Are the pupils aware of the Code of Behaviour and sanctions?
3. Have the parents received a copy of the current policy and if so, when?
4. Is there consistency in the school in relation to the application of the referral system and sanctions?
5. Have criteria relating to suspensions and expulsions been applied and adopted in this instance?
6. Have all suspensions of the pupil been in accordance with guidelines regarding written notification to parents, work available and appropriate duration?

Record Keeping

Is there a written record of:

- Incidents involving disruptive pupils which is dated and signed by the appropriate staff?
- Action taken by the school including any behaviour support programmes or suspensions?
- Referrals to external agencies?
- Communication with parents?
- Where appropriate, witness statements and records of any investigations undertaken?

Documentation Required for Consultative Meeting • A

copy of the Promoting Positive Behaviour Policy.

- A record of the pupil's behaviour.
- A record of the action taken by the school to improve behaviour.
- A copy of any documentation relating to suspensions.
- A record of any referrals to external agencies.
- A record of communication with parents/guardians including responses.

The Pupil Consultative Meeting

The Consultative meeting will be normally chaired by the President of the Board of Governors and those in attendance should include:

- The Headmaster;
- Parent/Guardians;
- The Pupil (if the parent/guardian so wishes); • EA Officers.

The Headmaster should be prepared to:

- Outline the details of the behaviour of the pupil to the meeting and

- Demonstrate how this has caused disruption to learning and/or endangered the health and safety of staff and pupils at the school;
- Outline the steps taken to improve behaviour;
- Report on the outcome of referrals;
- Make a recommendation for the future education provision of the pupil, taking on board where appropriate the alternatives to expulsion.

Appendix 3b

PRESIDENT'S AGENDA FOR PUPIL CONSULTATIVE MEETING

AGENDA

- 1 Introductions.
- 2 Purpose of meeting and possible outcomes.
- 3 Consideration of the pupil's behaviour record and the behaviour modification strategies that have been employed by the school.
- 4 Response of parent / guardian / pupil.
- 5 Consultations about the future provision of suitable education if pupil remaining in the school or alternatively, if a decision is made to expel pupil.
- 6 Outline next steps to the parent / guardian (including invitation to parent / guardian to attend a meeting of the Board of Governors if appropriate).

APPENDIX 4

CHECKLIST FOR BOARDS OF GOVERNORS RECOMMENDING EXPULSION OF A PUPIL

		Yes/No
1	Has the pupil already served a period of suspension?	
2	Have all measures been taken to reintegrate the pupil where appropriate?	
3	Is the pupil disabled for the purposes of SENDO? If so, is the school satisfied that he / she is not being treated less favourably than nondisabled pupils without justification and has the duty to make reasonable adjustments been complied with?	
4	Is expulsion a reasonable response to the pupil's behaviour given the school's disciplinary policy?	
5	Has the parent / guardian been advised in writing that expulsion is being considered and invited to take part in consultations about the matter?	
6	Have consultations about the future provision of suitable education for the pupil taken place before any decision to recommend expulsion has been made?	
7	Has the proposed expulsion been fully discussed by the Board of Governors and any decision recorded in the minutes (see Section 6.8 to 6.11)	

APPENDIX 5

EVIDENCE TO BE CONSIDERED IN THE CASE OF POTENTIAL EXPULSION

Whilst there will be core evidence to be considered for all pupils the Board of Governors should be mindful of the confidential nature of documentation available and its relevance to the individual case.

- detailed records of the pupil's behaviour including the steps taken by the school at each stage;
- a record of the sanctions / strategies adopted to modify behaviour;
- the minute of the consultative meeting;
- any records from schools previously attended by the pupil (where appropriate);
- correspondence with parent / guardian;
- correspondence with other relevant agencies;
- correspondence with the EA's Education Welfare Service, Educational Psychology Service or other applicable EA services; and
- copies of all relevant policies.

APPENDIX 6

SAMPLE LETTER INFORMING

PARENT / GUARDIAN OF THE EXPULSION OF A PUPIL

Dear (INSERT PARENT / GUARDIAN TITLE/NAME)

NOTIFICATION OF EXPULSION

NAME OF PUPIL / DOB OF PUPIL

At the meeting of the Board of Governors of Coleraine Grammar School, which was held on (DATE), the Board took the decision to expel your son / daughter (NAME OF PUPIL) from Coleraine Grammar School with effect from (DATE e.g. 1 December 2020).

The reasons for expulsion are:

(NAME OF PUPIL) continued bad behaviour in verbally attacking teachers and other children. (HIS / HER) repeated breaking of school rules, all of which have resulted in (HIS / HER) suspension for a total of (NUMBER OF DAYS) this school year. Despite support from the school and from teachers and others (NAME OF PUPIL) has shown no improvement in (HIS / HER) behaviour. In the opinion of the Board, balancing the interests of the pupil and the school community, and considering the safety and wellbeing of other pupils and staff, allowing (NAME OF PUPIL) to remain in school would be seriously detrimental to the education or welfare of other pupils and staff, or of the pupil himself or herself.

Following paragraph ONLY to be inserted for children of compulsory school age.

The decision to expel is regarded as a very serious matter and I would ask you to contact the Education Authority's Education Welfare Service as soon as possible to arrange an interview to discuss (NAME OF PUPIL)'s future education.

You have the statutory right to make an appeal to an Appeal Tribunal appointed by the Education Authority but independent of it. If you wish to appeal against the expulsion of your child, you should inform the Clerk to the Tribunal, in writing, within ten working days of the date of this letter. A form on which to make your appeal, together with Notes of Guidance and details of the procedures of the Tribunal, will be sent to you. The email address of the Clerk is:

The Clerk to the Appeals Tribunal
admissionappeals@eani.org.uk

A copy of this letter has been forwarded to the Education Authority's Education Welfare Service.

Yours sincerely

Headmaster

APPENDIX 7

SAMPLE LETTER INFORMING

PARENT / GUARDIAN OF THE DECISION NOT TO EXPEL A PUPIL

Dear (INSERT PARENT / GUARDIAN TITLE/NAME)

**NOTIFICATION – NOT TO EXPEL
*NAME OF PUPIL / DOB OF PUPIL***

At the meeting of the Board of Governors of Coleraine Grammar School, which was held on (DATE), the Board took the decision not to expel your son / daughter from school.

The reasons for this decision are: -

**(INSERT – SUFFICIENT DETAIL SO THAT THE PARENT / GUARDIAN FULLY
UNDERSTANDS THE REASON FOR DECISION)**

I would be grateful if you could contact me regarding arrangements for (NAME OF PUPIL)'s immediate return to school.

Yours sincerely

Headmaster