



S P E R R I N
INTEGRATED COLLEGE

M A G H E R A F E L T

**Policy & Procedure
for the
Suspension
and
Expulsion of Pupils**

- Section 1. Fundamental Principles
2. Suspension
 3. Expulsion
 4. Appeals against Expulsion
 5. Appendices

Section 1: Fundamental Principles

Sperrin Integrated College considers that the following fundamental principles should underpin the Positive Behaviour Policy in our school:

- Every pupil has a legal right to be educated in accordance with the statutory provision.
- All matters of a disciplinary nature should be imbued at all times with the values and ethos of Sperrin Integrated College.
- Parents/Guardians have a duty to ensure that their children receive suitable, efficient, full-time education through regular attendance at school.
- 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 Positive Behaviour Policy. These may include suspension and, if necessary, expulsion.
- The expulsion of a pupil is the most serious disciplinary action that can be applied and in normal circumstances will be considered only after all reasonable courses of action have been explored.

Section 2: Suspension

a) Contact

- The suspension of a pupil from school is a severe situation which can only be proposed where the pupil's behaviour is presenting serious difficulties to the school and where suspension is considered to be in the best interests of the school/pupil.
- While adhering to the fundamental principles of the policy as outlined, the school recognises that there will be times when the Principal has no alternative but to suspend or recommend the expulsion of a pupil.
- Under no circumstances will the school operate an informal or unofficial policy of exclusion outside the terms of this scheme.

b) Procedure

- A pupil may be suspended from the school only by the Principal
- An initial period of suspension shall not exceed five school days.
- A pupil must not be suspended from school for more than 45 school days in any one school year.
- Principals must give reasons for suspending a pupil and must satisfy themselves that the suspension is appropriate. A short term of suspension (not exceeding 5 days in the first instance) should be imposed while it is decided whether more serious action is necessary or appropriate.

c) Correspondence and notification relating to suspension

Notification of suspensions must be given to the parents/guardian of the pupil.

The letter sent to the parent/guardian of the pupil suspended must include:

- The reasons for the suspension.
- The duration of suspension. It is important that parent/guardians are given at least one days advance notice of the commencement of the suspension so that, if necessary, they can make appropriate arrangements for the supervision of the pupil while at home.

- A request to the parent/guardian to contact the school immediately to attend a meeting with the Principal or their nominee to discuss their child's behaviour.
- Information about the availability of school work for the pupil. The onus is on the parent/guardian to collect the school work and return it to the school.
- A copy of the letter must be sent out immediately to the Chairperson of the Board of Governors and the Designated Officer of the EANI at the same time as it is posted to the parent/guardian.
- Inform the parents/guardians 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 effect and for the duration of the period of suspension and of any renewal thereof. In the case of suspension in Exceptional Circumstances Section 2C below will apply.

Note:

1. It should be noted that decisions relating to Expulsion are subject to an Appeals Procedure which may be initiated by the parent/guardian of an expelled pupil. It is therefore imperative that these procedures be strictly adhered to at all times.
2. There are no grounds for appeal on suspension alone.

d) Procedure when extending the first fixed period of suspension

- Where an initial suspension is followed by a subsequent period of suspension, the same procedures as above should be followed in respect of each further suspension period.
- The Principal is required to obtain the prior approval of the Chairperson of the Board of Governors to such further periods of suspension.

e) Suspensions - Exceptional Circumstances

- In exceptional circumstances and because of the grave nature, or the gross extent, of any behaviour a pupil may be suspended immediately.
- The Principal must ensure that in such cases steps are taken for the safe delivery of the suspended pupil to the parent/guardian or if he/she is not available to a person who in the reasonable opinion of the Principal, or his/her nominee will be able to accept responsibility for the custody of the pupil.
- In the case of such suspension, the pupil shall be regarded by the school as being in the care of the parent/guardian as soon as he/she leaves the school premises or, if appropriate, is delivered into the custody of the parent/guardian or to a person who accept responsibility for him/her
- Notification of suspensions must be given to the parent/guardian of the pupil, the Chairperson of the Board of Governors, and the designated officer at the EANI .

Section 3 Expulsion

a) Contact

The expulsion of a pupil from Sperrin Integrated College is the most serious disciplinary action that can be applied to a pupil. The Board of Governors need to be satisfied that reasonable options and alternative strategies have been considered before a final decision is made.

- A pupil shall not be expelled from Sperrin Integrated College other than by the Board of Governors.
- A pupil may be expelled from Sperrin College only after serving a period of suspension.
- A refusal on the part of the pupil's parent/guardian to take part in the procedures shall not prevent a pupil from being expelled

b) Incidents that merit consideration of expulsion:

i) ***"Single major incident" involving gross misconduct***

1. Where a "single major incident" occurs, the pupil is suspended and a consultative meeting and a meeting of the Board of Governors must be arranged as soon as is practically possible.
2. Detailed records of events leading to the suspension or expulsion must be kept. All staff involved must keep a log of incidents including details of how the school responded and where possible, obtain first hand accounts from pupils and witnesses'. All such statements must be signed, dated and witnessed by a teacher. These statements should normally be made available to the parent/guardian at the consultative meeting.
3. Appendix 13 contains a model pro-forma which the school should consider using for the purposes of maintaining detailed pupil records.

ii) ***"Last resort"***

1. "Where the school has taken all reasonable steps to avoid expelling a pupil" or
2. **"Where allowing the pupil to remain in school would be seriously detrimental to the education and welfare of the pupil or that of others in the school".**

The Principal should use the following guidelines when considering the recommendation to expel as a "last resort" measure:

- The pupils difficulties have been recorded, the parent/guardian has been notified and there has been no significant change in the situation.
- The pupils difficulties have been referred to and recorded by the appropriate member of staff who has responsibility for the pupil's pastoral care.
- A referral(s) has been made to Support Services or other appropriate agency or agencies.

- Any advice or guidance offered to and agreed by the Principal has been acted upon and has not, in the opinion of the Principal, moderated the pupil's behaviour.
- In the case of "last resort" expulsions the Principal must record what other strategies have been used and what the outcomes have been. The Principal must also be able to demonstrate that the pupil has been suspended on at least one occasion and that alternative sanctions were also adopted and were shown to have failed in their objective of bringing about an improvement in the pupil's behaviour (these can be provided as evidence in the event of an expulsion being subject to review by an Appeals Tribunal).
- If a pupil is at risk of missing a public examination as a result of being expelled from Sperrin Integrated College then the obligation rests **with the EANI** to make arrangements for the pupil to sit the examination in an appropriate location.

Note: Where an incident occurs which is clearly or may possibly be of a criminal nature, the police, parent/guardian together with the Designated Officer of the EANI and Social Services must be consulted by the Principal and a suspension invoked immediately, pending arrangements being made for the consideration of an expulsion.

c) Expulsion Procedure:

A decision on whether or not to expel a pupil from Sperrin Integrated College shall be made only after:

- i. Consultation has taken place between the Principal, parent/guardian of the pupil, the Chairperson of the Board of Governors of the school (or nominee) and the duly authorised representative of the EANI. These consultations shall include consideration of the future provision of suitable education for the pupil concerned.
 - ii. An opportunity has been offered to the parent/guardian of the pupil, and the child if present, to make representations to the Board of Governors in relation to the pupil and the circumstances surrounding possible expulsion. The future education provision for the pupil must be considered as part of the process. In addition, the Board of Governors shall consider any written documentation submitted by the parent/guardian
- The Board of Governors shall not expel any pupil unless they (the Governors) are satisfied, on considering all the evidence available to them, that the pupil has failed to meet the school's minimum required standards of behaviour and the Governors are further, satisfied that expulsion is the appropriate sanction.
 - The Principal, in writing, shall draw the specific attention of the parent/guardian, or the pupil, {when he/she has attained the age of eighteen}, to the right of appeal to an Appeals Tribunal against the decision of the Board of Governors under Article 49 of the Education and Libraries (NI) Order 1993.
 - The Principal shall provide the parent/guardian with the address and contact details of the specific EANI officer who has responsibility for making arrangements for hearing the appeal.

d) Procedures for Considering Future Education Provision

Stage 1:

Consultation Meeting

Where the ongoing behaviour of the child continues to cause serious concern then, where the Principal considers it appropriate, he/she shall convene a consultative meeting to which the following people shall be invited:

- Principal
- Chairperson of the Board of Governors of the school (or nominee)
- Parent/Guardian
- Authorised officer of the EANI
- The child has the right to attend if the parent/guardian so wishes, or if he/she has attained the age of 18

Requirement for the meeting

- This meeting shall consider the future provision of suitable education for the pupil concerned together with the possibility of expulsion from the school. The Principal must ensure that all procedures have been followed as set out in Appendix 8.
- The meeting should follow the procedures set out in Appendix 9
- The Chairperson of the Board of Governors should follow the agenda and record his/her notes of the meeting (Appendix 10).

Stage 2: Board of Governors Meeting

Subsequent to the consultative meeting the Board of Governors shall convene a meeting to consider;

- The report from the Chairperson of the Board of Governors (or nominee)
- Oral/written submissions from the parent/guardian (and the child if present) who has been invited to the meeting and who has been informed in advance of the purpose of the meeting.
- Following consideration of all the evidence available to it and after the parent/guardian has left the meeting the Board of Governors shall make its decision.
- If the Board of Governors decides to expel the pupil the Principal, on its behalf shall, on completion of the expulsion procedure, immediately notify in writing, particulars of the expulsion to the parent/guardian of the pupil. A Copy of the letter will also be sent to the designated officer of the EANI.

Note: Non Compulsory School Age Pupils

The Policy shall apply to pupils of non compulsory school age; however, the school is not responsible to seek alternative educational provision. This is a parental responsibility.

e) Representations by the Parent/Guardian

1. The parent/Guardian and pupil have the right to attend the **consultative meeting (as outlined above)**, convened for the purpose of considering the future provision of suitable education for the pupil concerned, together with the possibility of expulsion from the school. They also have the right to attend the meeting of the Board of Governors convened for the purpose of receiving a report from the consultative meeting and completing the expulsion procedure, if appropriate.
2. The parent/guardian must be informed of his/her right to be present at the consultative meeting and at the subsequent meeting of the Board of Governors at which the final decision will be taken.
3. The parent/guardian, has the right to make written or oral representations at consultative and Board of Governors meetings.
4. Since the consultative meeting is for consultation and is not adversarial, a parent/guardian does not have the right to be accompanied or represented by another person. See Regulations Governing Expulsions. Where an appeal against an expulsion take place, then a parent/guardian has the right to be represented at such hearings.
5. It is considered to be good practice for the Chairperson to talk to the parent/guardian before entering the consultative meeting in order to explain the proceedings and to put him/her at ease.

f) Action to be taken by the Board of Governors

1. The Governors must state their reasons in writing for arriving at a decision. This must be recorded in the minutes of the meeting.
2. Notification of the decision of the Board of Governors to expel a pupil must be sent to the EANI. The sample letter at Appendix 12 can be used for this purpose.

g) Limitation

- The limitation of a maximum of 45 school days' suspension in any school year – imposes certain restrictions on a Board of Governors to effect an expulsion.
- The school cannot refuse to accept a pupil back into school after the expiry of 45 days even though a procedure to expel is underway at the time.

h) Withdrawal of Governors

The following specific regulations for the withdrawal of Governors from hearings and decisions at the meeting of the Board of Governors are:

- Any Governor who has been involved as a witness or in disciplining the pupil at an earlier stage must withdraw from the meeting and may appear only as a presenter of the case or as a witness. This means that he/she has no right to be present or vote when the Governors are considering their procedures at the beginning of the meeting or when they make their decision at the end.

Section 4 - Appeals Procedure- EANI Appeals Board

a) Appeals Board

- An appeal to the Expulsions of Pupils Tribunal at must be lodged by the pupil's parents/guardians to the EANI Appeals Board (unless the pupil is 18 years old). If a pupil is 18 years old, he or she may lodge their own appeal.
- A written account of the reasons for an appeal must be sent to the tribunal.
- The Tribunal should give written notice of the hearing.
- The parents/guardians of the pupil may bring a representative to the Tribunal to put forward their views.
- The pupil may also attend the meeting.

b) Expulsions Appeal Tribunal

The expulsions appeals tribunal will consider the following:

1. Any information presented in writing to the Tribunal by the expelling authority (Sperrin College Board of Governors).
2. Oral submissions made by the parents/guardians, pupil and or their representative.
3. Oral submissions of the Board of Governors.
4. Oral submissions by other parties involved in the decision making process.(EANI).
5. Whether the school's procedures for expulsion were properly followed
6. The interests of other pupils and teachers at the school.

c) Decision making process

- The decision of the Tribunal is reserved on the day of the hearing.
- The decision of the Tribunal is sent to all parties as soon as possible after the hearing has taken place.
- The decision of the Tribunal is binding on all parties.

APPENDICES

- Appendix 1 - Outline of Statutory Requirements
- Appendix 2 - The Statutory Requirements
- Appendix 3 - Considerations
- Appendix 4 - Sample Letter for Suspensions Initial Period
- Appendix 5 - Suspension Letter – Extended Period
- Appendix 6 - Suspension Notification – Cessation of Extended Suspension
- Appendix 7 - Suspension Descriptors
- Appendix 8 - EANI Forum for Suspensions
- Appendix 9 - Sample Discipline Contract
- Appendix 10 - Notification of Consultative Meeting
- Appendix 11 - Notes of Guidance for Parents/Guardians on the Pupil Consultative Process
- Appendix 12 - Potential Expulsion Case – Check list for Principal
- Appendix 13 - Chairpersons Agenda for Pupil Consultative Meeting

Appendix 14 - Chairpersons note of pupil consultative meeting

Appendix 15 - Notification of Governor meeting to consider
recommendation to Expel –Sample Letter

Appendix 16 - Notification of Expulsion

Appendix 17 - Pupil Record – For Filing

Appendix 18 - Record of Decision to Suspend

Appendix 1 Outline of Statutory Requirement

1. The requirement under Statutory Rule (No225) (NI) 1998 that no pupil shall be suspended from a school for more than 45 school days in any school year must be observed even where expulsion of the pupil is being considered.
2. Parents are required to be told the reason for the suspension and must be consulted before a decision to expel is taken. An appeals procedure has been introduced by the Schools (Expulsion of Pupils) (Appeals Tribunal) Regulations (NI) 1994 (As amended by the Schools (Expulsions of Pupils) (Appeals Tribunal) Regulations (NI) 1998 so that parents will be able to ask an independent Tribunal to examine their Child's case. The Board of Governors will be required to produce written documentation, including any correspondence between the home and the school, showing the details of the serious misconduct and the steps taken by the school to remedy the situation over the period of the misconduct.
3. The Board of Governors will also be required to produce satisfactory evidence that it has complied fully with the procedures set out in this policy document. Documentation which may include witness statements should be made available to all parties.
4. Representatives of the Board of Governors (normally Principal and Chairperson) will also be expected to attend the appeals tribunal.

Appendix 2 - The Statutory Requirement

1. In exercise of the powers conferred on it by the Education reform (NI) Order 1989, the school lays down the following policy in relation to the exclusion of pupils which may be either temporary (suspension) or permanent (expulsion).
2. This Scheme is in accordance with the Education reform (NI) Order 1989, Education and Libraries (NI) Order 1993, the Schools (Suspension and Expulsion of Pupils) Regulations (NI) 1995 (as amended by the Schools Suspension and Expulsion of Pupils [Amendment] Regulations [NI] 1998), and the Schools (Expulsion of Pupils) (Appeals Tribunal) Regulations (NI) (1998) or any statutory modifications thereof.
3. In these procedures any reference to the 'parent(s)/guardian(s)' of a pupil shall include, in the case of a pupil who has attained the age of eighteen, the pupil himself/herself.
4. Any reference to the Principal includes, where the Principal is absent or otherwise unavailable, the Vice-Principal or other person for the time being performing the duties of Principal.
5. Any reference to the 'Chairperson of the Board of Governors' includes, where the Chairperson is absent or otherwise unavailable, the member of the Board of Governors for the time being performing the duties of the Chairperson.

Appendix 3 - Consideration

Some considerations before implementing the Policy for Suspension and Expulsion of Pupils

It is good practice to:

- Adopt and apply criteria which are clear, fair and known to all.
- Promote higher standards of classroom management where appropriate.
- Consider fully the circumstances which led to the behaviour and whether any effective alternative approach to suspension/expulsion is possible.
- Apply the minimal period of suspension that is appropriate in the circumstance.
- Consider issuing a discipline contract either as a measure immediately following the cessation of an extended period of suspension or alternatively as a "last chance" option before expulsion is considered.

Factors which might impact on decision making, as examples, include:

- SEN Issues
- The degree of severity of the behaviour

Advice

- Consideration should be given to seeking support and advice from other agencies, such as child guidance service, education welfare service or educational psychology service.
- In normal circumstances, suspension should only be considered after reasonable attempts have been made to modify the pupil's behaviour in the school.
- If a pupil is at risk of missing a public examination as a result of suspension, the school must make arrangements for the pupil to sit the examination.

Appendix 4 - Suspension letter - initial period

Name and address of Parent(s)/Guardian(s)

Dear (Name of Parent/Guardian)

(PUPIL NAME) (CLASS) (DOB)

I regret to inform you that I am suspending your son/daughter (Forename) from this school for a period of (No of school days) from (First date of suspension) to (Last date of Suspension).

The reason(s) for taking this action is/are that:

During the period of suspension (Forename of Pupil) will remain in your care and should not, under any circumstances return to school. However, work will be made available for (Forename of Pupil) for which it will be your responsibility to collect and return to school.

It is important that, before (Forename of Pupil) returns to school, you contact me to arrange a meeting to discuss his/her future behaviour in the school.

I am required by regulation to notify the Chairperson of the Board of Governors and the Designated Officer of the North Eastern Education and Library Board and I am confirming by copy of this letter that I have done so.

Yours sincerely

Principal

COPY TO:
Chairperson of Board of Governors
EANI

Appendix 5 Suspension Letter Extended Period

Name of Parent(s)/Guardian(s)

Dear (Name of Parent/Guardian)

(PUPIL NAME) (CLASS) (DOB)

Further to my letter of (Date of previous letter), I regret to inform you that I am suspending your son/daughter (Forename) from this school for a further period of (No of school days) from (First date of suspension) to (Last date of suspension).

The reason(s) for taking this action is/are already outlined in my letter of (Date of previous letter).

During this extended period of suspension (Forename of Pupil) will remain in your care and should not, under any circumstances return to school. We will continue to make work available for (Forename of Pupil) and it will be your responsibility to collect and return it to school.

It is important that, before (Forename of Pupil) returns to school, you contact me to arrange a meeting to discuss his/her future behaviour in the school.

I am required by regulation to notify the Chairperson of the Board of Governors, and the Designated Officer of the North Eastern Education and Library Board and I am confirming by copy of this letter that I have done so.

Yours sincerely

Principal

COPY TO:
Chairperson of Board of Governors
EANI

Appendix 6 - Suspension Notification - Cessation of Extended Suspension

Name of Parent(s)/Guardian(s)

Dear (Name of Parent/Guardian)

(PUPIL NAME) (CLASS) (DOB)

Further to my letter of (Date of previous letter), I write to inform you that the suspension of (Forename of Pupil) from this school will cease on (Date).

It is important that, before (Forename of Pupil) can return to school, you and (Forename of Pupil) attend a meeting to discuss his/her future behaviour in the school and to understand clearly the position with regard to any future breaches of the school's code of conduct as set out in the Positive Behaviour Policy. This meeting will be at (Time) on (Date) and I have arranged for (Name others if appropriate) to also attend,

It would be our hope that we can agree a common approach which will support (Forename of Pupil) return to school and that everyone will have a clearer picture of the standards we can expect from each other. I would anticipate that we would, as an outcome of this meeting, adopt a 'behaviour contract' which would govern (Forename of Pupil) actions in the school.

I am required by regulation to notify the Chairperson of the Board of Governors and the Designated Officer of the North Eastern Education and Library Board and I am confirming by copy of this letter that I have done so.

I look forward to seeing you and (Forename of Pupil) at (Time) on (Date) in my office.

Yours sincerely

Principal

COPY TO:
Chairperson of Board of Governors
EANI

Appendix 7 – 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) *(with description of offence)*
- 1.2 Physical assault on (a) teacher(s) *(with description of offence)*
- 1.3 Fighting with (an)other pupil(s)
- 1.4 Bullying (an) other pupil(s)
- 1.5 Vandalism to school premises *(with description of offence and if appropriate an estimate of cost)*
- 1.6 Destruction/vandalism of a teacher's property *(with description of offence and if appropriate an estimate of cost)*
- 1.7 Destruction of school property *(with description of offence and if appropriate an estimate of cost)*

2.0 DISRUPTIVE/INAPPROPRIATE BEHAVIOUR

- 2.1 Inappropriate behaviour with (an)other pupil(s)
- 2.2 Unacceptable verbal abuse of school staff *(which would include behaviour of a sexual nature and which in itself should be reported to the Designated Officers for Child Protection)*
- 2.3 Unacceptable verbal abuse of (an) other pupil(s) *(which would include belligerence and the use of foul language)*
- 2.4 Dangerous behaviour *(which would include verbal abuse based on bullying behaviour)*
- 2.5 Bringing the school into disrepute *(with description of offence where example might include the throwing of fireworks, tampering with fire detection or fighting equipment, dangerous horseplay on the bus, etc) (which should detail the nature of the actions of the pupil(s) outside of school)*
- 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 *(consistency needs to be applied when suspending a pupil for smoking) (schools should avoid going into unnecessary detail in the notification letter but rather keep their own appropriate records)*
- 2.10 Flagrant disobedience and refusal to accept direction *(schools should avoid going into unnecessary detail in the notification letter but rather keep their own appropriate records)*
- 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 *(may include uniform: hairstyle, jewellery etc)*

3.0 ILLEGAL ACTS

- 3.1 Theft/damage of school property
- 3.2 Theft/damage of (an)other pupil(s) property *(Theft/damage to property outside school while in uniform.)*
- 3.3 Theft/damage of a teacher's property *(Using or dealing in drugs, alcohol or solvents on school premises or in the vicinity of the school.)*
- 3.4 Theft/damage of property outside school
- 3.5 Substance Abuse

Appendix 8- Notification of Pupil Suspension to Education Authority

1. School Details

Name : Reference No :

2. Pupil Details

Name : Year Group :

Admission Roll Number : Gender : Male Female

Home Postcode :

Ethnicity : SEN : Yes No

Date of Birth :

3. Suspension Details

New or Continuation Date started : Length :Days

4. Reason for Suspension – Tick one box only

- | | Exclusion Code |
|--|-------------------------------|
| ➤ Substance abuse: possessing, using or dealing in illegal drugs for solvents on school premises | ABSE <input type="checkbox"/> |
| ➤ Alcohol abuse: possessing, drinking or selling alcohol on school premises | ABAL <input type="checkbox"/> |
| ➤ Bullying of pupil: all forms whether physical, verbal, threats or other | BLPU <input type="checkbox"/> |
| ➤ Physical attack on Pupil: with or without a weapon | PHPU <input type="checkbox"/> |
| ➤ Disruptive behaviour in class: persistent or one-off incidents which occupy teacher time and / or distract other pupils | DRPT <input type="checkbox"/> |
| ➤ Persistent infringements of school rules: smoking, non co-operation with sanctions, etc | INFG <input type="checkbox"/> |
| ➤ Significant damage to, or misuse of, property: belonging to school, staff or other pupils in or outside school | PRTY <input type="checkbox"/> |
| ➤ Stealing: from school, pupils, staff in school or outside school while in uniform | STLG <input type="checkbox"/> |
| ➤ Verbal abuse of staff: of a personal nature including swearing, threatening behaviour and sexually explicit language | VLSF <input type="checkbox"/> |
| ➤ Physical attack on staff: with or without a weapon | PHSF <input type="checkbox"/> |

5. Additional Explanatory information (if any)

.....
 Authorisation Signed: Date:
 Print Name: Position in school:

Appendix 9 – Discipline Contract – Sample

I _____ understand that my attitude and conduct in school have been unacceptable.

I realise that a continuation of such behaviour may result in my expulsion from the school.

In an effort to improve this situation, I undertake to:

- Attend any counselling that is offered, for as long as is required

Behave in an acceptable fashion in the presence of my teachers and in the company of my fellow pupils

- Accept any correction or punishment which is fairly given by my teachers and respond to this in a reasonable and respectful fashion
- Make a serious effort to improve my school work, both in class and at home, with the aim of achieving the best possible results.

Other Comments:

PUPIL'S SIGNATURE:

DATE:

PARENT'S/GUARDIAN'S SIGNATURE:

DATE:

PRINCIPAL'S SIGNATURE:

DATE:

Appendix 10 – Notification of Consultative Meeting

Name of Parent(s)/Guardian(s)

Dear (Name of Parent/Guardian)

(PUPIL NAME) (CLASS) (DOB)

A consultative meeting has been convened to consider the future provision of suitable education for your son/daughter (Name of Pupil).

As this meeting may also consider the possibility of expulsion of (Name of Pupil) from (Name of School) we would like you to attend this meeting.

It will be held in the school on (Date) at (Time) and you will have the right to make oral or written representations to the Chairperson of the Board of Governors (or nominee). Also in attendance will be an officer from the NEELB. The meeting will also consider the possibility of future education provision in another school.

(Name of Pupil) also has the right to attend should you consider this to be appropriate. I enclose a copy of guidance notes which provide more information on the consultative process.

Please contact (Name of Principal) should this date not suit for any reason.

Yours sincerely

Principal

COPY TO:
Chairperson of Board of Governors
EANI

Appendix 11 – Notes of Guidance for parents/guardians on the pupil consultative process

Introduction to the Consultation 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 Sperrin College and therefore it is strongly recommended that you take up your right to contribute to the discussion on the future educational provision for your child.

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 Chairman of the Board of Governors (or his/her Nominee):

The Chairman'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 Principal (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 Principal will also report on the measures and steps that the school and other agencies may have taken to:
 - support you and your son/daughter;
 - modify your son/daughter's behaviour; and,
 - avert the need for these formal proceedings having to take place.

A Designated Officer appointed from the EANI:

The role of the Board Officer is to:

- give impartial advice in dealing with the school and the pupil;
- ensure an explanation is given to the parents 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 parents and pupils (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 parents 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.

Others who may also be in attendance:

In addition, it may sometimes be necessary, depending on specific circumstances, for the other teachers (eg the Vice Principal, Year Head or Special Needs Coordinator), Educational Welfare Officers or Special Needs Officers etc to be invited to the Consultative Meeting.

Possible outcomes to the consultative meeting

Following the Consultative Meeting, the Chairperson, 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 of 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 'Discipline 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 (such as EOTAS).
- 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 Chairperson, 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 any representations you deem to be appropriate in support of your son/daughter. You do not have the right of representation at this meeting.

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 the 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 12 – Potential expulsion case: A checklist for Principals pastoral care arrangements

1. Does the school have a Positive Behaviour Policy which has:
 - The 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 disciplinary 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

1. A copy of the Positive Behaviour Policy.
2. A record of the pupil's behaviour.
3. A record of the action taken by the school to improve behaviour.
4. A copy of any documentation relating to suspensions.
5. A record of any referrals to external agencies.
6. A record of communication with parents/guardians including responses.

The Pupil Consultative Meeting

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

- The Principal;
Parent/Guardians;
- The Pupil (if the parent/guardian so wishes);
EANI Officers.

The Principal 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 13 - Chairpersons agenda for pupil consultative meeting

1. Introductions:

Chairman;
Principal;
EANI Officer;
Other members

2. Purpose of meeting and possible outcomes:

- A brief explanation that the meeting is an informal consultative meeting to consider the future
- educational provision for the pupil;
Encourage the parents/pupil to participate;
- Outline that there are a number of possible outcomes, one of which might be a recommendation to Board of Governors that the pupil be expelled;
- No decision will be taken until the meeting has taken place.

3. Detailed consideration of the pupil's behaviour record and the behaviour modification strategies that have been employed by the school:

- Principal to be invited to outline history;
- All documentation to be considered;
- Consider the effectiveness of any remedial or support strategies employed;
- Parent(s) / pupil and others presented to be invited to comment.

4. Consideration of appropriate future provision.

- Can this school adequately provide for the pupil?
- Consideration of the various options:
 - return to school;
 - discipline contract;
 - outreach and/or counselling services to support a phased return;
 - remain registered at the school to avail of alternative off-site provision and/or courses; (such as EOTAS)
 - recommendation to expel.

Parental / pupil wishes to be taken into account.

5. Parent / Pupil / NEELB Officer comments.

6. The next steps:

- Recommendation to Board of Governors
- Parent/Pupil to be notified and invited in writing
- Right of Appeal.

Appendix 14 - Chairpersons note of pupil consultative meeting

Sperrin Integrated College	Date of Meeting:
In Attendance:	
Pupil:	
Parents/Guardians:	
Chairperson:	
Principal:	
EANI Rep:	
Others in Attendance (Specify)	
1.	
2.	
3.	
Comments:	
Special Circumstances:	
Special Circumstances:	
Details of Future Educational Provision (Summary of Discussions):	
Recommendation:	
Signed: _____ <i>Chairperson of Board of Governors (or Nominee)</i>	Date:

Appendix 15 - Notification of Governor meeting to consider recommendation to expel

Name of Parent(s)/Guardian(s)

Dear (Name of Parent/Guardian)

(PUPIL NAME) (CLASS) (DOB)

Following the consultative meeting held on (Date) at which the future provision of suitable education for (Name of Pupil) was considered, I can advise you that I have decided to recommend to the full Board of Governors that (Name of Pupil) be expelled from (Name of School).

The Board of Governors shall meet in the school on (Date) at (Time) to consider the matter and you have the right to make oral or written representations to the Governors at this meeting before a final decision is made.

(Name of Pupil) also has the right to attend the meeting should you consider this to be appropriate.

Please contact (Name of Principal) to indicate whether you would like to attend.

Yours sincerely

Chairperson of Board of Governors

COPY TO:
Principal
EANI

Appendix 16 – Notification of Expulsion

Name of Parent(s)/Guardian(s)

Dear (Name of Parent/Guardian)

EXPULSION OF YOUR SON/DAUGHTER - (PUPIL NAME) (CLASS) (DOB)

I am writing on behalf of the Board of Governors, to inform you that (Name of Pupil) has been expelled from this school and that this expulsion will take effect from (Date).

The reason(s) for taking this action is/are as follows:

You have the right of appeal to an Appeals Tribunal against the decision of the Board of Governors to expel under Article 39 of the Education & Libraries (NI) Order 1993. The responsibility for making arrangements for such an appeal rests with (Name, Address, and Telephone Number of NEELB). If you wish to appeal this decision please contact the Board directly within a reasonable period of time.

Until the appeals procedure is completed, or until the time for an appeal has expired, normally 10 working days, work will be available for (Name of Pupil) at the school. It will be your responsibility to see that the work is collected, completed and returned to the school.

I must advise you that the statutory obligation to provide for the educational needs of (Name of Pupil) is now the responsibility of the (NEELB) (Article 5 ERO 19S6).

I am required by regulation to notify the Designated Officer of the local NEELB that your child has been expelled from (Sperrin College) and I am now confirming that I have done so.

Yours sincerely

PRINCIPAL

COPY TO: Chair Board of
Governors
EANI

Appendix 17 – Strictly confidential – Pupils Record for filing

5. Name of Pupil Surname.....

Forename(s).....

6. Pupil's Date of Birth / __/ __

7. Name of Previous School(s) (if any)

8. Present Address

5. Telephone Number (if available)

6. Name of Parent/Guardian

7. Involvement of other Agent/Agencies with Pupil or Family (if Known)

Social Services	Yes	No
Education Psychology Service	Yes	No
Education Welfare Officer	Yes	No
Probation Services	Yes	No
Family Guidance Service	Yes	No
Guardian Ad Litem	Yes	No
Other Agency	Yes	No

8.. Does the pupil have a medical problem? Yes No

9.a Does the pupil have learning difficulties? Yes No.....
(Please Specify)

9.b Is the pupil statemented? Yes..... No

PART B

10. Is the pupil on the school's SEN register? Yes No
11. Is the pupil on the Children at Risk Register? Yes No
12. Details of strategies used by school to help the pupil.

13. N.I. Curriculum Year / /

14. Inclusive dates of all suspensions From / / To / /

15. Was work collected by parent/guardian during suspension(s)?

Yes No.....

Reason(s) given by Principal for recommending expulsion

Signed: _____ Date: / /

Appendix 18 – Record of Suspension

Sperrin Integrated College.
Record of Suspension Decision

Name of Pupil: _____

Year Group: _____

Date of Incident: _____

Outline of Incident: _____

Suspension Descriptor. What type of misbehaviour warrants a suspension? (See appendix 7 & 8 of Policy)

Dates of Suspension: _____

Follow up meeting: _____

Parental Contact: _____

Arrangements for return to School: _____

Documents Attached Y/N No of Pages _____

Principal/ Vice Principal