



ST STANISLAUS' COLLEGE BATHURST

Suspension & Termination of Enrolment Policy & Procedures

Intended Audience: College Employees, College Community

NESA Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.7

Distribution: College Policies and Procedures Manual, College Website

Responsibility for Policy Implementation	Head of College
Policy Date	August 2022
Policy Revision Due	August 2024



Contents

1. Introduction	1
1.1 Policy Statement	1
1.2 Policy Purpose	1
1.3 Policy Principles	1
1.4 Policy Scope	1
1.5 Related Policies	2
1.6 Policy Terminology	2
2. Procedural Fairness	2
3. Suspension	2
3.1 Suspension Procedures	3
4. Termination of Enrolment	3
4.1 Termination of Enrolment Procedures	4
5. Appendices	5
Appendix A – Notice of Suspension	5
Appendix B – Return from Suspension Reflection	6

Document Control

Version	Approved By	Approved Date
1 – Draft Policy	Head of College	July 2022
2 – Draft Policy	Governance Committee	July 2022
3 – Final Policy	Board of Directors	August 2022

1. Introduction

St Stanislaus' College Bathurst is a day and boarding school for boys in Years 7 to 12. The College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school in a welcoming, caring environment where all our students are supported and challenged to do their best.

As a Catholic School in the Vincentian tradition, education at the College is underpinned by the below College values.



1.1 Policy Statement

St Stanislaus' College is committed to ensuring that all students complete their secondary education in an environment which is safe and supportive for all community members. Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. Students also have the right to be treated fairly and with dignity.

The behaviour of individual students at the College can influence the overall tone and success of the College. It can have a significantly positive or detrimental impact upon other students. It is the responsibility of the College and ultimately, the Head of College, to assist students to behave correctly and within the bounds of the College rules and expectations.

1.2 Policy Purpose

The purpose of this policy document is to communicate the College processes and expectations when students behave in ways which may result in either suspension or termination of enrolment.

1.3 Policy Principles

Underpinning this policy document, is the express prohibition of corporal punishment. The use of any corporal punishment by a College staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.

The College does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the College.

The principles of procedural fairness also permeate this policy document.

1.4 Policy Scope

This policy applies to all members of the College community.

1.5 Related Policies

- *Enrolment Policy and Procedures*

1.6 Policy Terminology

It is noted that the *Registered and Accredited Individual Non-government Schools (NSW) Manual* refers to 'exclusion'. Exclusion of students is not relevant at the College as an independent school.

Also, the *Manual* uses the term 'expulsion'. At the College, the preferred term is 'termination' and this policy document reflects the use of that language.

2. Procedural Fairness

Section 3.7.1 of the *Registered and Accredited Individual Non-government Schools (NSW) Manual* provides the following definition of procedural fairness.

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what are sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

The hearing rule includes the right of the person against whom an allegation has been made to:

- *know the allegations related to a specific matter and any other information which will be taken into account in considering the matter*
- *know the process by which the matter will be considered*
- *respond to the allegations*
- *know how to seek a review of the decision made in response to the allegations.*

The right to an unbiased decision includes the right to:

- *impartiality in an investigation and decision making*
- *an absence of bias by a decision maker.*

Procedural fairness includes making available to students and parents/guardians the policies and procedures under which disciplinary action is taken. It also includes providing details of an allegation relating to a specific matter or incident sufficient to make a considered response. This will usually involve providing an outline of the allegations made in witness statements and consideration of witness confidentiality. Procedural Fairness does not entitle any person against whom an allegation is made to a preferred decision.

3. Suspension

Suspension from school occurs when there are concerns regarding non-conforming to College policies and expectations. Suspension may be the consequence of a single serious breach or of a series of breaches of College policies and expectations.

Suspension enables student self-evaluation, in partnership with parents/guardians and relevant College staff. Through suspension, students are removed from immediate contact with other students in order to support the student in self-reflection.

When determining the length of suspension, the College will take into account any scheduled assessment tasks, excursions or other specific activities so as to minimise the impact on the student's opportunity to meet educational requirements.

Following suspension, it is expected that the student demonstrates commitment to changed behaviour and improved relationships on his return to school. Return from suspension is seen as a catalyst for growth, progress and a fresh start.

3.1 Suspension Procedures

In cases where a student has breached College expectations and a suspension is warranted, the following procedures will be followed:

1. Immediate notification to Year Coordinator or Deputy Head of College.
2. Student interviewed and statement taken.
3. Witnesses interviewed and statements taken, if relevant.
4. Consideration of facts is undertaken and decision to suspend reached. The decision to suspend is made by the Deputy Head of College or their delegate.
5. Year Coordinator or Deputy Head of College informs student of decision to suspend and contacts parents/guardians.
6. Deputy Head of College authorises Notice of Suspension (Appendix A) to be prepared and emailed to parents/guardians along with the Return from Suspension Reflection (Appendix B).
7. Notice of Suspension is uploaded to student record in SEQTA and student's teachers are notified of suspension with the instruction to ensure classwork is made available on the Google classroom so that the student can continue progress whilst suspended.
8. Student attendance recorded as 'suspension' on SEQTA.
9. Notice of Suspension provided to Year Coordinator for record keeping with a hard copy also placed on the student file held in College Reception.
10. Parents/guardians contact the College to set a return from suspension meeting with a member of the Leadership Team and the student's Tutor. Following this meeting, the student may return to school should they have engaged honourably and fully with these procedures.

The Head of College may direct a student to remain at home or away from the College whilst an investigation is undertaken to ensure the wellbeing of the student and the College community. This should not be construed as any indication as to the possible outcome of the investigation process.

In the instance of a boarding student being suspended, travel arrangements will only be confirmed once a senior staff member (usually the Head of Boarding, Boarding Team Leader, Year Coordinator or Deputy Heads of College) has been in contact with parents/guardians. College Reception will then make the appropriate travel arrangements and confirm with parents/guardians. Travel limitations, including availability of public transport, and distance from home will be taken into consideration when determining the length of suspension.

In cases where the circumstances of the suspension are considered to be extremely serious or continues a pattern of behaviour, a period of probationary enrolment contract may be considered and imposed.

4. Termination of Enrolment

In extreme cases, the Head of College may be obliged to terminate a student's enrolment at the College. A decision to terminate enrolment can only be made by the Head of College or in the absence of the Head of College, the Acting Head of College.

The decision to terminate enrolment generally would be for one of the following reasons:

- Assault of another person

- Distribution and selling of illicit substances and/or drugs
- Ongoing refusal to respond to College rules and expectations, which may include but not be limited to defiance of staff instructions, in either the Day School, the Boarding House, or both
- As per the College *Enrolment Policy and Procedures*, parent/guardian refusal to meet fees commitments and refusal to engage with the College on this matter
- Wilful damage of College property
- Conduct that has the potential to significantly impact the good reputation of the College, staff and its students.

4.1 Termination of Enrolment Procedures

When considering termination of enrolment, the following procedures will be followed:

1. The student is placed on suspension pending the outcome of the decision making process. This action will be taken irrespective of any action by another agency, including NSW Police.
2. Parents/guardians will be notified in writing that a termination of enrolment is being considered including the reasons which has led to this. A timeframe for a response (usually seven days), should the student and parents/guardians wish to provide one, will be confirmed in the correspondence.
3. Should a response be provided, an invitation to a formal meeting with the Head of College will be offered. At this meeting, the student and his parents/guardians will have the opportunity to respond to the reasons being considered for termination of enrolment.
4. Following this meeting, consideration of the response provided will be undertaken.
5. The student and parents/guardians will be notified in writing of the decision of the meeting. Should this decision be to proceed with termination of enrolment, the correspondence will include that advice.
6. Following the formal decision to terminate enrolment, the Head of College will notify the College Registrar to remove the student's enrolment from the enrolment register. Arrangements will also be made for the student to return any items belonging to the College. In the case of a boarding student, arrangements will be made for the student to collect their belongings from the Boarding House.
7. The College will work with the family to assist with the transition to another school, if the family requests assistance with this.

At all times throughout this process, access to counselling services will be made available to the student and parents/guardians.

5. Appendices
Appendix A – Notice of Suspension



ST STANISLAUS' COLLEGE

NOTICE OF SUSPENSION

Student Name		Tutor		Year Group	
Reason for Suspension					
Date of Suspension					
Type of Suspension (In-school/Home/etc)		Duration			
Additional Follow Up/Outcomes:	Parent Interview				
	Student Interview				
	Period of Probationary Enrolment				
	Detention				
	Community Service				
	Behaviour Plan				
	Notification to College Counsellor				
Other					
Re-Entry Interview:					
Advice where appropriate:	Year Coordinator				
	Head of Boarding				
	Counsellor				
Notes:	Student will be provided with a self-reflection task to be completed and discussed at a re-entry interview (reflection task to be returned to the College prior to re-entry interview). Class work will be made available on Google classroom for student to continue progress in courses whilst on Suspension.				
Parent/Guardian Contacted					
Senior Staff Member in Contact with Parent/Guardian					

Deputy Head of College Authorisation:

Date:

Office Use Only

Copy 1: To Parent/Guardian

Date:

Copy 2: School File

Date:

Copy 3: Year Coordinator

Date:

Appendix B – Return from Suspension Reflection



ST STANISLAUS' COLLEGE

RETURN FROM SUSPENSION REFLECTION

Notes for completion of this reflection:

1. You are not expected to be perfect; you are expected to be honourable (see graphic on the last page if you are unsure what it means to be honourable).
2. You are not expected to accept responsibility for actions and events that are not rightly yours to accept.
3. Full, thorough and genuine completion of this reflection is a condition of re-entry to the College. If you are unable to demonstrate a sincere readiness to rejoin the College community, the person conducting your re-entry meeting will ask you to go home until you are ready.

Student Name:		Year Level and Tutor Group:	
Date of Incident/s:		How many suspensions (including this one) have you had in your time at Stannies?	
Staff Member imposing suspension:		Length of suspension:	
Staff Member conducting re-entry meeting:		Date of re-entry interview:	

The following questions are to be completed in full sentences. Shallow and/or dismissive responses will not be accepted.

1. Describe what happened in the lead to; and the events that led to your suspension?
2. What was your role in; and your responsibility for these events?

3. Outside of suspension, what are some of the possible consequences of these events? Consider legal, health, safety and reputational consequences for yourself, your family, others involved and St Stanislaus' College?

4. To what extent were you honourable during these events?

5. To what extent were you honourable, in dealing with these events?

6. What is your plan should you encounter these sorts of circumstances in the future?

7. What actions have you undertaken or will you now take to restore your relationship with others and the College?

8. What help or support might you need to restore your relationships and to avoid these circumstances in the future.

9. To what extent have you kept up with your studies whilst you have been away from school?

10. What is your plan to make up any missed work or assessment? Who might you need to speak with to negotiate alternative submission arrangements?

Student Signature:	
Parent/Carer Signature:	
Staff Member conducting re-entry meeting:	
Additional notes from meeting:	

Copies of completed form to:

- Student file
- Parents/Carers
- Relevant Year Coordinator.
- Tutor

