

## **Ardcoil Mhuire**

Mackney, Ballinasloe, Co. Galway.  
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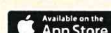
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Ardcoil Mhuire App



# **Suspension and Expulsion Policy**



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**Health Promoting Schools**

# **ARDSCOIL MHUIRE**

## **SUSPENSION AND EXPULSION POLICY**

### **SUSPENSION**

#### **General**

Suspension is a serious sanction and involves the removal of a student from the regular school timetable for a specified, limited period of school days as determined by this Policy or by the school authorities.

Suspension will only be imposed where other efforts to resolve a disciplinary situation have failed or where the nature of an incident dictates that the student be removed from the school (or class) immediately.

Circumstances in which suspension may be considered include:

- Repeated incidents of indiscipline, in spite of warnings and interventions by staff
- Failure of the student to recognise legitimate authority
- Persistent behaviour which is considered to interfere with the right of other students to learn
- Particularly serious incident(s) which endanger the safety and welfare of others
- Behaviour involving serious damage to property
- Discipline incidents which are so critical that suspension has to be immediate
- Substance misuse

Suspension is a statement by the school that the student's conduct has broken acceptable boundaries. It will be a matter of record and communicated to the Board of Management. Notes of all incidents, meetings and interviews leading up to a suspension must be retained.

## **Suspension Procedure**

The Board of Management of a recognised school has the authority to suspend a student. The Board has delegated this authority to the Principal.

The authority delegated to the Principal in respect of suspension states the limits on that authority, and specifies how the Principal is accountable to the Board of Management for her use of that authority.

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the school will observe the following procedures:

- inform the student about the complaint and give her an opportunity to respond
- inform parents/guardians by phone and give them an opportunity to respond.
- arrange a meeting with parents and student to explore the matter further.

Where an immediate suspension is considered by the Principal to be warranted a formal investigation will immediately follow the imposition of the suspension. In the case of an immediate suspension parents/guardians will be notified and arrangements made with them for the student to be collected.

The National Education Welfare Board will be informed if the suspension is for six or more school days or if the student has been suspended for an aggregate of twenty or more days in the school year.

## **Period and Type of Suspension**

In imposing a suspension and in deciding its duration, the following factors will be considered:

- (a) The seriousness of the breach/breaches of school rules
- (b) The severity of the behaviour, the frequency of its occurrence and the likelihood of its recurring
- (c) The behaviour of the student up to the time of suspension
- (d) Previous interventions
- (e) The age, state of health and special needs of the student
- (f) The possible negative impact of the student's behaviour on other students in the school.

In certain circumstances and at the discretion of the school authorities an 'in house' suspension may be imposed. Out of school suspensions and in-house suspensions are regarded with equal gravity.

## **Implementing the Suspension**

The parents/guardians of the student being suspended will be informed:

- (a) by telephone, where they can be contacted
- (b) in person
- (c) by letter

The letter will contain:

- the reason(s) for suspension
- the length and dates of the suspension
- the provision for an appeal to the Board of Management.

The letter may also contain the following (depending on the individual circumstances):

- the expectations of the student while on suspension
- a statement of the importance of parental assistance in resolving the matter including any commitments to be given by the student
- arrangements for the return of the student to school.

During the period of suspension a student is not permitted to enter the school premises without prior permission nor is a student permitted to loiter in the vicinity of the school premises. The suspension may be lifted temporarily to facilitate a student to participate in a State Examination. The student upon her return to school will be required to report to the Principal/Deputy Principal/Year Head before being permitted to go to class.

A student returning from suspension will meet with the Guidance Counsellor.

## **Appeal**

Parents/guardians (and students aged 18 years or more) may appeal the decision to suspend to the Board of Management. They should furnish the Board in writing with full details of the Appeal.

If the parents/guardians are not satisfied with the decision of the Board of Management, they may appeal to the Department of Education and Science under Section 29 the Education Act 1998. Such an appeal regarding suspension can only be made where the suspension period brings the cumulative period of suspension to 20 school days or more in any one school year.



# **EXPULSION**

## **General**

The Board of Management has the authority to expel a student. A student is expelled when the Board of Management makes a decision to permanently exclude her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000.

Expulsion is the ultimate sanction available to the school and is exercised by the Board of Management only in extreme cases of unacceptable behaviour such as:

- The student's behaviour persistently causing significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constituting a real and significant threat to safety and welfare of other users of the school campus
- The student being responsible for serious damage to property
- The student persistently failing to adhere to the School Code of Conduct
- Substance misuse including possession

## **Expulsion Procedures**

A detailed investigation will be carried out under the direction of the Principal. Parents will be informed in writing of the alleged misbehaviour, how it will be investigated and the possibility that it could result in expulsion. Both parents and students will be given the opportunity to respond to the complaint of serious misbehaviour.

Where the Principal takes the view that expulsion may be warranted, the Principal will make a recommendation to the Board of Management to consider expulsion.

The Principal will:

- Inform the parents and the student that the Board of Management is being asked to consider expulsion
- Ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- Provide the Board of Management with the same records as supplied to the parents
- Notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
- Ensure that parents have enough notice to allow them to prepare for the hearing
- Advise parents that they can make a written and oral submission to the Board of Management.

The Board of Management will consider the Principal's recommendation. If the Board decides to consider expelling the student it will hold a hearing. At the hearing the Principal and the parents, or student aged eighteen or over, put their case to the Board in each other's presence. Each party may question the evidence of the other party at the hearing. Principal and parents will not be present for Board deliberations.

If the Board, having considered all the facts, is of the opinion that the student should be expelled the Board will notify the National Educational Welfare Board under Section 24(1) of the Education (Welfare) Act 2000. The student will not be expelled before the passage of twenty school days from the date on which the EWO receives this notification. Suspension may be applied for this period. The Board will communicate its decision in writing to the parents and outline the next phase of the process involving the Educational Welfare Officer.

Following the twenty day notification period and intervention of the Educational Welfare Officer, and where the Board remains of the view that the student should be expelled, the Board will formally confirm the decision to expel in writing. Parents and student will be informed of the right to appeal under the Education Act 1998 section 29 and supplied with the standard form.

This policy was adopted by the Board of Management of Ardscoil Mhuire, Ballinasloe at its meeting of \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Secretary