



Suspension Policy & Procedure

PURPOSE

This policy sets out the processes that need to be undertaken when determining that a student/s should be suspended from school, and supports the school Discipline Policy.

POLICY

To support good order and purposeful learning, schools should develop a policy of student management that reflects their spiritual values and appeals to a student's innate dignity. This policy should be understood by staff and students and adhered to.

Suspension of a student for a school matter, should not be used in the first instance of undesirable behaviour unless the Head of Campus recommends to the Principal that such behaviour could cause emotional, psychological and/or physical harm to other persons.

Students under statutory leaving age are legally required to attend school. Circumstances may arise where it is necessary to impose a period of suspension for the well being of the school and other students.

Students over the statutory leaving age are not compelled legally to attend school. If they are suspended, however, the procedures outlined below are to be followed where appropriate.

DEFINITIONS

Suspension means that a student is required to be removed from normal participation with their peers for a specified period of time and that the student's return is subject to meeting the conditions of a School Success Plan.

Suspensions can either be in school or external as determined by the Head of Campus, in consultation with the Principal.

LENGTH OF SUSPENSION

No limit is specified in NSW. The length of the suspension will be determined by the Head of Campus in consultation with the Principal.

REASON FOR SUSPENSION

Students may be suspended, provided the Head of Campus is satisfied that such action is warranted, if a student:

- Demonstrates consistent and wilful non-compliance;
- Acts violently or threatens violence;
- Threatens good order; and/or
- Disrupts own learning or that of other students.

PROCEDURAL FAIRNESS

Procedural fairness involves:

- Provision of relevant policies and procedures to involved parties;
- Provision to these parties of the details of any allegations;
- Provision to these parties of the right to respond to allegations and, if appropriate, to appeal any decision; and
- The right to an impartial decision.

ACTIONS TO BE TAKEN IN CIRCUMSTANCES REQUIRING SUSPENSION

Step 1:

Head of Campus ensures the student has a fair hearing and discusses the implications and consequences of the behaviour with them before a decision is reached regarding the course of action to be followed.

Step 2:

Head of Campus consults with the Principal about the incident.

Step 3:

Head of Campus notifies the parents or carers or self-enrolled student to discuss the issue with them. In some instances, this may occur after the decision has been made to suspend the student.

Step 4:

In the case of an external suspension the Head of Campus will make arrangements for the student to leave immediately. Parents or carers will be informed as appropriate and where possible. The suspension period begins on the following day. For internal suspension arrangements the Head of Campus will arrange appropriate supervision of the student throughout the suspension.

Step 5:

Parents/carers or self enrolled will be made aware, orally and in writing, by the Head of Campus: of the period of the suspension, the reason for the suspension and the process for return to school. When a student is on an out of school suspension, the school takes no responsibility for the supervision of the suspended student.

Step 6:

When a student returns to school following a period of suspension, a School Success Plan will be developed by the Head of Campus in consultation with the parent/carer/or the student. Once the School Success Plan has been agreed and signed off by all parties the student returns to class.

Step 7:

In the case of recurring suspension for the same or similar unacceptable behaviour the student's enrolment is at risk, at this time the student will be placed on a Continued Enrolment Agreement. This agreement will be developed by the Head of Campus, in consultation with the Principal and must be agreed and signed off by the student and/or parent/carer before the student can return to school.

POLICY DETAILS		REVISIONS	
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Policy Checked:	15/08/2018	Policy Revision Completed By:	Michelle Cairelli, Amanda McInnes and Wendy Gerakios
Policy Checked By:	Marly Bracken, Bronwyn Thoroughgood & Brant Maslen		
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REFERENCES

Registration Systems and Member Non-government Schools (NSW) Manual, section 5.7