

East Glendalough School

Pupil Exclusion Procedures

General

Pupil exclusion from East Glendalough School may occur following repeated misbehaviour on the part of a student or a major breach of school rules, or where a substantial risk to health and safety is apparent. The School's Code of Conductⁱ outlines general behaviour expected of students attending East Glendalough School.

Specifically, the Code of Conduct states:

- 10.1 Once enrolled a pupil is subject to the discipline of the school and is entitled to remain as a pupil for as long as the discipline and rules of the school are obeyed. These rules therefore apply in school, on all school activities and where life in school is affected.

The Code of Conduct further asserts:

- 8.5 Any unauthorised involvement with, or possession of, dangerous objects, tobacco, alcohol, harmful substances or illegal drugs is strictly forbidden and may lead to suspension and/or dismissal from school.

Health and Safety

In cases where a student could pose a health and safety risk to self, students and/or staff, it may be necessary to suspend a student with immediate effect, pending an investigation and following established procedures. Please refer to the East Glendalough School Child Protection Policy.

Suspension Procedure

The Deputy Principal or Principal shall have the right to suspend pupils from attendance for continuous or serious misbehaviour, for failure to follow the instructions of the staff of the school, or for any other cause which the Deputy Principal or Principal judges adequate.ⁱⁱ

The parent(s) will be informed of the reason for the suspension, the period of the suspension, any requirements which must be fulfilled to gain reinstatement, and their right to appeal the suspension to the Board of Management.

Suspensions will normally be imposed immediately, although if a parent informs the Principal in writing that they wish to appeal the suspension, the punishment may be deferred until after the Board of Management have heard the appeal at their next meeting. This delay will not apply, however,

ⁱ See also the *East Glendalough School Code of Conduct*.

ⁱⁱ See also the *East Glendalough School Disciplinary Procedures*.

where, in the opinion of the Principal, the nature of the incident dictates that the student be removed from the school immediately.

Should the Board of Management uphold an appeal, all record of the suspension is removed from the student's file.

All suspensions are reported to the Board of Management as a matter of course. If a suspension extends beyond five school days the National Educational Welfare Board will also be informed.

Expulsion Procedure

The Principal has the power for any cause which he/she judges adequate to dismiss a pupil subject to the approval of the Board of Management.

The process of expulsion shall conform in every way to the requirements of natural justice and to the requirements of the National Educational Welfare Board guidelines. The following steps will be followed:

1. The Year Head, Deputy-Principal or other appropriate person will conduct investigations into any reported misbehaviour or breach of school rules.
2. The evidence and details of the case will be presented to the Principal. The case against the student will be put to him/her and he/she will be given an opportunity to respond. If the Principal considers it appropriate, he will proceed to make a recommendation to the Board of Management that the pupil should be expelled from the School.
3. Parents/guardians will be written to, informing them of the allegations which their child faces and the level of punishment which may result subject to the decision of the Board of Management. Parents shall be informed of the grounds upon which expulsion is being considered and the nature of evidence being relied upon. It is accepted that the quality of proof required for expulsion need not be of the quality required in a court of law. Parents shall be provided with a fair opportunity to consider the evidence and to offer evidence in rebuttal.
4. Having considered all aspects of the case, if the Principal decides to recommend to the Board of Management that the student be expelled, he/she will inform the student's parents in writing of the decision and of their right to make representations to the Board of Management on behalf of the student. In the interest of the student, parents will be required to give notice to the Principal of their intention to make such representations no later than a specified date to enable an early hearing by the Board of Management.
5. Parents will be entitled to seek access to the student's file and to documentation relevant to the expulsion.
6. Arrangements shall be made at the earliest possible date for a meeting of the Board of Management with the Principal and parents. The recommendation of the Principal and the representations (if requested) of the parents shall be heard by the Board at this meeting.
7. The student shall stand suspended from school until this meeting.

8. When the Board of Management has heard all the evidence they shall consider the case. The Principal may not be party to the consideration of the case as he/she is an involved party. Further, the Board shall ensure that any member of the Board who might have a conflicting interest shall be excused and not participate in the decision.
9. If the recommendation of the Principal is rejected, it is a matter for the Board of Management to decide on what conditions, if any, the student will be allowed back to school.
10. If, having considered an appeal, the Board of Management decides to uphold the expulsion, parents (and students over the age of 18) will be advised of their right to appeal the decision to the Secretary General of the Department of Education and Science under Section 29 of the Education Act 1998.
11. If the Board of Management decides to uphold the expulsion it shall notify the National Educational Welfare Board of the decision and the reasons for it.
12. A student shall not be considered expelled before the passing of twenty school days from the receipt of such notification by the designated educational welfare officer. The school will cooperate fully with the educational welfare officer in the fulfillment of their duties under Section 24 of the Education (Welfare) Act, 2000. This is without prejudice to the rights of the Board of Management to preserve the good order and discipline of the School and the safety of all other persons in the School.

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	Board of Management:	Jan 2014
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