

## School Suspension Policy

### When is a Suspension served on a student?

A proposed suspension may be served on a student in one of the following ways:

- Arising from a recommendation by the Discipline Committee<sup>1</sup> to the Principal.  
Such a recommendation would arise from:
  1. Constant breaches of the School's Code of Behaviour by a student, following the serving of other interventions<sup>2</sup> and sanctions on the pupil.
  2. A Report by a member of the committee on a serious breach of the Code of Behaviour by a student.
- The Principal proposes to suspend a student, arising out of a serious breach of the Code of Behaviour. In this the Principal may decide to consult with other relevant parties from Discipline Committee, in particular the Deputy Principal and the student's Year Head.

### Parent and Student Right of Reply.

Once a suspension is being considered, the Principal (or person nominated by him/her) must inform the parents of the precise grounds for suspension and allow the opportunity for a response before a final decision is reached and implemented. Brief notes should be made of relevant comments made by the student and these should be signed to attest that they are accurate, by the student.

### Suspension Procedure.

- a. Where a suspension is being considered, the principal will write to the parent(s)/guardian(s) requesting a meeting with them at the earliest possible opportunity.
- b. To expedite matters, the school may arrange such a meeting by telephone. Where the Principal deems that the student constitutes a serious threat or affront to others he may suspend with immediate effect, having ensured that the student will be in the care of his parents/guardians.
- c. In the event of a student being suspended from class/classes, and /or while waiting to be collected by parent(s)/guardian(s), the student must wait in the school at an area designated by the Principal. The student may not leave the school until given permission to do so by the school authorities.
- d. At any meeting between student, parent(s)/guardian(s) and school authorities, a written record should be kept and signed by all parties at the conclusion of the meeting, attesting to the content of the meeting.
- e. Where the principal decides to suspend following a meeting with the student and his parents/guardians, the latter will be informed in writing and by registered post of the reasons for suspension and the relevant breach(s) of the school's Code of Behaviour. The student will be informed of the conditions of re-entry following suspension.
- f. Parent(s)/Guardian(s) or a student over 18yrs of age must be advised of their right to appeal a suspension to the Board of Management<sup>3</sup>. The process of appeal does not confer on the student the right to return to class until the appeal has been upheld or the suspension has been served. If the Board upholds the appeal, the Principal will delete any reference to the suspension from the student's file and may/may not, impose another sanction on the student.

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<sup>1</sup> Discipline Committee comprises of Year Heads, Transition Yr. Coordinator, LCA Coordinator, Deputy Principal & Principal. The Committee meets on a weekly basis and the Deputy Principal chairs meetings.

<sup>2</sup> Such interventions may include contact between School with some or all of Parent(s)/Guardian(s), School Counsellor, Education Welfare Officer and N.E.P.S.

<sup>3</sup> The Board of Management may have elected/nominated a sub-committee to act as the Board's Appeals Body during B.O.M meetings.

### Period of Suspension & Involvement with Education Welfare Officer.

- In the case of a suspension period of 6 days or more being imposed on a student, the school authorities must notify the Education Welfare Officer of all the details relating to the suspension of the student.
- In the case of a suspension, whose accumulation over the school year is a period of 20 days or more, the school authorities must notify the Education Welfare Officer of all the details relating to the suspension of the student.

### Re-Entry of a student to school after period of suspension has been served.

On return to school, the student<sup>4</sup> must report to the Principal and /or Year Head.

The school may require certain conditions to be met by the student on re-entry. These may include:

- The student to be accompanied by Parent(s)/Guardian(s).
- The student to provide a written/oral apology to persons.
- The student to provide a written undertaking to abide by the School's Code of Behaviour.
- The student to provide an undertaking to catch up with schoolwork missed as a result of suspension.

Or any other specific undertakings recommended by school authorities.

### Grounds for removing a suspension.

In line with Education Welfare Act 2000, the school may remove a suspension for the following reasons.

- The Principal/Board agrees to an alternative sanction to be imposed after consultation with the Parent(s)/Guardian(s).
- Successful appeal to Board of Management.
- Successful appeal under Section 29 of the Education Act.
- New circumstances come to light
- Under the Principles of Natural Justice

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<sup>4</sup> The student has the option of being accompanied by Parent(s)/Guardian(s) if they so wish.