

Expulsion of Students: Information for Parents/Guardians/Carers/Relevant Persons



St Mary's Parish Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

This document is designed to assist you in understanding the process if the St Mary's Parish Primary School Principal is considering the expulsion of your child, including how to appeal an expulsion decision.

Under what circumstances does a Principal consider expulsion?

When a student's behaviour is of such significance that it poses a threat to their own and/or others' health, safety and wellbeing in the school community, the Principal may decide that expulsion is the most appropriate course of action to take.

What information does the Principal have to take into consideration?

Before deciding to expel a student, the Principal must:

- properly, fairly and without bias, consider all of the relevant matters, including the impact of the behaviour of the student on other affected parties, in making their decision
- determine whether the expulsion is appropriate when compared to:
 - the behaviour for which the student is being expelled
 - the educational needs of the student
 - any disability of the student
 - the age of the student
 - the magnitude and impact of the student's actions
 - the residential and social circumstances of the student, including the student's cultural or linguistic background.

The Principal must ensure that any information or documentation provided by the student or the family/parent/guardian/carer/relevant person has been taken into consideration when making the decision regarding expulsion.

If an expulsion is being considered for your child, the Principal must conduct a Behaviour Support and Intervention Meeting, which you and your child will be invited to attend. The purpose of this meeting is to:

- advise your child and you that the Principal is considering whether to expel your child
- ensure all available supports and interventions to support the behaviours of concern are considered for your child
- outline the grounds for expulsion that are being considered and the evidence to support a finding that your child has engaged in relevant conduct
- ensure your child and you have the opportunity to be heard
- consider the impact of the behaviour of your child on other affected parties
- identify the future educational, training and/or employment options most suited to your child's

needs and agree on a course of action in the event expulsion is decided.

If the Principal decides to go ahead with the expulsion, what happens next?

If the Principal has considered all relevant information and decides to proceed with expulsion, you must be notified:

- *if your child is nine years of age or more* – within two business days of the conclusion of the Behaviour Support and Intervention Meeting
- *if your child is eight years of age or less* – within 10 business days of the conclusion of the Behaviour Support and Intervention Meeting.

The Principal must provide you with a formal *Notice of Expulsion* which includes information about the grounds and reasons for expulsion. The Principal must also provide you with a copy of *Expulsion of Students Appeal Information and Form*.

Following a decision to expel, the Principal must support your child with other educational and developmental opportunities.

The Principal must ensure that your child is participating in one or more of the following as soon as practicable:

- enrolment at another registered school
- enrolment at a registered training organisation
- engagement with an employment agency or other organisations that provide services that support the future employment of your child.

In the meantime, the Principal must provide your child with meaningful work, and monitor the completion of that work.

How can I appeal the decision to expel my child?

The Principal will provide you with a copy of *Expulsion of Students Appeal Information and Form*, which explains the appeal process. The principal will inform you of the designated MACS Regional General Manager who will oversee the appeal process if you proceed.

The designated MACS Regional General Manager will be able to provide you with further advice regarding lodging an appeal of the expulsion decision and the procedure to be followed. Any expulsion appeal is to be lodged on *Expulsion of Students Appeal Information and Form* and forwarded to the designated MACS Regional General Manager.