CAMPBELL
COLLEGE

Est 1894

SUSPENSION AND EXPULSION POLICY

Revised: **September 2025**
Next Revision: **September 2027**

This policy is written in conjunction with the '*Scheme for the Suspension and Expulsion of Pupils from Board Controlled* Schools'*, produced by the Education Authority (April 2015)
[*Note that Campbell College is a Voluntary B Grammar, so some procedures may vary from this document]

The Board of Governors (the Board) believes in the fundamental right of every pupil to be educated in accordance with the relevant statutory provisions. However, it is recognised that the education of all pupils and staff and their safety should not be compromised, as a result of unacceptable behaviour by individual pupils. The Board therefore reserves the right to impose such sanctions as are outlined in the Positive Behaviour Policy, including suspension or expulsion, where considered appropriate. Expulsion of a pupil should only occur as a result of the most serious breaches of the codes of conduct, including unacceptable behaviour which may put other pupils or staff at risk.

INTERPRETATION

In this scheme -
"**The Chairperson of the Board of Governors**" includes, where the Chairperson is absent or otherwise unavailable, the member of the Board of Governors for the time being performing the duties of the Chairperson.
"**Headmaster**" includes, where the Headmaster is absent or otherwise unavailable, a Vice Principal or other person for the time being performing the duties of the Headmaster.
"**Parent**" in relation to a child or young person, includes a guardian and every person who has parental responsibility (as defined by the Children Order (NI) 1995, or who has care of the pupil.
"**EA**" means the Education Authority established under the Education Act (NI) 2014

LINKS TO OTHER POLICIES

This policy should be read in conjunction with the other policies of the College, including, but not limited to

- Positive Behaviour Policy
- Safeguarding Policy
- Electronic Safety Policy
- Educational Trips Policy
- Complaints Policy

These policies define the standards of behaviour expected from pupils and outline the procedures and sanctions adopted when these standards are not adhered to.

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SENDO CONSIDERATIONS

The College will pay due regard to the following guidance:

- Special Education Needs and Disability (NI) Order 2005
- Special Education Needs and Disability (Northern Ireland) Act 2016
- Special Educational Needs - Code of Practice
- Disability Discrimination Code of Practice for Schools (Equality Commission)

The College will treat all pupils equally, and will not discriminate against a disabled pupil by suspending him for a reason relating to their disability. Discrimination in this context occurs if the College, for a reason which relates to his disability, treats a disabled pupil less favourably than it would treat others to whom that reason does not or would not apply, and it cannot show that that treatment is justified. Any justification for the suspension of a disabled pupil must be material to the circumstances of the particular case and substantial, and would only be used after making reasonable adjustments that account for the disability, and in liaison with appropriate support services.

In cases where a pupil with a statement of educational need (Stage 5 of the Code of Practice) appears to be unwilling or unable to comply with the normal school rules and routines, and where reasonable adjustments are not proving effective, guidance in the Code of Practice will be followed and an early annual review will be convened with the Education Authority.

1. SUSPENSION

The decision to suspend a pupil is taken by the Headmaster in response to a serious breach, or persistent breaches of the standards of behaviour expected at the College.

NOTES:

(a) All parties should adhere to confidentiality at all times.

(b) A student may be suspended from attending Campbell College only by the Headmaster.

(c) An initial period of suspension shall not exceed five school days in the first instance.

(d) Where a student is suspended from attending Campbell College the Headmaster shall immediately notify the parent/guardian verbally by telephone and in writing of the suspension. The letter will include

- The reason(s) for the suspension
- The duration of the suspension
- The arrangements for the provision of work
- An invitation to visit the College to discuss the suspension and enlist parental support for the College's efforts to resolve the issue

(e) The Headmaster will immediately inform the Chairperson of the Board of Governors.

(f) The Department of Education will be informed immediately by completing the 'Notification of Pupil Suspension' form.

(g) A suspended pupil can be sent home before the end of the normal school day with the agreement of the parent so long as the pupil can be delivered directly into the care of the parent (or alternate arrangements are agreed by the parent/guardian).

(h) The Headmaster may, if he thinks fit, terminate any period of suspension.

EXTENDING A PERIOD OF SUSPENSION

(i) The Headmaster shall not extend a period of suspension except with the prior approval of the Chairman of the Board of Governors.

(j) Each individual extension of a suspension may not exceed 5 days but individual suspensions may run consecutively

(k) Acceptable reasons for extending a period of suspension could potentially include:

1. where in the reasonable opinion of the Headmaster, the return of the pupil concerned would pose serious problems in terms of preserving order and discipline within the College;
2. where in the reasonable opinion of the Headmaster, discussion with psychologists and/or other agencies would be facilitated;
3. where a decision to expel the pupil was quite properly being considered;
4. where parents/guardians have without good reason failed to enter into proper and necessary consultations/discussions

(l) The Headmaster shall in every case where a period of suspension is extended give written notification of the reasons for the extension and the period of extension to (i) the parent of the student and (ii) to the Education Authority.

(m) For a protracted period of suspension (two weeks or more) the College will identify a named member of staff who will assist with the pupil's reintegration.

(n) A student may be suspended from school for not more than 45 school days in any one school year.

2. EXPULSION

The expulsion of a pupil from the College is reserved for the most serious breaches of the College's Positive Behaviour Policy and only after a range of alternative strategies to resolve the pupil's disciplinary problems have been tried and proven to have failed, and where allowing the pupil to remain in school would seriously be detrimental to the education or welfare of other pupils and staff, or of the pupil himself. However, there may be circumstances where it is appropriate to expel a pupil for a first or 'one-off' offence.

NOTES:

(a) All parties involved should adhere to confidentiality at all times.

(b) A student may be expelled from Campbell College only after serving a period of suspension.

(c) A student may be expelled from Campbell College only by the Board of Governors.

(d) A student may be expelled from Campbell College only after consultation about his expulsion has taken place between the Headmaster, the parent of the student, the Authorised Officer of the EA (from the Educational Welfare Service) and the Chairperson of the Board of Governors.

(e) The consultations referred to in paragraph (d) are to include consultations about the future provision of suitable education for the student concerned.

(f) The parent of any pupil expelled from the College will have the right to appeal against the decision.

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PRIOR TO EXPULSION

['Notes of Guidance for Parent / Guardian on the Pupil Consultative Process' are available in the document **'*Scheme for the Suspension and Expulsion of Pupils from Board Controlled Schools'*, produced by the Education Authority (April 2015)]**

(g) The Headmaster shall convene a consultative meeting to be attended by the Headmaster, The Chairperson of the Board, the parent/guardian, the pupil (if appropriate) and an Authorised Officer of the EA

(h) At least 5 working days' written notice will be given for all parties to attend. Available evidence will be made available before the consultative meeting to all who will be attending

(i) At the consultative meeting, chaired by the Chairperson of the Board of Governors, the possibility of expulsion and the implications of this course of action will be discussed. The future provision of suitable education will be considered.

(j) Non-attendance by the parent at any of the meetings will not prevent the Board of Governors considering future action to be taken.

(k) Minutes of the meeting will be kept and approved by the Authorised Officer present at the meeting

(l) Following the meeting, the parent will be given a copy of the minutes and will be informed that the report will be presented at the meeting of the Board of Governors. The parent will be invited to attend the Board meeting if expulsion is still an option and may make written submissions to the Board in advance of the meeting. The meeting of the Board will normally be held 7 days after the consultation meeting

(m) Following the meeting of the Board of Governors where all available evidence is considered, a decision will be made. Minutes will be kept of this meeting.

(n) The decision of the Board of Governors whether or not to expel will be communicated in writing to the parent, and to the Education Authority.

RIGHT OF APPEAL A DECISION TO EXPEL

(o) Where it has been decided to expel the pupil, the parent will be informed of their statutory right to appeal. The letter will include:

- Details on the time limit for lodging an appeal (10 days from the date the letter is issued to a parent informing them of the decision to expel
- Where the appeal letter should be lodged

(p) The parent or the pupil himself (if they have reached the age of eighteen) may appeal against a decision to expel.

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3. ADDITIONAL CONSIDERATIONS WITHIN THE BOARDING DEPARTMENT

[These are internal procedures to Campbell College]

Members of the Boarding Department are subject to the same codes of conduct for day pupils; however, there are also additional codes of conduct within the Boarding Department which **may** involve an alternate disciplinary action. It may be that because of an incident (or build-up of incidents) *within* boarding, the pupil may be sanctioned within the Boarding Department.

A suspension or removal from Boarding (where the pupil remains in day school) is considered a disciplinary matter internal to the College and is not considered as a formal Suspension/Expulsion as detailed in sections (1) and (2) of this policy.

Consideration will be given to students where disciplinary action involving suspension from day school may involve being sent home, or to their appointed guardian, or where significant travel is involved.

Parents/Guardians will be responsible for making the necessary travel arrangements and any costs incurred. The conditions of guardianship include the willingness to look after their charge should they not be able to attend school.

SUSPENSION FROM SCHOOL (as detailed in section 1)

When a pupil has been suspended from 'day' school, they are suspended from Campbell College and may not remain within the boarding department. They will return home or to their appointed guardian/parents.

SUSPENSION FROM BOARDING

It may be that a boarding pupil is suspended from the boarding department and will become a day pupil during that suspension. They will return home or to a guardian, as appointed by parents, outside formal school hours and will not be allowed within the boarding department at any time.
The College will contact parents and will commit this decision to writing.

REMOVAL FROM BOARDING

For repeated or more serious offences, a pupil may be asked to leave boarding permanently. Depending on the nature of the event, he may be allowed to continue at the College as a day pupil.

4. FEE CONSIDERATIONS

If a pupil is suspended from school or from boarding, any fees of the College will still apply in full. In the event of a pupil being expelled from the College or removed from boarding, the current termly fee, and any outstanding amounts must be paid in full.

5. REVIEW

This policy is reviewed every two years; however, when necessary the College may update the policy when it deems it necessary. The latest version may be obtained from the College.

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