



PROCEDURES FOR THE MANAGEMENT OF EXCLUSION AND TERMINATION OF ENROLMENT

Doxa School is a community that promotes Safety, Kindness and Curiosity in a child safe environment. The focus of our Whole School Positive Behaviour Framework is to build self-awareness and encourage positive self-management of our emotional responses. We understand that the students we work with are at times challenged by this and our Positive Behaviour Policy along with other policies and programs at Doxa School are designed to support students in this manner.

We also understand that there will be times that student behaviours are not consistent with the school's expectations and on some occasions the behaviours may be serious enough to warrant a serious consequence such as exclusion from the community for a period of time or termination of their enrolment.

In this case the following procedures apply.

Exclusion from the Community:

In-school Exclusion: withdrawal from program and/or other school activities. The withdrawal is supervised for a specified period of time that fairly reflects the seriousness of the inappropriate behaviour. Students will be encouraged and supported to reflect on the behaviour, its impact and consider future strategies that may be more positive.

Out-of-school Exclusion: if this is deemed appropriate, after referral to Principal and Wellbeing Coordinator, it is recommended for a length of time that reflects the seriousness of the behaviour.

The following considerations will be taken into account when determining the nature and length of Exclusion:

- The behaviour which the student is being suspended
- The educational needs of the student
- Social and emotional needs of the student
- The age of the student
- The residential and social circumstances of the students

As part of the decision Leadership has considered and ensured that:

- The student has been given an opportunity to be heard
- Any documentation provided by the student and or their relevant person has been taken into account in making the decision
- Other forms of action to address the behaviour which may lead to exclusion

Communication

Once the exclusion discernment process has been completed, the following details need to be communicated to the student and their primary carer:

- The reason for exclusion
- The school days on which the exclusion will occur
- Where the exclusion will occur (ie in-school or external exclusion)
- Contact details of support services if appropriate.
- Exclusion letter is to be generated and forwarded to parent/carer

Resumption from Exclusion

Prior to a student returning from exclusion, they will meet with the nominated member of the school leadership and wellbeing support to facilitate a positive transition back into the community.

Termination of Enrolment:

Termination of enrolment will occur when a student's attendance at Doxa School has been permanently withdrawn, and the contract entered into at the time of enrolment with the parents/carers, has been terminated. This might occur when a student's behaviour poses extreme risk to members of the school community, the school environment or the program, through Violence, Sexually Inappropriate Behaviour or other High Risk, Dangerous or Illegal Behaviours.

The following process must be followed before the expulsion of a student:

- The Canonical Administrator and the Director of Catholic Education are notified of expulsion as being a possible course of action.
- The Director of Catholic Education appoints a nominee, usually an educational consultant, to review with the Principal all current support mechanisms in place and to explore additional options for the student.

These would include:

- Review of the Positive Behaviour Policy to explore ways in which it can be modified or developed.
- Review by the Leadership Team to explore additional means of supporting the student.
- Exploring different modes of education which are available in the community including employment, learning at home, online learning, out of school hours learning opportunities, TAFE, flexible learning settings, etc. and the opportunities for the student in one or more of these.
- Formal opportunities for the student and/or parents/guardians to respond to the circumstances, to outline their hopes for the future and to explore further options.
- Review of the restorative practices that are in place in the community.
- The identification of additional sources of professional advice, e.g. CEO personnel, psychologist, etc.
- In circumstances where all of the above have been explored, termination of enrolment can only proceed in consultation with the Director's nominee and after notification of the Canonical Administrator or the Director. This process requires a thorough briefing by the Principal and the Director's nominee.

Notification of Expulsion:

- A formal Notice of Termination of Enrolment is provided to the parent(s)/guardian(s). This is formally recorded on the school files. The Notice of Termination is to be issued before or on the day when the termination of enrolment is to commence. The notice needs to include:
- The reason(s) for the termination of enrolment
- The commencement date of the termination
- Details of the Appeal process

Appeal Process:

Parent(s)/guardian(s) may within ten (10) days lodge a formal appeal. When a student is living independently from their parent(s)/guardian(s) the student also has the right of appeal.

Valid grounds for appeal are that:

- Proper procedures were not followed by the school in matters related to the decision, and/or that
- The full details of the case were not investigated at the time (additional details to be provided), and/or that
- The decision was too severe, and/or that

- The decision was unjust

The appeal must be in writing to the Director of Catholic Education Sandhurst. Upon receipt of this appeal notice the authority will appoint an independent person (a person of appropriate educational, legal or leadership experience not employed by any school or agency of the Sandhurst Diocese) agreed by both parties to investigate and decide the appeal.

When the process has been completed the independent person will deliver their findings to the Director of Catholic Education Sandhurst, who will directly notify the principal and person(s) who made the appeal. If the grounds on which the appeal was made are found true, the termination of enrolment will be repealed. Otherwise it will remain in place. The decision will be final and is not subject to further appeal with the Catholic Education System.

Following a Termination of Enrolment:

A student whose enrolment is terminated will be offered the opportunity for counselling or other appropriate support and will be assisted by the school to seek enrolment with another education provider.

Where the enrolment of a student who is under seventeen is terminated, the school will notify the DEECD Regional Director by completing a DEECD Exit Form and providing a copy for the Regional Office and for the student/family.

Supporting policies and documents:

Positive Behaviour Policy
Student's Code of Conduct