

Stand-down, Suspension, and Exclusion Procedures policy (West End School)

All New Zealanders between the ages of 5 and 19 have the right to a free education under section 3 of the Education Act, 1989. Between the ages of 6 and 16 it is compulsory for students to attend school.

From time to time it is necessary to stand down or suspend a student from school for his/her own safety and/or to enable other students to pursue their education without severe and/or repeated interruption from another student. A student so stood down or suspended continues to have a right to an education and is required to attend until the age of 16.

These definitions are taken from the Ministry of Education website:

Stand-down

The formal removal of a student from school for a specified period. Stand-downs of a particular student can total no more than five school days in a term or ten school days in a year.

Suspension

The formal removal of a student from school until the board of trustees decides the outcome at a suspension meeting. Following a suspension, the board may decide to:

- lift the suspension without conditions
- lift the suspension with reasonable conditions
- extend the suspension with reasonable conditions for a reasonable period
- exclude the student.

Exclusion


The formal removal of a student aged under 16 from the school.

The principal is usually the person with the delegated authority to stand-down or suspend a student, and there is a clear procedure which must be followed.

The principles of natural justice must be applied to any process leading to stand down or suspend a student. There must be sufficient grounds to warrant any stand-down or suspension, and the rights of the student and any parent/caregiver must be recognised throughout the process.

Resources

- Guidelines for Principals and Boards of Trustees on Stand-downs, Suspension, Exclusions and Expulsions: **Part 1 Legal options and duties**
- Guidelines for Principals and Boards of Trustees for managing behaviour that may or may not lead to Stand-downs, Suspension, Exclusions and Expulsions: **Part 2 Good practice**

Signed:  (Board Chair)

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