



Mt Eden Normal Primary School

Te Whare Akoranga o Maungawhau

POLICY

Stand-downs, Suspension & Exclusion

Rationale

Removing a child by stand-down, suspension and/or exclusion is an option of last resort available to schools under the provisions set out in the [Education \(Stand-Down, Suspension, Exclusion, and Expulsion\) Rules 1999](#) when other interventions have been tried and failed or in circumstances where it is believed that safety may be compromised. Such circumstances would typically include one or more of the following:

- Continual disobedience (regularly or deliberately disregarding rules or refusing to follow instructions) resulting in the potential for harm or danger to other students
- Gross misconduct (serious misbehaviour) which is harmful or dangerous to other students, or sets a dangerous example to other students
- Behaviour that risks serious harm if the student remains at school

The processes relating to Stand-downs, Suspensions and Exclusions are subject to legislative requirements that must be applied in a fair and flexible way.

Definitions

Stand-down means 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 means the formal removal of a student from school until the board of trustees decides the outcome at a suspension meeting. The board of trustees of a school is required to hold a meeting of the board, within seven school days of the suspension, to decide the outcome of a suspension (see Sections 15[4], 17[4] of the Act). Following a suspension, the board may decide to:

- a. lift the suspension without conditions
- b. lift the suspension with reasonable conditions

- c. extend the suspension with reasonable conditions for a reasonable period
- d. exclude or expel the student

Exclusion means the formal removal of a student aged under 16 from the school and the requirement that the student enrol elsewhere. Expulsion means the formal removal of a student aged 16 or over from the school. If the student wishes to continue schooling, he or she may enrol elsewhere.

Fairness, for the purposes of this policy, means treating people with respect, taking account of people's knowledge, abilities and culture. Everyone should know what is happening and what is at stake.

Natural Justice refers, for the purposes of this policy, to principles of acting fairly in the circumstances. Under these principles, a person will have adequate notice of a situation that may affect them, will have an opportunity to be heard and respond, decisions will be made in a fair and impartial way.

Requirements

- When considering the option of stand-down, suspension and/or exclusion, Mt Eden Normal Primary School will act in a fair and flexible way, following all legislative requirements as set out in the [Education \(Stand-Down, Suspension, Exclusion, and Expulsion\) Rules 1999](#) and the procedures set out in The Ministry of Education's [Guidelines For Principals and Board of Trustees on Stand-downs, Suspensions, Exclusions and Expulsions](#)
- At all times, principles of natural justice will be applied

Related Policies

Behaviour Management & Restorative Practice

Signed: Fleur Longley
Chairperson

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