Fact sheet Suspension 1–10 school days and 11–20 school days

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A principal of a state school at which a student is enrolled may suspend the student from the school if they are reasonably satisfied a ground exists for the suspension.

Any decision by the principal to suspend a student from school, regardless of the length of time, is a very serious disciplinary action.

Grounds for suspension

As per the *Education (General Provisions) Act 2006*, each of the following is a ground for suspension:

- disobedience;
- misbehaviour;
- conduct that adversely affects, or is likely to adversely affect, other students;
- conduct that adversely affects, or is likely to adversely affect, the good order and management of the school;
- the student's attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or of staff;
- the student is charged with a <u>serious offence</u> (as defined in the Working with Children (Risk Management and Screening) Act 2000) (refer to <u>Fact sheet – Charge-related</u> <u>suspension</u>);
- the student is charged with an offence, other than a serious offence, and the principal is reasonably satisfied it would not be in the best interests of other students or staff for the student to attend the school while the charge is pending (refer to Fact sheet Charge-related suspension).

Key information

- Principals are the only staff members with the <u>power</u> to make a decision about the use of suspension for an enrolled student.
- Principals may <u>authorise</u> a deputy principal, head of school or head of campus to tell a student and parent of their decision to suspend.
- Conduct that adversely affects, or is likely to adversely affect, other students, or the good order and management of the school may be a ground/s for suspension even if the conduct does not happen on school premises or during school hours.
- Suspensions must be completed in the current school year.
- The suspension takes effect from the time the principal or authorised officer tells the student and their parent about it.

Principals

- Must be able to justify the ground for suspension with comprehensive explanation and evidence, explaining how the student's behaviour specifically meets the identified ground/s.
- Ensure the student and parent are offered the opportunity to discuss the allegations and respond if they choose prior to the principal making a disciplinary decision.
- Ensure a school staff member is appointed as the contact for the student and parent while the suspension is in effect and ensures student and parent are advised of the contact information for this person.
- Take reasonable steps to arrange for the student's access to an educational program that allows the student to continue the student's education during the suspension.
- ✓ Use only the letters and approved forms available in OneSchool.
- ✓ For 11−20 school day suspensions, provide details about making a submission against the suspension decision to the Director-General or delegate with the written notice.
- Ensure signed copies of the decision notice (approved forms) and supporting materials relating to the school disciplinary absence decision are uploaded in OneSchool.
- If the parent advises that they are ending the enrolment of their child at the school, they must be advised that the suspension (and therefore the enrolment) will remain in effect until the suspension has been completed.

Students

- ✓ Can make an appeal submission to the Director-General or delegate against 11−20 school day suspension decisions.
- ★ May not attend any state school or any school activity while suspended. Parents are responsible for their children during the period of suspension.
- ★ While on suspension, must maintain their enrolment at the school until the suspension has expired.

Resources

- Code of Conduct for the Queensland Public Service
- Department of Education standard of practice
- Enrolment in state primary, secondary and special schools
- Ombudsman Good Decision-Making Guide
- Student discipline procedure
- Fact sheet Student Code of Conduct
- Fact sheet Charge-related suspension
- Principal guidelines student discipline

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at https://ppr.qed.qld.gov.au/pp/student-discipline-procedure to ensure you have the most current version of this document.



Flowchart: Suspensions (1–10 days)

Student is enrolled at the school		CONSIDER	Principal considers whether the student's behaviour constitutes grounds for suspension as per section.282 of the <i>Education</i> (<i>General Provisions</i>) Act 2006.		
		DOCUMENT	If the principal decides the behaviour meets one or more of the grounds for suspension under section.282 of the <i>Education (General Provisions) Act 2006</i> , they ensure documentation is completed to explain how they believe the student's behaviour meets the ground/s (e.g. explain how the behaviour constitutes misbehaviour).		
		REFLECT	Principal arranges for the student and parent to have the opportunity to view the relevant evidence under consideration about the behaviour (e.g. reports, statements, other documents, video/audio recordings noting that a copy of the recordings should not be provided to the student or parent but they should be invited to view/hear the recordings at the school or elsewhere before the suspension decision is made).		
		DISCUSS	Principal ensures the student and the parent are offered the opportunity to discuss the allegations with a school staff member and respond if they choose prior to the principal making a disciplinary decision.		
		DECIDE	Principal makes the disciplinary decision to progress or cease the suspension process, including the start and end date of the suspension if relevant.		
		NOTIFY	Principal or authorised officer tells the student and parent of the decision to suspend, the reasons for the suspension and the date on which it will commence, ensuring the suspension is completed in the current school year and does not extend over the summer holiday period into the new year.		
		ARRANGE	Principal takes reasonable steps to ensure that parents have made appropriate supervision arrangements prior to the student leaving the school grounds, or alternatively isolate and supervise the student until such arrangements are made.		
		APPOINT	Principal ensures a school staff member is appointed as the contact for the student and parent while suspension is in effect and ensures student and parent are advised of the contact information for this person.		
		NOTICE	Principal ensures a record for 1–10 day suspension is created and a decision notice is prepared in OneSchool, and gives it to the student and parent as soon as practicable.		
		RECORD	Principal ensures signed copies of decision notice (approved forms) and supporting materials relating to the school disciplinary absence decision are uploaded in OneSchool.		
		ACCESS	Principal takes reasonable steps to arrange for the student to access an educational program to allow the student to continue with their education during the suspension.		
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Flowchart: Suspensions (11–20 days)

		CONSIDER	Principal considers whether the student's behaviour constitutes grounds for suspension as per section.282 of the <i>Education</i> (<i>General Provisions</i>) Act 2006.		
		DOCUMENT	If the principal decides the behaviour meets one or more of the grounds for suspension under section.282 of the <i>Education</i> <i>(General Provisions) Act 2006</i> , they ensure documentation is completed to explain how they believe the student's behaviour meets the ground/s (e.g. explain how the behaviour constitutes misbehaviour).		
		REFLECT	Principal arranges for the student and parent to have the opportunity to view the relevant evidence under consideration about the behaviour (e.g. reports, statements, other documents, video/audio recordings noting that a copy of the recordings should not be provided to the student or parent but they should be invited to view/hear the recordings at the school or elsewhere before the suspension decision is made).		
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dent is enrolled at the school		ΝΟΤΙϜϒ	Principal or authorised officer tells the student and parent of the decision to suspend, the reasons for the suspension and the date on which it will commence, ensuring the suspension is completed in the current school year and does not extend over the summer holiday period into the new year.		
Student		ARRANGE	Principal takes reasonable steps to ensure that parents have made appropriate supervision arrangements prior to the student leaving the school grounds, or alternatively isolate and supervise the student until such arrangements are made.		
		APPOINT	Principal ensures a school staff member is appointed as the contact for the student and parent while suspension is in effect and ensures student and parent are advised of the contact information for this person.		
		NOTICE	Principal ensures a record for 11–20 day suspension is created and a decision notice is prepared in OneSchool, including details about how to make a submission against the suspension to the Director- General or delegate, and gives it to the student and parent as soon as practicable.		
		RECORD	Principal ensures signed copies of decision notice (approved forms) and supporting materials relating to the school disciplinary absence decision are uploaded in OneSchool.		
		ACCESS	Principal takes reasonable steps to arrange for the student to access an educational program to allow the student to continue with their education during the suspension.		
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