



Department of
Education

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Subject:

**NOTIFICATION OF PUPIL SUSPENSION TO THE
EDUCATION AUTHORITY**

Circular Number:
2015/19

Date of Issue:
23 June 2015

Target Audience:

- Principals and Boards of Governors of all grant-aided schools
- Education Authority
- Council for Catholic Maintained Schools
- Northern Ireland Council for Integrated Education
- Comhairle na Gaelscolaíochta
- Governing Bodies Association
- Independent Schools

Summary of Contents:

This Circular provides guidance for schools on notifying the Education Authority about the suspension of a pupil.

Enquiries:

Any enquiries about the contents of this Circular should be addressed to:

Pupil Behaviour Management Team
Department of Education
Rathgael House
Balloo Road
Rathgill
BANGOR
BT19 7PR

Governor Awareness:
Essential

Status of Contents:
Advice
Guidance for Schools

Related Documents:
None

Superseded Documents:
Any previous guidance

Expiry Date: N/A

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INTRODUCTION

Schools have a statutory requirement to notify the Education Authority (EA) immediately of both the duration and reason for each pupil suspension.

The Department and the EA have been reviewing the format of documents currently in use, and as a result some minor amendments have been made to the notification form and guidance notes. The revisions are explained below.

PURPOSE OF GUIDANCE

This Circular is to advise schools of a revised notification of pupil suspension form and accompanying guidance to be used when notifying the Education Authority about the suspension of a pupil.

The revisions are detailed below:

1. Inclusion of tick box on the notification form for Looked After Children (LAC)
2. Inclusion of a tick box on the notification form for Children with a Disability.
3. Definitions of the above have been provided in points 5 and 6 of the Notes for Guidance.

A copy of the revised form and guidance notes are attached and should be used with effect from 1 September 2015.



NOTIFICATION OF PUPIL SUSPENSION TO EDUCATION AUTHORITY: NOTES FOR GUIDANCE ON COMPLETING FORM

1. **Year Group:** For pupils in Years 1 to 14 enter the appropriate year group. For pupils in nursery schools or nursery/reception classes enter N.
2. **Admission/Roll Number:** Schools using the C2k system should insert the pupil's admission number. Those that do not yet have C2k should insert the pupil's roll number.
3. **Ethnicity:** This information is needed to comply with Section 75 of the Northern Ireland Act 1998. The ethnic origin of each pupil should already be held in the school register (for school census purposes) and one of the following codes should be used.

Code	Description	Code	Description
BA	Black – African	MG	Mixed Ethnic Group
BC	Black – Caribbean	MP	Malaysian
BI	Bangladeshi	OT	Other Non-White
BO	Black – Other	PA	Pakistani
CH	Chinese/Hong Kong	TR	Irish Traveller
IS	Indian/Sri-Lankan	VT	Vietnamese
KO	Korean	WH	White

4. **SEN Stage:** If the pupil is on the SEN register, please state the stage (ie 1 to 5)
5. **LAC:** Looked After Children (LAC) are those in the care of a Trust or who are provided with accommodation by a Trust. They may be living in residential homes or schools with foster carers, or with a family relative or friend. This does not include pupils who are adopted.
6. **Disability:** A disabled person has a disability if they have a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day duties. (Disability Discrimination Act 1995)

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7. **Reason for Suspension:** Only one of the boxes listing the reason for suspension should be ticked. Where a pupil has been suspended for more than one of the reasons listed, tick only the most serious reason.
 8. **Verbal Abuse of, or Physical Attacks on, Pupils:** Use these boxes to distinguish between verbal abuse or physical attacks which are not **persistently** directed at any one pupil and which could not therefore be regarded as bullying.
 9. **Significant Damage to, or Misuse of Property:** This can cover situations where the damage to, or misuse of, property occurred in school. It also covers damage to, or misuse of, property outside school while in school uniform, or outside of school hours to a property of a member of staff. In the latter case, a pupil can only be suspended for certain incidents outside school if this is clearly stated in the school's discipline policy.
 10. **Additional Explanatory information:** Use this line to briefly record any additional information you consider may be relevant (e.g.) to indicate whether the bullying/physical attack/verbal abuse of a pupil is of a racist or homophobic nature.
 11. **Authorisation:** The form should be signed by the Principal of the school or an authorised deputy before sending it to the Education Authority (EA). The form should be sent to the EA as quickly as possible after the suspension has been imposed.
 12. **Education Authority contact details:**
 - a. for the Chairperson of the Board of Governors to write to the Chief Executive of the EA if it has been decided to recommend a pupil for expulsion from a controlled school (ref 7.2);

Chief Executive
Education Authority
Forestview
Purdy's Lane
Belfast
BT8 7AR
 - b. for the Principal to notify the relevant EA Regional Office for the area that school is located in that a pupil has been suspended from their school. This includes notification of extensions to a suspension (ref 3.3 and 4.4);
 - c. for the Principal to notify a parent / guardian of their right to appeal if the decision has been taken that their son or daughter is to be expelled and for a Principal to copy this letter to the EA Education Welfare Service within the relevant EA Regional Office (ref 8.1 and Appendix 6)

Education Authority Regional Offices

Education Authority
Belfast Region
40 Academy Street
Belfast
BT1 2NQ

Education Authority
South Eastern Region
Grahamsbridge Road
Belfast
BT16 2HS

Education Authority
Southern Region
3 Charlemont Place
The Mall
Armagh
BT61 9AX

Education Authority
North Eastern Region
County Hall
182 Galgorm Road
Ballymena
BT42 1HN

Education Authority
Western Region
1 Hospital Road
Omagh
BT79 0AW

Notification of Pupil Suspension to Education Authority

(Please read the Notes for Guidance before completing this form)

1. School Details

Name _____ Reference No _____

2. Pupil Details

Name _____ Year Group _____ (See Note 1)

Admission/Roll Number (See Note 2) _____ Gender ~~Male~~ ☐ Female ☐

Home Postcode _____

Ethnicity (See Note 3) _____ SEN Yes ☐ No ☐

If Yes state stage _____ (See Note 4)

LAC (See Note 5) Yes ☐ No ☐

Date of Birth _____ Disability (See Note 6) Yes ☐ No ☐

3. Suspension Details

New ☐ or Continuation ☐ Date started _____ Length _____ Days

4. Reason for Suspension – Tick one box only (see Note 7)

Exclusion Code

- | | | |
|--|------|--------------------------|
| • Substance abuse: possessing, using or dealing in illegal drugs or solvents on school premises | ABSE | <input type="checkbox"/> |
| • Alcohol abuse: possessing, drinking or selling alcohol on school premises | ABAL | <input type="checkbox"/> |
| • Bullying of pupil: all forms whether physical, verbal, threats or other | BLPU | <input type="checkbox"/> |
| • Verbal abuse of pupil: (See Note 8) of a personal nature including swearing, threatening behaviour and sexually explicit language | VLPU | <input type="checkbox"/> |
| • Physical attack on pupil: (See Note 8) with or without a weapon | PHPU | <input type="checkbox"/> |
| • Disruptive behaviour in class: persistent or one-off incidents which occupy teacher time and/or distract other pupils | DRPT | <input type="checkbox"/> |
| • Persistent infringements of school rules: smoking, non co-operation with sanctions, etc | INFG | <input type="checkbox"/> |
| • Significant damage to or misuse of property: belonging to School staff or other pupils in or outside school (see Note 9) | PRTY | <input type="checkbox"/> |
| • Stealing: from school, pupils, staff in school or outside school while in uniform | STLG | <input type="checkbox"/> |
| • Verbal abuse of staff: of a personal nature including swearing, threatening behaviour and sexually explicit language | VLSF | <input type="checkbox"/> |
| • Physical attack on staff: with or without a weapon | PHSF | <input type="checkbox"/> |

5. Additional Explanatory Information (if any) (See note 10)

6. Authorisation (See Note 11)

Signed _____ Date _____

Print Name _____ Position in School _____