



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)

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