



STUDENT EXCLUSION POLICY

Salesian College Sunbury (the College) is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

RATIONALE

The College aims to maintain consistent student attendance and participation in educational programs. However, for the wellbeing of individuals and the student body, the College acknowledges that certain situations may require student exclusion to ensure proper management and care.

The College also recognises that there are times when it is in the best interests of students individually and collectively for a student to have their enrolment discontinued at the College. Procedural fairness will always operate in such circumstances.

EXCLUSION FROM THE COLLEGE

The College may exclude students through one of two methods: suspension and/or expulsion.

Suspension

Suspension refers to the temporary withdrawal of a students' right to attend school or activity for a specified period of time. Categories for suspension are:

- Withdrawal from class/activity for the remainder of the day
- 'In-School' suspension
- Short term withdrawal from school and all school activities (1-5 days)
- Long term withdrawal from school and all school activities (5+ days)
- Withdrawal from participation in an activity

Expulsion - Discontinuation of Enrolment

Expulsion refers to the permanent withdrawal of a students' right to attend the College.

PROCEDURAL FAIRNESS AT SALESIAN COLLEGE SUNBURY

Procedural fairness is understood to encompass the right to be heard and the right to a fair and unbiased hearing. These principles underpin the basic rights of students at school when dealing with the College as an authority. The College will follow these principles when dealing with any matter that may involve exclusion of a student. Exclusion includes suspension and expulsion from the school.

1. STUDENT BEHAVIOUR THAT WILL WARRANT SUSPENSION (Internal or External)

If student behaviour management strategies are not effective in modifying inappropriate behaviour to an acceptable level, the student may be suspended from school. In these circumstances, the student will be made aware that suspension is a possible consequence. Confirmation of the suspension will only occur after the matter has been discussed between the Director, Deputy Principal and /or the College Principal or their delegate.

- 1.1.** Notifying Parent(s)/ Guardian(s): In all cases of suspension, the Parents/Caregivers of the student will be notified as soon as practicable by phone and/ or in writing, with regard to the reason for suspension and the circumstances around what occurred.
- 1.2.** Grounds for a planned External Suspension: In determining whether a student's behaviour warrants external suspension, the Director, Deputy Principal and/or Principal will consider factors including the safety and welfare of the students, staff and other students in the classroom or at school. This will be facilitated by a Behaviour Management Support Group, including consultation with some or all of the following: Principal and/or Deputy Principal, Director of Campus, Year Level Leader and the Student Wellness Team.
- 1.3.** The full range of school student wellbeing strategies will have been implemented in most cases before the suspension is imposed.
- 1.4.** The Principal/Deputy Principal/Director may suspend a student whose behaviour includes:
 - 1.4.1. Persistent disobedience in their relationships with staff: Students who are persistently disobedient, insolent, or engage in harassment and abuse of staff or students, may be suspended.
 - 1.4.2. Persistent disruption: Students who persistently disrupt and prevent the learning and teaching of others may be suspended.
 - 1.4.3. Persistent breach of school policies, regulations and guidelines: Students who persistently breach the school's published policies, regulations and guidelines may be suspended.
- 1.5.** Grounds for immediate External Suspension: The Principal and/or Deputy Principal/Director may determine that a student will be externally suspended immediately. Reasons for immediate external suspension includes the following:
 - 1.5.1. Actions impacting on the immediate safety of staff and students: This includes verbal and non-verbal threats of violence, actual acts of violence, the presence of weapons or illegal substances including implements used for vaping.
 - 1.5.2. Possession of a suspected illegal drug, contravening the School's Drug and Alcohol Policy.
 - 1.5.3. Possession of inappropriate images, contravening the School's Acceptable Use Policy, inclusive of within mobile devices owned by the student.
 - 1.5.4. Violence or threat of serious physical violence: Any student intentionally causing injury threatening physical violence against another student or staff member is to be suspended immediately.
 - 1.5.5. Possession of a weapon. Any student possessing a weapon or using or threatening to use any item or instrument as a weapon, is to be suspended immediately. (Possession of a weapon: for example, but not limited to, gun, knife, slingshot and /or an object that is fashioned to do harm to others).
 - 1.5.6. Use of Social Media platforms that compromises the safety of students or staff and brings the reputation of the College into disrepute.

When the Principal determines that a serious offence of a criminal nature has occurred, the welfare needs of the offending student(s) is paramount. The incident will be reported to the Police at the earliest opportunity by Principal/Deputy Principal or a delegate.

2. PROCESS AND PROCEDURES FOR NOTIFYING AND RESOLVING A SUSPENSION

- 2.1 A Director, Deputy Principal or Principal will inform the student and parents of the grounds for the suspension.
- 2.2 The student will be given the opportunity to respond.
- 2.3 The student's response will be considered and further investigation will be made if deemed necessary.
- 2.4 The decision to suspend will be made by a Director, Deputy Principal or Principal.
- 2.5 Notification of suspension for a period of one or more days will be made to parents or caregivers by verbal communication initially and confirmed in writing and include:
 - Notice of the suspension.
 - The reasons for the suspension.
 - The importance of parental role and assistance in resolving the matter;
 - An outline of actions that may be required before a re-entry to the College is considered;

It is also recommended that the parent(s)/guardian(s) be offered the opportunity to participate in a meeting to consider these and other related matters, including:

- the legal and pastoral responsibilities of the parent(s)/guardian(s) during the time of suspension
- the school's responsibility for providing learning material during the time of suspension.

2.6 Register of Suspensions and Expulsions

Salesian College Sunbury maintains a secure electronic register of all student suspensions and expulsions. The register is maintained by Campus Administration on behalf of the relevant Assistant Principal of Campus and is updated following each suspension or expulsion.

The register records relevant information including the student's name, year level, date and duration of the exclusion, reason for the exclusion and any follow-up actions or supports provided.

Assistant Principals of Campus are responsible for ensuring the accuracy of records and for reviewing exclusion data periodically to identify trends, monitor consistency of practice and inform student wellbeing and behaviour support strategies.

All records are maintained in accordance with privacy, record-keeping and child safety requirements.

RESOLUTION

Providing requirements for re-entry are fulfilled by the student and/or parents, the Principal, Deputy Principal or Director of Students will convene a post-suspension meeting with the student and the parent(s)/ guardian(s) to discuss the basis on which the reasons leading to the suspension can be resolved. If the parent or student wish to be accompanied at the re-entry meeting by another person – such a person is to be named prior to the meeting, and not acting for fee or reward.

At this meeting the following will be discussed:

- the process of settling back into the school environment, and how this is to be facilitated.
- arrangements for monitoring the student's progress following their return to school.

If, despite the school's requests, parent(s)/ guardian(s) are unable or unwilling to attend a post-suspension meeting, the Principal will consider the individual merits of the case. Alternative steps may then be taken to resolve the suspension and facilitate the student's return to school.

All Exclusions will be recorded on the student's pastoral page on Schoolbox.

3. REGISTER OF SUSPENSION AND EXPULSIONS

The College maintains a centralised register of all student suspensions and expulsions.

This register is maintained in a secure electronic format and updated by Campus Administration staff on behalf of the Assistant Principal of Campus following each incident. The register records key details including the student, date, duration, reason, and any follow-up actions.

Assistant Principals of Campus are responsible for ensuring the accuracy of records. The register is reviewed regularly at campus level to monitor trends, support consistency in decision-making, and inform student wellbeing and behaviour strategies.

All records are maintained in accordance with privacy and record-keeping obligations, in accordance with the Privacy Policy.

4. STUDENT BEHAVIOUR THAT WILL WARRANT EXPULSION

It is an expectation that expulsion from the College will not occur except in the most serious of circumstance. In determining whether a student's misbehaviour warrants expulsion, the Principal will consider the factors including the safety and wellbeing of the student, staff and other students in the class or school community. The full range of school student welfare strategies will have been implemented in most cases before expulsion is imposed.

The Principal, or their delegate, may discontinue the enrolment of a student whose behaviour includes, but is not limited to, the following:

- Seriously undermining the ethos of the College as per the Student Behaviour Policy and the Student Code of Conduct
- Consistently and deliberately failing to comply with any lawful direction of the Principal or teacher or staff member. This includes failing to abide by set behaviour and/or safety plans
- Putting the wellbeing of the College or the College Community at risk;
- Possessing, selling or distributing illegal substances or materials;
- Engaging in a repeated breach or breaches of serious elements of the College's code of conduct, inclusive of harassment and bullying of others;
- Consistently and deliberately interfering with the educational opportunities and endeavours of other students;
- When all College processes for addressing behaviours have been applied and not been successful;
- Being found to be guilty of a criminal offence by the courts.

Note: Where necessary and/or required matters will be reported to the police.

Only the Principal, or their delegate, has the authority to expel a student. It is expected that, prior to confirming an expulsion, the following will be provided:

- A clear explanation to the student and the student's parent(s)/guardian(s) for the reason(s) for the expulsion.
- Notification of the expulsion to the College Board Chair.

Should the decision to expel the student be confirmed by the Principal, they must ensure that the expulsion is formally recorded in the school's files, and the parent(s)/guardian(s) of the expelled student is provided with a formal Notice of Expulsion. This notice is to be issued before or on the day the expulsion is to commence, or as soon as practicable. This notice needs to include:

- The reason(s) for the expulsion
- The commencement date of the expulsion
- Details of the Review and/or Appeal processes

5. PROCESS FOR REVIEW OF DECISION FOR EXPLUSION

The parent(s)/guardian(s) of an expelled student may, within 5 school days of receipt of the notice of expulsion, formally request of the Principal that the decision be reviewed. If the student is living independently from their parent(s)/guardian(s), the student also has this right. Where possible the request must be in writing and must state the grounds on which the Review is being sought, whether the student and parent(s)/guardian(s) wish to be heard in person, and if they wish to be accompanied at the Review by another person – such a person to be named, and not acting for fee or reward.

Valid grounds for requesting a Review are that:

- proper procedures were not followed by the school in matters related to the expulsion decision, and/or that;
- the full details of the case were not considered at the time (additional details to be provided), and/or that;
- the decision was too severe, and/or that;
- the decision was unjust.

The Principal will convene an Expulsion Review Panel to hold the review within 10-15 school days of receipt of the review request. Membership of the panel will include the Principal as non-voting chair and three persons nominated by the Principal. Where possible, the Principal's nominees will not have participated in making the original decision to expel. After giving the student and parent(s)/guardian(s) the opportunity to be heard on the grounds of the review, the panel will consider the details of the case and determine, by majority vote, a recommendation to the Principal as to whether the expulsion should remain or be repealed.

The Principal will consider the recommendation to make a decision, and within three school days formally notify this decision to the person(s) who requested the review as well as the College Board Chair.

Process for Appeal against an Expulsion Review Decision

After the Review Process has been concluded and, if the expulsion decision remains in place the parent(s)/guardian(s) may appeal against that decision. A formal Appeal may be lodged by the parent(s)/ guardian(s), within 5 school days of receipt of the Review decision. When living independently from their parent(s)/caregiver, the student also has the right of appeal.

Valid grounds for requesting an Appeal are that:

- proper procedures were not followed in the Review process, and/or that
- the decision to continue the expulsion was unjust.

The Appeal must be in writing to the College Board Chair. Upon receipt of an Appeal notice, this authority will appoint an Officer to investigate the Appeal. When the investigation has been completed, the Officer will deliver their findings to the Principal and the person(s) who made the Appeal. If the grounds on which the Appeal was made are found to be valid, the expulsion must be repealed. Otherwise, the expulsion will remain.

Following receipt of the Appeal, the Principal will formally notify all parties to the Appeal as to whether the expulsion decision remains or is repealed, and the reason(s) for the decision. This decision will be final and is not subject to further Review or Appeal. The Salesian Provincial may be notified of the decision as a matter of courtesy.

RELATED DOCUMENTS

Student Behaviour Policy & Guidelines
Drug & Alcohol Policy & Guidelines
Student Wellbeing Policy
Student Code of Conduct
Student Bullying & Harassment Policy
Responsible Digital Citizens Expectations
Weapons and Other Harmful Items Policy & Guidelines
Code of Conduct - Students
Code of Conduct - Parents

POLICY INFORMATION

Responsible director	AP - Savio and Bosco Campuses
Policy owner	College Executive
Approving authority	College Executive
Assigned board committee	Child Safety
Approval date	05/05/2026
Next Review date	05/05/2026
Publication	Schoolbox; Website

POLICY DATABASE INFORMATION	
Assigned framework	MS4-Student_Care; CA4-Student Care, Safety & Welfare
Superseded versions	2021 v1, 2022 v1.1, 2023 v1.2, 2025 v2.0, 2026 v2.1