



1. Purpose

The purpose of this procedure is to describe Brisbane Catholic Education’s (BCE) process for excluding students from enrolment in a school as a formal sanction under BCE’s Student Behaviour Support policy and as outlined in the school’s Student Behaviour Support Plan.

The procedure must be read in conjunction with: Student Behaviour Support policy; Student Diversity and Inclusion policy; Student Wellbeing policy; Physical Interventions procedure; Detention procedure; Suspension procedure; Negotiated Change of School procedure; BCE Safeguarding Policy; Child and Youth Risk Management Strategy; Records Management Policy; and Catholic Education Archdiocese of Brisbane Code of Conduct.

2. Roles and Responsibilities

Principal	<ul style="list-style-type: none"> • considers whether the case constitutes grounds for exclusion, including documentary evidence to support the decision • discusses with Senior Leader School Performance (Senior Leader) the proposal to recommend exclusion, providing a summary of the behaviour/s and associated supports See Senior Leader roles and responsibilities • following Senior Leader endorsement to proceed, meets with the parent/legal guardian (and/or student as appropriate) to explain that the school is proceeding to recommend exclusion. Explains the process, including the right of the parent/legal guardian to cancel the student’s enrolment at the school. • provides options for support services e.g. counselling referrals and support resources e.g. translation services • takes reasonable steps to arrange for the student’s access to an educational program that allows the student to continue education during suspension • provides the parent/legal guardian (and/or student as appropriate) with a written summary of the meeting • provides the parent/legal guardian (and/or student as appropriate) with documentation on which the recommendation to exclude is based. Support
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	<p>available from relevant BCEO personnel as required.</p> <ul style="list-style-type: none"> invites parent/legal guardian (and/or student as appropriate) to respond within five (5) school days to the proposal to exclude
	<ul style="list-style-type: none"> considers response from the parent/legal guardian (and/or student as appropriate) before proceeding with a recommendation to exclude provides written recommendation for exclusion to Head of School Performance endorsed by Senior Leader, including a summary of documentation and supporting documentation upon which the recommendation is being made In the case of a Parish school, discusses with Senior Leader communication with the Parish Priest that a recommendation to exclude is in progress (as relevant/appropriate) if the recommendation to exclude does not proceed, Principal seeks support from key personnel to plan and document a supported transition back to school.
Senior Leader School Performance (Senior Leader)	<ul style="list-style-type: none"> undertakes initial discussion with Principal to understand the rationale for the recommendation to exclude consults with Subject Matter Experts (SMEs), as relevant meets with Principal and parent/legal guardian (and/or student) as needed makes decision to support or not support recommendation to exclude if recommendation to exclude is supported following analysis of recommendation and supporting documents, informs Head of School Performance in writing of pending recommendation for exclusion if recommendation to exclude is not supported, Senior Leader supports the Principal, with relevant SMEs, to plan the student's return to school.
Head of School Performance	<ul style="list-style-type: none"> reviews recommendation to exclude, including supporting documentation makes the decision to exclude, or cease the recommendation to exclude

	<ul style="list-style-type: none"> • if yes, informs the parent/legal guardian (and/or student as appropriate) in writing of exclusion, including their right to appeal the decision to the Compliance & Performance Executive within (10) school days after receiving written confirmation of exclusion • if no, informs Principal and Senior Leader in writing of rationale • Senior Leader supports the Principal, with relevant SME's, to plan the student's return to school.
Compliance & Performance Executive (appeals only)	<ul style="list-style-type: none"> • receives appeal from parent/legal guardian (and/or student as appropriate) regarding the decision to exclude
	<ul style="list-style-type: none"> • reviews decision to exclude and supporting documentation • determines the outcome of appeal • informs parent/legal guardian (and/or student as appropriate) in writing of decision.

3. Procedure General Requirements

Exclusion is the most significant formal sanction and is only considered if there are no other reasonable actions available to respond to the student's behaviour. BCE recognises the right to education and the importance of providing a safe educational and working environments for all in the schooling community. A decision to enact this procedure is taken seriously and only made after all other reasonable options and interventions have been implemented, documented and determined to be ineffective. This may include, but is not limited to:

- Managing Challenging Behaviour procedure
- Implementation and review of personalised plans e.g. Personalised Learning Plan, Behaviour Support Plan, Crisis Management Plan, Individual Curriculum Plan
- Risk Assessment and mitigation strategies

School Student Behaviour Support Plan (SBS Plan)

The SBS Plan documents the school's approach to wellbeing and behaviour support. The SBS Plan is located on the school website. Students and parent/legal guardian have a right to know of the processes involved in exclusion, as well as of the parent/legal guardian's right to cancel the student's enrolment at the school. The exclusion process, including the right to appeal, is clearly outlined in the school SBS Plan.

Engage Student Support System

It is important that all documentation related to student support, including behaviour incidents, is accurately recorded in a timely manner. Documentation in the student's Engage record is used in discussions between the Principal and relevant BCEO personnel when exclusion is being considered.

One-off serious incidents

One-off serious incidents and/or police matters may result in consideration of exclusion.

3.1 Grounds for exclusion

3.1.1 The grounds for exclusion from a BCE school may include:

- persistent 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
- if suspension of the student does not adequately address the disobedience, misbehaviour, conduct or risk
- the student has been convicted of an offence the Principal is reasonably satisfied it would not be in the best interests of other students or of staff for the student to be enrolled at the school

3.1.2 Conduct may be a ground for exclusion even if the conduct does not happen on school premises or during school hours.

3.1.3 Exclusion from one school does not prohibit the enrolment of the student in another BCE school, unless the Head of School Performance has specifically prohibited the student from attending all BCE schools which will be communicated to the parent/legal guardian (and/or student as appropriate).

3.2 Accountability requirements

3.2.1 The Principal does not have delegated authority to exclude a student from a school. A decision to exclude from a school will be made by the Head of School Performance on recommendation from the Principal, through the Senior Leader School Performance.

3.2.2 If the recommendation to exclude does not proceed, key personnel plan and document a supported transition back to school.

3.3 Process

3.3.1 As outlined in roles and responsibilities Section 3.

3.3.2 Suspension will continue while the exclusion process is underway.

3.3.3 In the interests of the student, parent/legal guardian and school, Brisbane Catholic Education will make all attempts to undertake this process within a reasonable time.

3.3.4 Where the incident is a police matter, BCE processes and preferred timelines may be impacted while the police investigation is underway.

3.3.5 Where the matter is a one-off serious incident, Principal discusses grounds for exclusion with the Senior Leader School Performance.

3.4 Engage Student Support System

3.4.1 Suspension, as part of an application for exclusion, must be recorded in the Engage Student Support System.

3.5 Appeals against an exclusion

3.5.1 Following the Head of School Performance's decision to exclude, an appeal must be submitted in writing to the Compliance & Performance Executive within ten (10) school days of the decision to exclude being communicated to the parent/legal guardian (and/or student as appropriate).

4. Compliance Monitoring

Non-compliance with this procedure is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct.

Compliance monitoring of roles and responsibilities are as follows:

Role	Compliance responsibilities
Head of School and Performance	<ul style="list-style-type: none">undertake reviews of the procedure following an exclusion to ensure compliance with this
	procedure and to undertake remedial action to mitigate possible non-compliance.
Senior Manager Student Diversity and Wellbeing	<ul style="list-style-type: none">ensures this procedure is updated in accordance with reviews by Head of School Performance,

5. Associated Documents

- 5.1 Anti-Discrimination Act 1999 Qld
- 5.2 Catholic Education Archdiocese of Brisbane Code of Conduct
- 5.3 Disability Discrimination Act 1992
- 5.4 Education (General Provisions) Act 2006 Qld
- 5.5 Student Behaviour Support policy
- 5.6 Student Wellbeing policy
- 5.7 Student Diversity and Inclusion policy
- 5.8 Student Protection Processes
- 5.9 Detention procedure
- 5.10 Suspension procedure
- 5.11 Negotiated Change of School procedure
- 5.12 Child and Youth Risk Management Strategy
- 5.13 National Catholic Safeguarding Standards.