

Suspension, Negotiated Transfer and Expulsion of Students Framework

Advice to principals regarding new MACS board-approved policies and forms – 11 July 2022



The MACS board and executive director have approved the Suspension, Negotiated Transfer and Expulsion of Students Framework including guidelines, policies, templates, procedures and forms.

Principals should note or action the following:

- all board-approved policies and associated documents are labelled v[version number].0 – [year of approval], e.g. v2.0 – 2022
- the current approved policy version must be used by schools/colleges and published on the school/college website where indicated
- policies/documents must be contextualised by the school/college where indicated
- principals are to ensure all school staff are aware of the new guidelines and policies
- required actions must be completed by **Friday 5 August 2022**.

The relevant guidelines, policies and associated templates are available on the CEVN website <https://cevn.cecv.catholic.edu.au> under *Compliance / Policies & Procedures / [MACS Policies](#)*.

Document name	Status	Purpose	Actions required
MACS Guidelines for Schools – Suspension, Negotiated Transfer and Expulsion of Students – v2.0 – 2022	New	Outlines MACS board-approved grounds and processes for suspensions, negotiated transfers, expulsions and appeals relating to the expulsion of students.	Ensure all school staff are aware of these new guidelines. Do not publish on the school website.
Student Absence Learning Plan – v2.0 – 2022	New	The Student Absence Learning Plan is designed to support academic engagement and achievement of a student, during a period of absence from school; this may be pending the return to school or until a negotiated transfer or expulsion has been finalised.	Use as required when a student is absent from school during a suspension, negotiated transfer or expulsion process.

Document name	Status	Purpose	Actions required
Suspension			
Suspension of Students Policy – v2.0 – 2022	New	School policy which outlines MACS board-approved grounds and processes for the suspension of students.	<p>The policy is to be contextualised, published on the school website and communicated to the school community by Friday 5 August 2022.</p> <p>Ensure all school staff are aware of this new policy.</p>
Checklist for Suspension of Students – v2.0 – 2022	New	The checklist is designed as a prompt and tool to support compliance and best practice when managing the suspension of a student.	Use as required when managing the suspension of a student.
Flowchart for Suspension of Students – v1.0 – 2021	New	The flowchart steps through the process to follow when considering the suspension of a student.	Use as required when managing the suspension of a student.
Notice of Suspension of Students – v1.0 – 2021	New	Sample letter to provide to parents/carers/guardians to confirm the suspension of a student.	Use as required when managing the suspension of a student.
Suspension of Students – Return to School Plan – v2.0 – 2022	New	<p>The return to school plan is designed to support a student to integrate back into the school community following a suspension from school for a period of more than three days.</p> <p>The plan outlines the academic and social supports that are in place to support the student’s positive return to the school community.</p>	Use as required when managing the suspension of a student.

Document name	Status	Purpose	Actions required
Negotiated transfer			
Negotiated Transfer of Students Policy – v2.0 – 2022	New	School policy which outlines MACS board-approved grounds and processes for the negotiated transfer of students.	<p>The policy is to be contextualised, published on the school website and communicated to the school community by Friday 5 August 2022.</p> <p>Ensure all staff are aware of this new policy.</p>
Checklist for Negotiated Transfer of Students – v2.0 – 2022	New	The checklist is designed as a tool to support compliance and best practice when managing the negotiated transfer of a student.	Use as required when managing the negotiated transfer of a student.
Flowchart for Negotiated Transfer of Students – v1.0 – 2021	New	The flowchart steps through the process to follow when considering the negotiated transfer of a student.	Use as required when managing the negotiated transfer of a student.
Notice of Negotiated Transfer of Students – v1.0 – 2021	New	Sample letter to provide to parents/carers/guardians to confirm the negotiated transfer of a student.	Use as required when managing the negotiated transfer of a student.
Expulsion			
Expulsion of Students Policy – v2.0 – 2022	New	School policy which outlines MACS board-approved grounds and processes for the expulsion of students and appeals relating to the expulsion of students.	<p>The policy is to be contextualised, published on the school website and communicated to the school community by Friday 5 August 2022.</p> <p>Ensure all staff are aware of this new policy.</p>
Expulsion of Students Appeal Form – v1.0 – 2021	New	This form should be used (in conjunction with the Appeal Information Sheet) to lodge an appeal of the expulsion of a student.	Use as required when managing the expulsion of a student.

Document name	Status	Purpose	Actions required
Expulsion of Students Appeal Information – v1.0 – 2021	New	This document is designed to assist parents/guardians/carers/relevant persons in understanding the procedures for appealing the decision of the school principal to expel their child.	Use as required when managing the expulsion of a student.
Checklist for Expulsion of Students – v2.0 – 2022	New	The checklist is designed as a prompt and tool to support compliance and best practice when managing the expulsion of a student.	Use as required when managing the expulsion of a student.
Flowchart for Expulsion of Students – v1.0 – 2021	New	The flowchart steps through the process to follow when considering the expulsion of a student.	Use as required when managing the expulsion of a student.
Expulsion of Students: Information for Parents/Guardians/Carers/Relevant Persons – v2.0 – 2022	New	This document is designed to assist parents/guardians/carers/relevant persons in understanding the process if the school principal is considering the expulsion of their child, including how to appeal an expulsion decision.	Use as required when managing the expulsion of a student.
Notice of Expulsion of Students – v1.0 – 2021	New	Sample letter to provide to parents/carers/guardians to confirm the expulsion of a student.	Use as required when managing the expulsion of a student.
Expulsion of Students Report – v2.0 – 2022	New	The report documents details regarding the circumstances associated with the expulsion of a student.	Use as required when managing the expulsion of a student.
Expulsion of Students – Return to School Plan – v2.0 – 2022	New	<p>The return to school plan is designed to support a student to re-engage with the school community following an absence due to expulsion, with the expulsion decision being overturned on appeal.</p> <p>The plan outlines both the academic and social supports that are in place to support the student’s positive return to the school community.</p>	Use as required when managing the expulsion of a student.