



ST STANISLAUS' COLLEGE

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TERMINATION OF ENROLMENT POLICY & PROCEDURES

Intended Audience: College Employees/Students/Parent and Carers

NESA Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.7

Distribution: College *Policies and Procedures Manual*, College Website

Responsibility for Policy:	Head of College
Policy Date:	January 2018

Introduction

In extreme circumstances, the Head of College may decide to terminate a student's enrolment at the College. This may result from a single serious breach of College rules or following an ongoing management process aligned with the College Level System.

A student at Level 5 who continues to demonstrate unacceptable standards of conduct will be referred to the Head of College. The Head of College may decide that the student's enrolment will be terminated.

Procedures

- A decision to terminate a student's enrolment can only be made by the Head of College or in the absence of the Head of College, the Acting Head of College.
- In cases where consideration is being given to recommending a termination of enrolment from St. Stanislaus' College the gravity of the circumstances requires that particular emphasis be given to all aspects of procedural fairness.
- When recommending a termination of enrolment from St. Stanislaus' College, where relevant and appropriate, the Head of College or the Acting Head of College should:
 - Place the student on suspension pending the outcome of the decision making process. This action should be taken irrespective of any action by another agency, including the NSW Police Service.
 - Notify the student and the parents or carer that a termination from St. Stanislaus' College is being considered, giving reasons for the possible action and allowing time for the student, parents or caregiver to respond.
 - Provide the parents or caregiver with information on which the recommendation to terminate enrolment is based (taking account of the need to protect the anonymity or personal information about/from complainants and/or witnesses).
 - Consider any response from the student and parents or carer before proceeding further.
 - Provide with reasonable notice, the student and parents or carer, the opportunity to attend a formal interview with the Head of College.

Procedural Checklist for Termination of a Student's Enrolment:

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| <ul style="list-style-type: none">○ Consultation and decision from Head of College to terminate a student's enrolment;○ Meeting with parents – Head of College and / or Deputy Head of College / Head of Boarding and / or Counsellor;○ At the meeting offers may be made for: counselling support and/or careers guidance at a later time to be organised;○ Sign out form completed – if appropriate to the situation – to be passed on to Registrar following the meeting;○ Director of Curriculum to organise NESAs contact if the student is in Years 10, 11 or 12. Also to facilitate information to student's new school when required; |
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- Organise the return of any school resources in the student's possession;
- Head of College – informs student's teachers, Registrar and Accountant;
- Letter to confirm termination of enrolment sent home from Head of College – copy to Registrar;
- Follow-up call to parents two weeks later to determine the student's new education, training /employment status (if the student is not yet 17 years old) and counselling options if required.