

TERMINATION OF ENROLMENT OF STUDENTS

Scope: This policy applies to all staff employed in Catholic schools, colleges and kindergartens conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education in the document).

1. POLICY STATEMENT

A student whose conduct is seriously or persistently contrary to the school's ethos and standards of behaviour may have his or her enrolment terminated. The decision to terminate enrolment can only be taken by the Diocesan Director Catholic Education on the recommendation of the Principal.

2. DESCRIPTION

All students and staff in Rockhampton Diocesan Catholic schools are entitled to a school environment which is safe and nurturing, and all students are entitled to a rich education. In order to ensure that these ideals are safeguarded, it is sometimes necessary for a Principal to consider the termination of a student's enrolment.

There are occasions when the school acknowledges that it cannot accommodate all students in its communal life. When reaching any decision to terminate the enrolment of a student consideration needs to be given to the needs of the student and the nature, context and circumstances that give rise to consideration of termination of enrolment. It is also essential to consider the school's responsibility for the safety and well-being of all students and for the provision of an environment supportive of an effective teaching and learning program.

Each Catholic school takes seriously its obligation to uphold and protect the rights of each individual and the rights of the school community. Termination of a student's enrolment from a school in the Diocese of Rockhampton is an action which is only undertaken after serious and prayerful consideration. The clear seriousness of such actions dictates that school authorities would seek the advice of appropriate personnel at the Catholic Education Office.

3. IMPLEMENTATION ISSUES

1. During the enrolment process and at other appropriate opportunities, the school will inform students and parents / carers / guardians of its expectations in relation to student behaviour and possible consequences of serious or persistent behaviour that is contrary to the school's standards including termination of enrolment. In accordance with the Enrolment Policy, parents agree in writing to support the school's policies and procedures.



2. When a serious problem exists parents / carers / guardians will be informed as soon as possible. A decision to terminate enrolment will normally be taken only if the student and his/her parents / carers / guardians have been previously formally informed in writing that the next breach may result in termination of enrolment. When a single breach of behavioural expectations is sufficiently serious, thus negating the possibility of a final warning, then a recommendation for enrolment termination may be made to the Diocesan Director – see 6 below.
3. On-going written records including a record of communication with parents / carers / guardians must be made providing details of serious incidents or persistent misbehaviour and the actions undertaken according to the school's procedures.
4. Pastoral support, that may include counselling, will be provided for students where appropriate throughout the process.
5. Any decision to terminate a student's enrolment would need to take into account the student's degree of personal responsibility in relation to the situation.
6. If, following consultation with the school leadership team and the Assistant Director: Schools, a Principal believes a situation is such that termination of enrolment is warranted, then the Principal shall make this recommendation to the Diocesan Director.
7. The Diocesan Director (or delegate) will advise the Principal to inform the parents / carers / guardians, at a face to face meeting, that the student's enrolment has been terminated.
8. On-going pastoral support and outreach to the student whose enrolment has been terminated will be provided for a limited time.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- Diocese of Rockhampton (2004) *"An encounter with Christ": [Defining Features of Catholic Schools in the 21st Century](#)*
- Rockhampton Diocesan *Vision Statement*
- [Integrity in Relationships Brochure 2013](#)
- [Dealing with Illicit and Unsanctioned Substances in Catholic Schools, Colleges and Services \(2015/02\)](#)