

# Notification of Pupil Suspension to Education Authority

(Please read the Notes for Guidance before completing this form)

## 1. School Details

Name: \_\_\_\_\_ Reference No: \_\_\_\_\_

## 2. Pupil Details

Name: \_\_\_\_\_ Year Group (See Note 1): \_\_\_\_\_

Unique Pupil Number: \_\_\_\_\_ Gender: Male ☐ Female ☐

Date of Birth: \_\_\_\_\_ Home Postcode: \_\_\_\_\_

Ethnicity (See Note 2): \_\_\_\_\_

SEN: Yes ☐ No ☐

If Yes state stage (See Note 3): \_\_\_\_\_

Child Looked After (See Note 4) Yes ☐ No ☐

If Yes, select box to identify placement type:

Kinship Foster Care ☐

Foster Care ☐

Placed with Parents ☐

Independent Foster Care ☐

Residential Care ☐

Other \_\_\_\_\_

Disability (See Note 5) Yes ☐ No ☐

## 3. Suspension Details

New ☐ or Continuation ☐ Date started: \_\_\_\_\_ Length: \_\_\_\_\_ Days

## 4. Previous Suspensions (See Note 6)

If there have been previous instances of suspension for this pupil, the school should consider any issues that may be affecting the behaviour of the pupil and put in place any support necessary (see Note 12)

5. Reason for Suspension – Tick **one** box only (see Note 7)

|                                                                                                                                                                                         | Exclusion Code |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------|
| • <b>Substance abuse:</b> possessing, using or dealing in illegal drugs or solvents on school premises                                                                                  | ABSE           | <input type="checkbox"/> |
| • <b>Alcohol abuse:</b> possessing, drinking or selling alcohol on school premises                                                                                                      | ABAL           | <input type="checkbox"/> |
| • <b>Bullying of pupil:</b> (See Note 8) all forms whether physical, verbal, threats or other                                                                                           | BLPU           | <input type="checkbox"/> |
| • <b>Verbal abuse of pupil:</b> (See Note 9) of a personal nature including swearing, threatening behaviour and sexually explicit language                                              | VLPU           | <input type="checkbox"/> |
| • <b>Physical attack on pupil:</b> (See Note 9) with or without a weapon                                                                                                                | PHPU           | <input type="checkbox"/> |
| • <b>Disruptive behaviour in class:</b> persistent or one-off incidents which occupy teacher time and/or distract other pupils                                                          | DRPT           | <input type="checkbox"/> |
| • <b>Persistent infringements of school rules:</b> smoking, non co-operation with sanctions, etc.(this should be significant infringement to warrant a formal suspension) (See Note 10) | INFG           | <input type="checkbox"/> |
| • <b>Significant damage to or misuse of property:</b> belonging to School staff or other pupils in or outside school (See Note 11)                                                      | PRTY           | <input type="checkbox"/> |
| • <b>Stealing:</b> from school, pupils, staff in school or outside school while in uniform                                                                                              | STLG           | <input type="checkbox"/> |
| • <b>Verbal abuse of staff:</b> of a personal nature including swearing, threatening behaviour and sexually explicit language                                                           | VLSF           | <input type="checkbox"/> |
| • <b>Physical attack on staff:</b> with or without a weapon                                                                                                                             | PHSF           | <input type="checkbox"/> |

6. Additional Explanatory Information (if any) (See note 12)

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7. Authorisation (See Note 13)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position in School: \_\_\_\_\_