



Expulsion Policy

This policy document sets out the procedures to be applied when the expulsion of a student is being considered. These sanctions affect a student's access to their course, their visa and their right to remain in Ireland and must be applied with the highest regard to the rights of the individual student.

For the purposes of this policy:

- **Expulsion** is considered to be the permanent exclusion of a student from this school.

The Student Handbook and disciplinary policy outlines what is considered acceptable behaviour within the school and the student's responsibilities regarding attendance, lateness, and conduct. It is the responsibility of all students to familiarise themselves with these requirements.

Scope

This policy applies to all students both European and international though the rules governing attendance apply only to international students as per the requirement of the Irish Department of Immigration.

Rationale

- To adhere to immigration guidelines governing international students present in Ireland under the terms of a study visa.
- To ensure a safe and comfortable environment in which to study and work for all students and staff.
- To provide a transparent framework for the fair application of the sanction of expulsion.

Expulsion

The authority to expel a student rests with the school management. A proposal to expel a student requires serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others.
- The student's continued presence in the school constitutes a real and significant threat to the safety of other students or staff.

- Verbal abuse of staff or other students OR use of offensive language towards staff or students which is repeated on more than one occasion following the issuing of a written warning.
- Serious assault on another student or member of staff.
- Continuation of bullying of a student despite warnings.
- The student is responsible for serious property damage.
- The student has been found to be in possession of, selling or taking illegal substances.
- The student has attempted to falsify attendance records including by the forging of medical certificates.
- The student's attendance has consistently fallen below the levels required by the terms of their visa and they have already been subject to warnings followed by removal from the class list on two previous occasions.
- Any other serious offence or conduct which management believes warrants expulsion.

The grounds for expulsion rest on the degree of seriousness and persistence of the unacceptable behaviour. In most cases of student failure to adhere to the accepted standards of conduct a warning will be issued prior to formal disciplinary action and possible expulsion. Expulsion will only be considered when the school has attempted to intervene previously and believe they have exhausted all possibilities for changing the student's behaviour OR in the case of infractions which place the safety of other students and staff in jeopardy.

Expulsion Procedure

In the case of a specific incident during the course of the school day:

1. The student is to attend an investigatory meeting with the Director of Studies where they will be given an opportunity to address and respond to the issue.

The procedure will then follow the steps outlines below:

In the case of repeated unacceptable behaviour including continued failure to meet minimum standards of attendance:

2. The student is informed, in writing, of the grounds upon which expulsion is being considered and the nature of the evidence being relied upon.

3. The student will be provided with the opportunity to respond to this and offer evidence as a rebuttle at a meeting with the Director of Studies.

4. In the case of failure to meet attendance standards students will have the right to appeal the expulsion decision, in writing, within five days. The appeal will be conducted by the Director of Studies. The student may bring a witness/translator and present any extenuating circumstances that may have negatively affected their attendance of classes. The Director of Operations will also bring a witness to take minutes of the meeting. Work related issues will not be considered as acceptable extenuating circumstances on which to appeal the expulsion.

5. In the case of all other behavioural issues, the student will be informed of the Director of Studies decision regarding expulsion, in writing, within five working days. Students may appeal the decision, in writing, within five working days by contacting the Director of Operations.

6. In the case of international students present in Ireland under the terms of a study visa, the student's expulsion will be reported to GNIB.

Minutes of all meetings, and copies or evidence and all communications will form the basis of a report of the incident which will be kept on record. This report will form the basis of any appeal made to the Director of Operations.

Appeals Procedure

1. Upon receiving the student's written appeal the Director of Operations will examine the expulsion report and seek any clarification needed from the Director of Operations.
2. The Director of Operations will meet with the student and allow them the opportunity to put forward their case for overturning the expulsion. Again the student may bring a witness/translator to the meeting as may the Director of Operations.
3. The Director of Operations will consider the student's representation and the evidence and make a final decision on whether to uphold the expulsion or not. This decision to be communicated to the student, in writing, within ten working days.

Expulsion will be effective immediately and students will not be permitted to attend classes even if they attend to appeal until a decision is made to overturn the expulsion. In the event of the expulsion being overturned the student may return to classes but there will be no amendment of their attendance for the missed classes.

Related Policies

Disciplinary and Anti-bullying Policy; International Student Policies; Student Handbook

Monitoring and Review

The Director of Studies assumes the responsibility for monitoring the effective implementation of this policy. This policy will be subject to review every three years or at an earlier date if requested by stakeholders.

Reviewed and Updated 05/03/2019