



# Fact sheet

## Suspension

### 1–10 school days and 11–20 school days

A principal of a state school at which a student is enrolled may suspend the student from the school if they are reasonably satisfied a ground exists for the suspension.

Any decision by the principal to suspend a student from school, regardless of the length of time, is a very serious disciplinary action.

### Grounds for suspension

As per the [Education \(General Provisions\) Act 2006](#), each of the following is a ground for suspension:

- disobedience;
- misbehaviour;
- conduct that adversely affects, or is likely to adversely affect, other students;
- conduct that adversely affects, or is likely to adversely affect, the good order and management of the school;
- the student's attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or of staff;
- the student is charged with a [serious offence](#) (as defined in the *Working with Children (Risk Management and Screening) Act 2000*) (refer to [Fact sheet – Charge-related suspension](#));
- the student is charged with an offence, other than a serious offence, and the principal is reasonably satisfied it would not be in the best interests of other students or staff for the student to attend the school while the charge is pending (refer to [Fact sheet – Charge-related suspension](#)).

### Key information

- Principals are the only staff members with the [power](#) to make a decision about the use of suspension for an enrolled student.
- Principals may [authorise](#) a deputy principal, head of school or head of campus to tell a student and parent of their decision to suspend.
- Conduct that adversely affects, or is likely to adversely affect, other students, or the good order and management of the school may be a [ground/s](#) for suspension even if the conduct does not happen on school premises or during school hours.
- Suspensions must be completed in the current school year.
- The suspension takes effect from the time the principal or authorised officer tells the student and their parent about it.

### Principals

- ✓ Must be able to justify the ground for suspension with comprehensive explanation and evidence, explaining how the student's behaviour specifically meets the identified ground/s.
- ✓ Ensure the student and parent are offered the opportunity to discuss the allegations and respond if they choose prior to the principal making a disciplinary decision.
- ✓ Ensure a school staff member is appointed as the contact for the student and parent while the suspension is in effect and ensures student and parent are advised of the contact information for this person.
- ✓ Take reasonable steps to arrange for the student's access to an educational program that allows the student to continue the student's education during the suspension.
- ✓ Use only the letters and approved forms available in OneSchool.
- ✓ For 11–20 school day suspensions, provide details about making a submission against the suspension decision to the Director-General or delegate with the written notice.
- ✓ Ensure signed copies of the decision notice (approved forms) and supporting materials relating to the school disciplinary absence decision are uploaded in OneSchool.
- ✓ If the parent advises that they are ending the enrolment of their child at the school, they must be advised that the suspension (and therefore the enrolment) will remain in effect until the suspension has been completed.

### Students

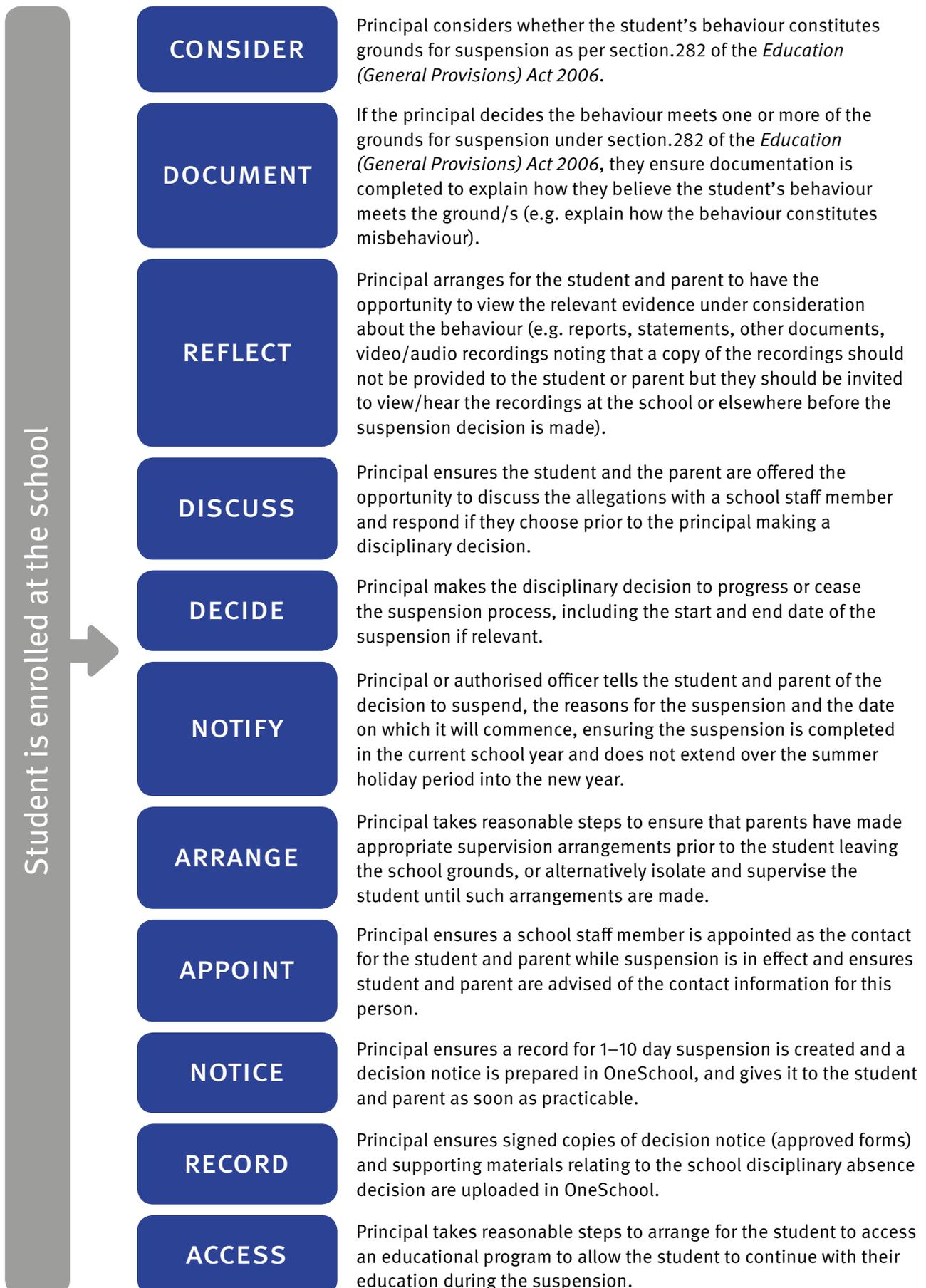
- ✓ Can make an **appeal submission to the Director-General or delegate** against 11–20 school day suspension decisions.
- ✗ May not attend any state school or any school activity while suspended. Parents are responsible for their children during the period of suspension.
- ✗ While on suspension, must maintain their enrolment at the school until the suspension has expired.

### Resources

- [Code of Conduct for the Queensland Public Service](#)
- [Department of Education standard of practice](#)
- [Enrolment in state primary, secondary and special schools](#)
- [Ombudsman Good Decision-Making Guide](#)
- [Student discipline procedure](#)
- [Fact sheet – Student Code of Conduct](#)
- [Fact sheet – Charge-related suspension](#)
- [Principal guidelines – student discipline](#)



## Flowchart: Suspensions (1–10 days)



## Flowchart: Suspensions (11–20 days)

