

# NOTIFICATION OF PUPIL SUSPENSION TO EDUCATION AND LIBRARY BOARD

(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) .....

Admission/Roll Number) ..... Gender: **Please tick appropriate box**  
(See Note 2) Male  Female

Home Postcode: .....

Ethnicity: ..... SEN: **Please tick appropriate box** Yes  No   
(See Note 3) If Yes state stage (See Note 4) .....

Date of Birth: .....

## 3. Suspension Details

New  or Continuation  Date started: ..... Length: ..... Days

## 4. Reason for Suspension – Tick one box only (See Note 5)

- |  | Exclusion Code                       |
|--|--------------------------------------|
| ▶ <b>Substance abuse:</b> possessing, using or dealing in illegal drugs or solvents on school premises                                     | <b>ABSE</b> <input type="checkbox"/> |
| ▶ <b>Alcohol abuse:</b> possessing, drinking or selling alcohol on school premises   | <b>ABAL</b> <input type="checkbox"/> |
| ▶ <b>Bullying of pupil:</b> all forms whether physical, verbal threats or other  | <b>BLPU</b> <input type="checkbox"/> |
| ▶ <b>Verbal abuse of pupil:</b> (See Note 6) of a personal nature including swearing, threatening behaviour and sexually explicit language | <b>VLPU</b> <input type="checkbox"/> |
| ▶ <b>Physical attack on pupil:</b> (See Note 6) with or without a weapon   | <b>PHPU</b> <input type="checkbox"/> |
| ▶ <b>Disruptive behaviour in class:</b> persistent or one-off incidents which occupy teacher time and/or distract other pupils             | <b>DRPT</b> <input type="checkbox"/> |
| ▶ <b>Persistent infringements of school rules:</b> smoking, non co-operation with sanctions, etc   | <b>INFG</b> <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 7)       | <b>PRTY</b> <input type="checkbox"/> |
| ▶ <b>Stealing:</b> from school, pupils, staff in school or outside school while in uniform   | <b>STLG</b> <input type="checkbox"/> |
| ▶ <b>Verbal abuse of staff:</b> of a personal nature including swearing, threatening behaviour and sexually explicit language              | <b>VLSF</b> <input type="checkbox"/> |
| ▶ <b>Physical attack on staff:</b> with or without a weapon  | <b>PHSF</b> <input type="checkbox"/> |

## 5. Additional Explanatory Information (if any) (See Note 8)

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## 6. Authorisation (See Note 9)

Signed: ..... Date: .....

Print Name: ..... Position in School: .....

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NOTES FOR GUIDANCE ON COMPLETING FORM**

1. **Year Group:** For pupils in Years 1 to 14 enter the appropriate year group. For pupils in nursery schools or nursery/reception classes enter **N**.
2. **Admission/Roll Number:** Schools using the Classroom 2000 system should insert the pupil's admission number. Those that do not yet have Classroom 2000 should insert the pupil's roll number.
3. **Ethnicity:** This information is needed to comply with Section 75 of the Northern Ireland Act 1998. The ethnic origin of each pupil should already be held in the school register (for school census purposes) and one of the following codes should be used.

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
BA	Black - African	MG	Mixed Ethnic Group
BC	Black - Caribbean	MP	Malaysian
BI	Bangladeshi	OT	Other Non-White
BO	Black - Other	PA	Pakistani
CH	Chinese/Hong Kong	TR	Irish Traveller
IS	Indian/Sri-Lankan	VT	Vietnamese
KO	Korean	WH	White

4. **SEN STAGE:** If the pupil is on the SEN register, please state the stage (ie 1 to 5).
5. **Reason for Suspension: Only one** of the boxes listing the reason for suspension should be ticked. Where a pupil has been suspended for more than one of the reasons listed, tick only the most serious reason.
6. **Verbal Abuse of, or Physical Attacks on, Pupils:** Use these boxes to distinguish between verbal abuse or physical attacks which are not **persistently** directed at any one pupil and which could not therefore be regarded as bullying. A separate tick box has been provided for bullying.
7. **Significant Damage to, or Misuse of, Property:** This can cover situations where the damage to, or misuse of, property occurred in school. It also covers damage to, or misuse of, property outside school while in school uniform, or outside of school hours to the property of a member of school staff. In the latter case, a pupil can only be suspended for certain incidents outside school if this is clearly stated in the school's discipline policy.
8. **Additional Explanatory Information:** Use this line to briefly record any additional information you consider may be relevant, eg to indicate whether the bullying/physical attack/verbal abuse of a pupil is of a racist or homophobic nature.
9. **Authorisation:** The form should be signed by the Principal of the school or an authorised deputy before sending it to the Education and Library Board. The form should be sent to the Board as quickly as possible after the suspension has been imposed.