



TERMINATION OF ENROLMENT OF STUDENTS

Scope: This policy applies to all Catholic schools and colleges (referred to as 'school' in the document) conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

1. POLICY STATEMENT

A student whose conduct is seriously or persistently contrary to the school's ethos and expectations 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. All students have the responsibility to contribute to an environment that allows access to quality teaching and learning. In order to ensure that these expectations are upheld, it is sometimes necessary for a Principal to consider the termination of a student's enrolment.

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. The termination of enrolment may, at times, be based on the grounds of a student being convicted of an offence and it is considered not to be in the best interest of other students or staff for the student to remain enrolled at the school. In such circumstances, please refer to the document, *Termination of Enrolment: Guidelines*.

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 Principals 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 of its expectations in relation to student behaviour. In accordance with the *Enrolment Policy*, parents agree in writing to support the school's policies and procedures. This includes the possible consequences of serious or persistent behaviour that is contrary to the school's expectations.
2. When a serious problem exists parents / carers 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 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 Catholic Education – see 6 below.
3. On-going written records including a record of communication with parents / carers 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 consider the student's degree of personal responsibility in relation to the situation, the level of support provided by parents / carers and the best interests of other students and / or staff for the student to remain enrolled at the school.
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 Catholic Education.
7. The Diocesan Director Catholic Education (or delegate) will advise the Principal to inform the parents / carers, 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 may be offered for a limited time.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- Catholic Education Diocese of Rockhampton [Defining Features of Catholic Schools in the 21st Century](#) 2019
- [Integrity in Relationships](#) 2019 (Brochure)
- [Enrolment](#) 2020/06
- [Illicit and Unsanctioned Substances in Catholic Schools](#) 2023/02
- [Right Relationships Parent and Student Grievance and Resolution](#) 2019/02
- [Right Relationships Parent and Student Grievance and Resolution Procedures](#) 2023
- [Termination of Enrolment Guidelines](#) v1 2020