School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Procedure on Stand downs, Suspensions and Exclusions

The School Board is accountable for ensuring the school abides by current legislation on Stand downs, Suspensions, Exclusions and Expulsions. The Management Team is responsible for ensuring that the school operates within these rules and guidelines.

Stand-down means the formal removal of a student from school for a specified period. Stand-downs of a particular student can total no more than 5 school days in a term or 10 school days in a year.
Suspension means the formal removal of a student from school until the board of trustees decides the outcome at a suspension meeting.
Exclusion means the formal removal of a student aged under 16 from the school and the requirement that the student enrol elsewhere (a child under 16 cannot be expelled)

When dealing with instances where stand downs, suspensions or exclusions may be appropriate, Dunedin Rudolf Steiner School will ensure that:-

- The responsibilities of the Board to provide a safe environment for its students have been properly considered
- The situation and rights of the student concerned have been fully considered
- The Behaviour Management Policy and Procedure has been followed up to the point where a stand down, suspension or Exclusion is considered
- The matter has been discussed and minuted by the School Teachers before it is taken to the Board
- In all cases section 13-18 of the Education Act 1989 will be adhered to as will Ministry Guidelines "Education (Stand-down, Suspension, Exclusion, and Expulsion) Rules - Ministry of Education". (See below for information from the Ministry website)
- The Principal will always act in consultation with the School Teachers.

The Principal will ensure that any stand-downs and suspensions are reported to the Ministry of Education using "Enrol".

All staff, members of the Board and the school community are informed of this policy and consulted with prior to any changes.

Signed..... Date..11.8.2026
By Principal

Print name..Anna Noble..... Review date 10.8.2029

https://www.education.govt.nz/parents-and-caregivers/schools-year-0-13/attendance/stand-downs-suspensions-exclusions-and-expulsions#what-it-means-to-be-excluded-or-expelled

What it means to be stood down or suspended

A stand down or suspension is when a principal, or someone acting on their behalf, sends a student home from school. Your child will stay on the school roll and return to school at the end of the stand down or suspension. The school will send you a parent information sheet.

A stand down is a cooling off period. The school, student and their whānau can use this time to look at what happened and work together to try and stop it from happening again. You can ask for a meeting with the principal.

- If your child is suspended, the school board will invite you to attend a meeting to discuss what happens next.
- The school must provide guidance and counselling for your child during this time. You can ask for your child to go back to school if they need to for a specific reason, like sitting an exam or getting counselling at the school.
- If your child is suspended the school must provide schoolwork.

The principal will let you and your child know of the stand down in an email, a letter and/or a phone call.

The principal decides how long a stand down is for. A stand down can be for no more than:

- 5 school days in a term, and
- 10 school days in a year.

The stand down starts the day after the principal tells you about it. A stand down can be lifted or shortened.

Your school might invite you and your child to a meeting. You can also contact the school to ask for a meeting. The purpose of a meeting could be to:

- discuss the stand down and how to resolve it
- share information about what led to the stand down
- discuss what the school expects from your child and what you can expect from the school.

What happens during a suspension

The school must follow a formal process if your child has been suspended.

1. The principal will write a report for the school board explaining the reasons for the suspension.
2. The school board will invite you to a meeting about your child's suspension.
3. Information will be sent to you 48 hours before the suspension meeting with the board.

Meeting with the school board

The meeting must legally happen during the suspension period.

Your child can go to the meeting with you. You can also bring a support person.

At the meeting, the board will decide if the principal's reasons for the suspension are valid, and then decide what to do next. They can:

- lift the suspension without conditions
- lift the suspension with conditions for returning to school
- extend the suspension for a reasonable period
- exclude or expel your child.

Conditions must be something your child is able to meet.

The board can also decide to exclude or expel your child and remove them from the school roll.

What it means to be excluded or expelled

An exclusion or expulsion is when your child is required to enrol in a new school. Exclusions and expulsions are only for the most serious cases. They should be a last resort after all other options have been tried.
Exclusions are for students who are under 16 years of age. Expulsions are for students who are over 16.