

Advice of Stand-down

Use this form to advise the Ministry of a Stand-down. Stand-down means the formal removal of a student from a school for a specified period.
Please send this form to your local Ministry office immediately the stand-down occurs.

MINISTRY USE ONLY:

SDS Number

Student Number

Information entered by:

A. School Details

School Number: _____ School Name: _____

B. Student Details

Surname: _____

Also known as (Other surnames) _____

First Names: _____

Date of Birth: ____ / ____ / ____ Year Level: _____

Gender: Male Female

C. Ethnicity

- | | |
|---|----------------------|
| <input type="checkbox"/> NZ Māori
<small>Please enter code</small> | Iwi Code |
| <input type="checkbox"/> Tokelauan | <input type="text"/> |
| <input type="checkbox"/> Fijian | <input type="text"/> |
| <input type="checkbox"/> Niuean | <input type="text"/> |
| <input type="checkbox"/> Tongan | |
| <input type="checkbox"/> Cook Islands Maori | |
| <input type="checkbox"/> Samoan | |
| <input type="checkbox"/> Other Pacific Islands | |
| <input type="checkbox"/> South-East Asian | |
| <input type="checkbox"/> Indian | |
| <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> Other Asian
(eg Japanese, Korean) | |
| <input type="checkbox"/> Other
(eg African, Sth American) | |
| <input type="checkbox"/> Other European | |
| <input type="checkbox"/> NZ European/Pakeha | |

D. Stand-down Details

Date of Stand-down: ____ / ____ / ____

Grounds for Stand-down: A or B

Predominant Behaviour only – Enter Code

Reason for Principal's decision to stand down student (this is a legislative requirement):

Summarise prior interventions (e.g. RTL, CYF, GSE, Mental Health, Strengthening Families):

E. Stand-down days. A student cannot be stood-down for more than 5 school days in any one term OR 10 school days in a year.

No. of days stood down previously **this term** _____

Length of current stand-down _____ days No. of days stood down previously **this year** _____

Signature: _____ (Principal) Date: ____ / ____ / ____

F. Advice of Decision Not to Proceed with Stand-down

The school has decided not to proceed with the Stand-down Parents have been informed

Reason for decision _____

Signature: _____ (Principal) Date: ____ / ____ / ____