MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

Stand-downs & Suspensions Process

2 Types of Stand-down Events	
Advice of Stand-down form (SDS 1a)	**Advice of Stand-down form** (SDS 1a) ↓ **Advice for Lifting Stand-down**

<table>
<tr><th colspan="5">Types of Suspension Events</th></tr>
<tr><td colspan="5">**Advice of Suspension Form (SDS 1b)**
↓
BOT meeting (*within 7 days of date of Suspension)*
↓
Advice of BOT Decision Form (SDS 2) Original submission</td></tr>
<tr><td>↓
Outcome: Expulsion (≥16 yrs)</td><td rowspan="4">↓
Outcome: Exclusion (<16yrs)

School tries to find alternative schooling for student. If no alternative school can be found, MOE is alerted via ENROL and contacts school for more information.</td><td colspan="2">↓
Outcome: Lift suspension with conditions
Outcome: Extend suspension with conditions</td><td rowspan="4">↓
Outcome: Lift suspension without conditions
↓</td></tr>
<tr><td rowspan="3"></td><td>↓
Advice of Reconsidered BOT Decision (SDS 2)

(may have >1 reconsideration form)</td><td rowspan="3">↓</td></tr>
<tr><td>↓
Outcome: Exclusion (<16yrs)</td><td>↓
Outcome: Expulsion (≥16 yrs)</td><td>↓</td></tr>
<tr><td colspan="2">↓
Notification Following Exclusion Form (SDS 3)</td></tr>
<tr><td>↓
Withdraw</td><td colspan="2">↓
Withdraw at the point where an alternative school is identified.

(In special circumstances the school Principal may decide to keep the student on the roll despite the decision to exclude)</td><td>↓
Withdraw</td><td colspan="2">↓
Student remains enrolled</td></tr>
</table>

July 2009