

EXPULSION APPEAL INFORMATION

A student (with support from their parent/carer) can appeal the decision to expel a student from a Victorian government school. This document outlines the expulsion appeals process and includes the required *Expulsion Appeal Form*.

GROUNDINGS FOR AN EXPULSION APPEAL

You can lodge an appeal if you believe:

- there have not been sufficient prior interventions and strategies used before a decision to expel where the student has a history of behavioural issues
- the grounds on which the student was expelled are unfair
- the expulsion process was not followed by the principal
- other extenuating circumstances.

HOW TO APPEAL AN EXPULSION

If you choose to appeal, you need to complete the *Expulsion Appeal Form* and provide it (and any other relevant documentation) to the school principal within **10 business days** of receiving the *Notice of Expulsion*.

EXPULSION APPEAL PROCESS

The Department Secretary or their delegate (usually the Regional Director or Area Executive Director) will consider your appeal. They may appoint an Expulsion Review Panel to review the principal's decision to expel your child.

EXPULSION REVIEW PANEL

An Expulsion Review Panel will:

- provide an opportunity for you and your child to be heard
- provide an opportunity for the principal to be heard
- consider the safety and wellbeing of affected parties, including where an expulsion decision may be overturned
- prepare a report for the Secretary or their delegate to assist them in deciding whether to uphold or overturn the expulsion.

The Panel members will include:

- a departmental representative selected by the Secretary (or delegate)
- an independent member from the Department of Health and Human Services
- a Regional Approved Support Person selected by the principal.

The panel will not include anyone who attended the Behaviour Support and Intervention Meeting.

EXPULSION REVIEW PANEL MEETING

You and your child are encouraged to attend the Expulsion Review Panel meeting and outline your reasons for the appeal. If you are unable to attend, the meeting may still proceed.

Your child can bring another nominated adult if you are unable to attend. You can also bring an independent support person (who is not acting for fee or reward) to the meeting.

If required, an interpreter of any language including Auslan, can also attend.

TIMELINES FOR DECISION

An Expulsion Review Panel will provide a report to the Secretary or their delegate within **1 business day** of its meeting. They must consider the *Expulsion Review Panel Report* prior to making a decision but are not bound to follow the panel's recommendation.

The Secretary or their delegate will endeavour to make a decision within **15 business days** of receiving the *Expulsion Appeal Form*.

They will notify you within **2 business days** of reaching their decision.

DURING THE APPEAL PROCESS

While your appeal is in process, the school will provide you/your child with appropriate schoolwork

WHEN AN EXPULSION IS OVERTURNED

The principal must take the following actions as soon as possible:

- re-enrol your child in the school
- develop a *Return to School Plan* with you and your child to assist your child's reintegration into the school
- remove the record of expulsion and notify you in writing that this has occurred.

If an expulsion is overturned, the principal may refer the decision to an independent Student Safety and Wellbeing Expert Panel if they hold significant concerns for the safety of students at the school. An Expert Panel will consider the impact of the decision to overturn an expulsion on the safety of students at the school and make recommendations to the Secretary about your child's future at the school.

The Regional Engagement Coordinator and the Department's local Area team and regional office will continue to support you and your child throughout this process. It is important that your child continues to be supported to remain engaged in learning and complete meaningful work provided by the school.

WHEN AN EXPULSION IS UPHELD

If it is decided to uphold the expulsion, a Regional Engagement Coordinator with the Department's local Area team will work with you to put in place a supported transition plan as soon as possible.

Your child will be enrolled in an appropriate setting as soon as possible. There is an underlying principle that no child of compulsory school age will be excluded from the Victorian government education system.

If you/your child is post-compulsory school age, the Regional Engagement Coordinator with the Department's local Area team will work with the principal to provide you with information about other schools, registered training organisations, employment agencies or other organisations to support future engagement.

via a Student Absence Learning Plan until the appeal has been determined.

INFORMATION AND SUPPORT

If you are concerned about your child or yourself, there are a range of departmental and community supports you or child can contact.

REGIONAL ENGAGEMENT COORDINATOR

For queries about the status of your appeal or the process, please contact the Regional Engagement Coordinator. The Regional Engagement Coordinator will also assist in coordinating supports for students during an expulsion process.

North Western Victoria Region: 9488 9488

North Eastern Victoria Region: 1300 333 231

South Eastern Victoria Region: 8765 5600

South Western Victoria Region: 1300 333 232

SUPPORT PERSON

You can ask someone you trust to support you and your child during an appeal process. This person cannot be paid or rewarded by you for their time.

The Regional Engagement Coordinator can also link you with a support person from the Department who has no affiliation with the school and has received special training.

You can also seek support from a trusted organisation, e.g. support is available for Koorie families through the [Victorian Aboriginal Education Association Incorporated](#) (VAEAI) and for children with additional needs, through the [Disability Resource Advocacy Unit](#).

ADDITIONAL SUPPORTS

You and your child can also contact:

- your GP who can assist with a referral to mental health professional such as psychologists, and arrange for Medicare rebates
- Parentline on 13 22 89 (8am to midnight, seven days a week, every day of the year, including public holidays)
- your local council and ask for a list of local service providers (most councils offer youth counselling and pathways support)
- Kids Helpline on 1800 55 1800 (24 hours a day, 7 days a week or [web counselling](#))
- eheadspace on 1800 650 890 or via [eheadspace.org.au](#)

EXPULSION APPEAL FORM

This *Expulsion Appeal Form* must be completed when a parent/carer and/or student chooses to appeal a student's expulsion from a Victorian government school.

- This form must be completed and sent to the principal via email or mail.
- The completed form must be received by the principal within **10 business days** of you receiving the *Notice of Expulsion*. Keep a copy of the form for your own records.
- Contact the school to ensure they have received a copy of this form.
- Information about the government school expulsion process can be found in *the Information for Parents and Carers about School Expulsions*.

By submitting this form, you consent to the information contained within the form and other information relevant to the expulsion being shared with relevant Department of Education and Training and Department of Health and Human Services employees for the purpose of consideration of the appeal. Information about the student's expulsion will be treated in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and *Health Records Act 2001 (Vic)* (collectively the Victorian privacy law) and the Department's Schools' Privacy Policy. For further information, see [Schools' Privacy Policy](#).

SCHOOL INFORMATION

School name	
Principal	
Contact number	

STUDENT INFORMATION

Name			
Date of birth		Year Level	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> (Please specify)		
Phone number		VSN	
Email			

PARENT/CARER DETAILS

Name			
Address			
Phone number		Email	
Interpreter required	<input type="checkbox"/> Y <input type="checkbox"/> N Language:		

EXPULSION DETAILS

Date of expulsion commencement:

BACKGROUND INFORMATION

Please provide a brief history of the circumstances leading to the expulsion.

REASON(S) FOR THE APPEAL

There have not been sufficient prior interventions and strategies utilised prior to the decision to expel where the student has a history of behavioural issues

YES NO Provide reasons for your answer.

The grounds on which the student was expelled were unfair.

YES NO Provide reasons for your answer.

The expulsion process was not followed by the principal.

Information on the process that principals are required to undertake can be found at [Student Engagement and Inclusion Guidelines](#). Please note that under *Ministerial Order 1125*, principals are required to undertake tasks in the Guidance that say 'must'. If a principal has not completed a task that says 'should' this is not grounds for an appeal.

YES NO Which part of the required process do you believe was not followed?

Other extenuating circumstances.

YES NO Provide reasons for your answer

OTHER RELEVANT INFORMATION

Do you have other relevant information and/or documentation that you believe should have been considered prior to the decision to expel? Please provide the additional information here.

Student name	
Signature	
Date	

Parent Name	
Signature	
Date	