

Student Disciplinary Procedure

Students can enter this process at any stage depending on the severity of the actions/incident. Please note there is a Zero Tolerance approach to possession or dealing of drugs, which will lead to an automatic exclusion.

	Academic Procedure	Admin Support/ Support Services / Executive Officer Procedure
Verbal recorded warning	<ul style="list-style-type: none"> For minor disciplinary issues (e.g. repeated poor behaviour, repeated poor attendance) a verbal warning should be given and recorded on eTrackr/ProMonitor by any member of staff. Explain to the student that if the behaviour continues could lead to formal stage of disciplinary. If behaviour continues and no alternative is possible, student will be put on action plan for 2 academic weeks (uploaded on eTrackr/ProMonitor), instigated by the academic staff in consultation with the SM/PM/PT (if the issue is academic not pastoral). Mentor/Personal Tutor will draw up and the academic staff will issue the action plan to the student. 16-17yrs students' parents* must be phoned and this noted on eTrackr/ProMonitor. At the end of the 2 week period the completed contract scanned by PM/PT and sent to Support Services The contract could be extended at the discretion of the HOD and PM/PT & uploaded on eTrackr/ProMonitor 	<ul style="list-style-type: none"> Set up student folder and file the contract and/or any other actions
Formal Disciplinary Stage 1 – Formal Written Warning	<ul style="list-style-type: none"> Student has been on a contract but the issues have not been resolved, with no alternative but to go to the formal stage 1. Or the student's actions have resulted in the decision to move straight to Stage 1. Programme Director/Leader or lecturer & SM/PM/PT meet with the student and parents* if appropriate. Reasons for the meeting explained, student's case heard. Action plan agreed After meeting, SM/PM/PT draw up action plan in consultation with lecturer. Action Plan uploaded on eTrackr/ProMonitor. Result of the meeting noted on eTrackr/ProMonitor by PD & letter sent including a copy of the action plan (copy to parents* if 16-17yrs) by Support Services. The contract could be extended at the discretion of the HOD and PM/PT 	<ul style="list-style-type: none"> Set up meeting & file if not already one in place Coordinate time, venue of meeting and send out invitations Send letter inviting relevant individuals (and parents* if 16-17yrs) to Stage 1 meeting & upload on Student record Send 'result of Stage 1' letter and action plan to relevant individuals (and parents* if 16-17yrs) & upload on Student record
Formal Disciplinary Stage 2 – Final written warning	<ul style="list-style-type: none"> Issued in serious instances of unacceptable behaviour or repeated unacceptable behaviour (see policy for examples) HOD and PM/PT meet with the student and parents* if appropriate. Reasons for the meeting explained and the student's case is heard. Result of meeting decided by HOD & noted on Student record Final Written warning issued explaining context and implications if no improvement. (Written warning may include an action plan). Uploaded on Student record. Next day HOD informs student (and parents* if appropriate) of the result by phone and followed up with a letter. 	<ul style="list-style-type: none"> Set up meeting in Student record & coordinate time, venue of meeting and send out invitations Send letter inviting relevant individuals (and parents* if 16-17yrs) to Stage 2 meeting & upload on Student record Request statements and any relevant evidence ready for the meeting (including documents relating to any stage 1 meetings). This information is uploaded on Student record. Send out 'result of stage 2' letter including action plan if appropriate – upload on Student record
Formal Disciplinary Stage 3 – Possible exclusion	<ul style="list-style-type: none"> Exclusion occurs in extreme instances of unacceptable behaviour or repetition of unacceptable behaviour following a Final Written Warning. (see policy for examples) In cases of serious breaches the student should be suspended for a maximum of 2 academic weeks while investigation is undertaken. The College Principal and/or Deputy College Principal and/or Assistant Principal will meet with the student and parents* if appropriate (panel to be a minimum of two). A member of support staff also present as advocate for the student, such as Mentor. Reasons for the meeting explained and the student's case is heard. Result of meeting decided by CP/DP/AP (a minimum of two). Next day the College Principal and/or Deputy College Principal and/or Assistant Principal informs the student (and parents if appropriate) by phone of the result of the meeting and followed up with a letter. College Principal and/or Deputy College Principal and/or Assistant Principal informs the HOD of the decision. Any student excluded from the College shall have the right of appeal to the Group Deputy Principal, by writing within 14 calendar days of the exclusion taking place. The Group Deputy Principal will hear the appeal. The results of the appeal will be final and binding. 	<ul style="list-style-type: none"> Exec Officer coordinate time, venue of meeting and send out invitations Send 'possible exclusion letter' inviting relevant individuals (and parents* if 16-17yrs) to Stage 3 meeting (upload on Student record) Request statements and any relevant evidence ready for the meeting (including documents relating to any stage 1 and 2 meetings). This information is uploaded on ProMonitor/eTrackr for panel to review. Attend meeting to minute take or type up recording from dictaphone Send out 'result of stage 3' letter including the right of appeal to relevant individuals (and parents* if 16-17yrs) note outcome on ProMonitor/eTrackr

*Parents is used collectively for parents, carers, guardians and supporters

SM/PM/PT = Student Mentor/ Progression Mentor/Personal Tutor

HOD= Head of Dept

Dec 2017

Final