

Student Discipline Policy			
Current Status	Operational	Last Review:	October 2020
Responsibility for Review:	Student Services Manager	Next Review:	October 2021
Internal Approval:	SLT	Originated:	September 2019

1. Purpose

1.1. The purpose of these procedures is:

- a) To enforce the Student Code of Conduct in an objective, fair and considered manner.
- b) To identify students who are at risk of not succeeding in their programmes of study because of their behaviour, performance and/or attendance.
- c) To offer support and to encourage improvement in behaviour, performance and or attendance so that students succeed in their programme of study.
- d) To respect the individual rights and circumstances of students.
- e) To enable the College to be a safe environment for all its members.

1.2. The disciplinary and appeals procedures relate to:

- Attendance and punctuality
- Work performance
- Misconduct
- Gross misconduct.

1.3. The procedures are explained below and may be discussed with Student Achievement Mentors and Head of Faculty.

2. Procedures

2.1. Section 1 – The disciplinary procedure

2.1.1.1. The procedure has three stages. At each stage the staff involved will give the student the opportunity to explain any extenuating circumstances and offer a variety of support to help improvement. There is an option of appeal at each stage of the disciplinary procedure, which is explained in Section 5 – Appeals, below.

2.1.1.2. It is expected in any initial concerns about attendance, punctuality and work performance that Student Achievement Mentors or Subject Teachers would hold an informal discussion with the student before applying any disciplinary procedures. The college would expect most problems to be resolved in this way.

2.1.2. **Stage 1**

2.1.2.1. Where the matter is serious, the expected improvement does not occur or the College's Academic Discipline requirements are not being met, the Student Achievement Mentor or Subject Teacher will issue a Stage 1 Warning, inform parents/carers and meet with the student.

2.1.2.2. Clear improvement targets will be set with a timescale for a review of progress against them, alongside a package of support. A record will be kept of the meeting and actions agreed. This will be monitored by the Student Achievement Mentor or Subject Teacher.

2.1.2.3. If improvements occur, the Stage 1 Warning will expire within a specified time period, usually one term.

2.1.3. **Stage 2**

2.1.3.1. Where the matter is serious or the expected improvement does not occur, the Head of Faculty, in liaison with the Student Achievement Mentor and/or Subject Teacher, will issue a Stage 2 Warning, inform parents/carers and meet with the student.

2.1.3.2. Clear improvement targets will be set with a timescale for a review of progress against them, alongside a package of support. A record will be kept of the meeting and actions agreed. This will be monitored by the Head of Faculty in liaison with the Student Achievement Mentor and/or Subject Teacher.

2.1.3.3. If improvements occur, the Stage 2 Warning will expire within a specified time period, usually one term.

2.1.4. **Stage 3**

2.1.4.1. Where the matter is serious or the expected improvement does not occur, a Stage 3 Warning will be issued, following liaison between the Director of Curriculum and Student Services Manager.

2.1.4.2. The student and parents/carers will be invited to attend a meeting. Confirmation will be sought that the student wishes to remain at College and honour the College's Code of Conduct... The Code of Conduct will be re-signed by the student at the meeting.

2.1.4.3. If this confirmation is given, clear improvement targets will be set with a timescale for a review of progress against them. A record will be kept of the meeting and actions agreed. This will be monitored by the Director of Curriculum in liaison with the Student Services Manager, Student

Achievement Mentor and/or Subject Teacher. If improvements occur, the Stage 3 Warning will expire within a specified time period, usually one term.

- 2.1.4.4. Failure to respond to the Stage 3 will result in the student being required to withdraw from the College.

2.2. Section 2 - Disciplinary procedures in matters relating to misconduct, short of gross misconduct.

- 2.2.1.1. In matters of misconduct, the student will be referred to the Director of Curriculum. The person to whom the student is referred will consider:

- a) the circumstances of the misconduct
- b) the way the offence has been dealt with by the College in previous cases
- c) any mitigating circumstances the student may wish to put forward
- d) previous incidents/disciplinary action taken by the College for the student.

- 2.2.1.2. The Director of Curriculum, in liaison with the Student Services Manager, will then decide whether to:

- a) take no further action
- b) issue a Stage 1, 2 or 3, following the same disciplinary procedure as identified in Section 1
- c) temporarily suspend the student for a period of no more than 3 college days.

Temporary suspension takes place to allow a 'cooling off' period, or to allow an investigation to take place, or where it is considered in the best interests of the safety of the College.

- 2.2.1.3. In the case of temporary suspension, parents/carers will be informed immediately by telephone, where possible, and in writing. Students will not be sent home until the parents / carers have been informed. The Director of Curriculum, in liaison with the Student Services Manager, must immediately inform the Principal. The student will be set work to cover the absence.

- 2.2.1.4. Following the temporary suspension, the Director of Curriculum and Student Services Manager will invite the student and parents/carers to a meeting. They will consider the circumstances of the misconduct; the way the offence has been dealt with by the College in previous cases; any mitigating circumstances the student may wish to put forward and previous incidents/disciplinary action taken by the College for the student.

2.2.1.5. The Director of Curriculum and Student Services Manager will then decide to:

- take no further action
- issue a Stage 1, 2 or 3, following the same discipline procedure as identified above
- suspend/exclude the student for a fixed term
- permanently exclude the student from College.

2.3. Section 3 - The disciplinary procedure relating to matter of gross misconduct

2.3.1.1. In matters relating to gross misconduct, the student will be referred directly to the Director of Curriculum and Student Services Manager, the person is known from that point as the Case Manager, who will consider:

- a) the circumstances of the gross misconduct
- b) the impact of the offence on the College, upon students, staff and others
- c) the way the offence has been dealt with by the College in previous cases
- d) any mitigating circumstances the student may wish to put forward and the student's record at College.

2.3.1.2. The Case Manager, will then decide whether to:

- a) take no further action;
- b) Issue a Stage 1, 2 or 3, following the same disciplinary procedure as identified in Section 1.
- c) Temporarily suspend the student for a period of no more than 5 college days.

Temporary suspension takes place to allow a 'cooling off' period, or to allow an investigation to take place, or where it is considered in the best interests of the safety of the College.

2.3.1.3. In the case of temporary suspension, parents/carers will be informed immediately by telephone, where possible, and in writing. The Principal should also be informed immediately. The student will be set work to cover the absence.

2.3.1.4. Following the temporary suspension, the Case Manager will invite the student and parents/carers to a meeting. They will consider the circumstances of the gross misconduct, the way the offence has been dealt with by the College in previous cases, any mitigating circumstances the student may wish to put forward and previous incidents/disciplinary action taken by the College for the student.

2.3.1.5. The Case Manager will then decide whether to:

- a) Take no further action;
- b) Issue a Stage 1, 2, or 3, following the same discipline procedure as identified in Section 1;
- c) Suspend/exclude the student for a fixed and defined period of time;
- d) Permanently exclude the student.

2.3.1.6. In the case of a suspension or exclusion, parents/carers will be informed immediately along with their right to appeal the decision. This will be confirmed in writing within 2 college days.

3. Definitions:

3.1. Misconduct

- a) The following are examples of misconduct which may result in disciplinary action being taken:
- b) Any breach of the responsibilities of students outlined in the Code of Conduct 'Agreement';
- c) Any breach of health and safety or other regulations of the College, as outlined at Induction and in the Student Handbook;
- d) Any failure to follow the reasonable instructions of a member of staff;
- e) Any unduly noisy or any unruly behaviour or the use of foul or abusive language;
- f) Cheating, plagiarism or copying of the work of other students;

3.2. Gross Misconduct

- a) Any particularly serious cases of misconduct may be treated by the College as gross misconduct and may enter the disciplinary process at the Final Meeting stage.
- b) The following are examples of gross misconduct which will result in disciplinary action:
- c) Causing damage to any College buildings, equipment, books or furnishings or any property of others;
- d) Unauthorised interference with software or data belonging to or used by the College (see also IT Acceptable Use);
- e) Theft of property or any other dishonest acts;

- f) Being under the influence of alcohol on College premises or when taking part in any College activity;
- g) Substance Misuse e.g. solvents, alcohol, and non-medical use of prescribed drugs or the use of illegal drugs. This applies to substance misuse within, or having an effect within, the grounds and premises of the College. It includes all settings where college activity is taking place (including travel on college transport, off-site visits and residential activities);
- h) Smoking or vaping anywhere on College grounds other than in designated areas;
- i) Bullying, intimidation, taunting, verbal abuse or the threat of violence towards any person;
- j) Premeditated or unprovoked dangerous behaviour with the intent of causing harm;
- k) An illegal or criminal act, which may have an adverse effect on the work of the College or on other students (or which could bring the College into disrepute);

3.2.1. It is emphasised that this is not an exhaustive list of the types of instances that the College may treat as gross misconduct.

4. Section 4 - Monitoring Future Conduct

- 4.1. When a stage has been issued or a period of suspension imposed, the student's future conduct will be carefully monitored and further stages of the disciplinary procedures applied as appropriate.
- 4.2. If, following initial disciplinary action in respect of one or more of attendance, punctuality, work performance or misconduct (short of gross misconduct), a student's conduct continues to fall short of that expected under the College's Code of Conduct in respect of any of these aspects, the procedures outlined above will be followed.
- 4.3. If, following a stage 3, the necessary improvement is not forthcoming within the prescribed timescale, the student will be required by the Director Curriculum and Student Services Manager to leave the College.

5. Section 5 - Appealing against disciplinary decisions made

5.1. Appealing against implementation of a stage 1, 2 or 3

- 5.1.1. Any appeal (which should be made within three College days) against the decision of a Student Achievement Mentor or Subject Teacher will be considered by the Head of Faculty whose decision in this situation is final.

5.1.2. Any appeal against the decision made by a Director of Curriculum will be considered by the Principal, whose decision in this situation will be final.

5.2. Appealing against decisions made in relation to suspension and fixed term exclusions

5.2.1. In the cases of suspension or a fixed term exclusion, the student will have the right to appeal to the Principal. Such a request must be made directly to the Principal within three college days of the suspension/permanent exclusion being given.

5.2.2. The student will be informed of this right of appeal at the time the decision to suspend/exclude for a fixed term has been made.

5.2.3. On hearing the appeal, the Principal will have a report from the Case Manager with the details of the incident and the reasons for the decision being taken. The Principal will ask the student to make a statement in response, including information to be offered in mitigation.

5.2.4. The Principal, after taking time for consideration, will then decide and inform the student verbally and confirm the decision in no more than five college days (following the appeal hearing) in writing to the student and to parents/carers. The decision of the Principal is final.

5.3. Appealing against decisions made in relation to permanent exclusion

5.3.1. In the case of permanent exclusion, there is a right of appeal to an Appeals Committee. Such a request must be made to the Principal within five College days of the exclusion being given. The request should include a written statement on the grounds for the appeal, together with any supporting documentary evidence.

5.4. The Appeals Committee

5.4.1. The Committee will consist of the Principal, a member of the Senior Leadership Group (not including the Case Manager) and another member of staff not connected with the case or student. Where a second Senior Leader cannot attend the hearing, an additional member of the college staff (not connected with the case or student) will be in attendance.

5.4.2. The appeal will be conducted as follows:

- a) The student may be accompanied by up to two persons of their choice.
- b) A report of the circumstances leading to the suspension will be prepared by the Case Manager who has implemented the exclusion.

- c) The Case Manager's report and the Appellant's statement with any supporting documentation will be circulated to all parties at the Appeal, at least 24 hours in advance of the hearing.
- d) The student (and/or their representative) will present their written statement and evidence.
- e) The Case Manager may question the student.
- f) The Case Manager will present their report and response to the Appellant's statement.
- g) The student (and/or their representative) may question the Principal.
- h) Members of the Committee may question the student and the Principal.
- i) The Case Manager is invited to make a concluding statement.
- j) The student (and/or their representative) is invited to make a concluding statement.
- k) The student, the person(s) accompanying the student and the Case Manager will be asked to leave. The Committee will decide on the appeal.

5.4.3. The Committee will then decide to:

- a) Allow the student to return without precondition;
- b) Allow the student to return subject to certain conditions;
- c) Confirm the permanent exclusion of the student from the college.

5.4.4. The student will be informed of the decision verbally, if possible, at the time of the meeting or within 48 hours. The decision will be confirmed in writing to both student and parents/carers normally within five college days of the hearing. The decision of the Committee is final.

5.4.5. **The Appeals Committee may vary the above procedure or adjourn as it sees fit.**

6. Revision History – Student Discipline Policy

Revision date	Reason for revision	Section	Changes made
October 2020	Annual Review	header	Addition of Sat Logo