STUDENT DISCIPLINARY PROCEDURE

The college has THREE zero tolerance rules: *

1. Illegal Drugs

Possession, use, selling and/or being under the influence of.

2. Bullying / Intimidation

Physical, verbal or through technology and/or social media, inciting violence, or carrying an offensive weapon.

3. Health & Safety

Not complying with instruction or putting self or others at risk.

* Any police investigation takes precedence over a college investigation which can only take place when the outcome of the police investigation is known.

Cause for Concern (Supportive Meeting)

To include individual pre-entry behaviour conditions set by Assistant Principal at the start of the year and any minor concerns of the Personal Tutor (i.e. behavioural issues, lack of punctuality or attendance at <95%).

Assistant Principal or Personal Tutor

- · Meeting with student.
- SMART targets set and actions noted in Advantage with a date to be followed up (maximum 4 weeks) to check for positive progress.
- Personal Tutor to investigate support needs (Student Life and/or Additional Learning Support) and implement if necessary.
- If student is under 18 years old, Personal Tutor to make telephone call to parent/carer.

Stage 1 Minor Misconduct

For example:

- Failure to meet pre-entry behaviour conditions
- Poor attendance (<85%)
- Lack of punctuality (<85%)
- Disengaged/poor performance
- Poor attitude/behaviour
- Disruption
- Use of mobile phones
- Swearing
- Bringing college into disrepute
- Minor academic misconduct (refer to Academic Misconduct Guidelines).

First Formal Warning

Personal Tutor

- Meeting with student.
- SMART targets set.
- Note actions on Advantage with date to be followed up [maximum 4 weeks].
- Student noted as 'At Risk' on Advantage.
- If the student is 18 years old or under, the Personal Tutor is to inform the Administration Team so that a letter confirming the targets can be sent to the student's parents/carers and filed centrally.
- Personal Tutor to investigate support needs (Student Life and/or Additional Learning Support) and implement if necessary.
- Student readmitted to sessions.

Stage 2 Serious Misconduct

For example:

- Continued failure to meet preentry behaviour conditions
- Repeated minor misconduct or continued fall in attendance due to not meeting contract conditions
- Continued disruption to learning or swearing directed at other people
- Inappropriate use of IT systems
- Aggressive behaviour
- Moderate academic misconduct (refer to Academic Misconduct Guidelines).
- Not informing the college of involvement in Police/or similar investigation.

Second Formal Warning

<u>Personal Tutor and</u> <u>Head of Department</u>

- Meeting with student.
- SMART targets set.
- Personal Tutor to note actions on Advantage with date to be followed up (maximum 4 weeks), and record as 'At Risk'.
- If the student is 18 years old or under, the Personal Tutor is to inform the Administration Team so that a letter confirming the targets can be sent to the student's parents/carers and filed centrally.
- Head of Department to investigate support needs (Student Life and/or Additional Learning Support) and implement if necessary.
- Student readmitted to sessions.

Stage 3 Gross Misconduct

Potential Authorised Absence:

- Serious breach of pre-entry behaviour conditions
- Continual repetition of minor/serious misconduct (<75% attendance) due to continued failure to meet contract conditions
- Serious academic misconduct.



Automatic Authorised Absence:

- Illegal drugs, bullying or theft
- Breach of Health & Safety
- Fighting/assault
- Serious disruption to learning
- Serious misuse of IT, e.g. hacking.

Authorised Absence

Authorised Absence is a <u>neutral</u> act which can be put in place to support students. The college will investigate the circumstances and contact the student with the outcome of that review.

Assistant Principal and Registry

- Student asked to leave campus immediately if in a fit state to do so.
- Note & 'At Risk' on Advantage.
- If student is 18 or under, telephone call to parent/carer.
- Meeting with student & parent/ carer if student is 18 or under.
- Letter from Assistant Principal (via Registry) to student and if student is 18 or under, copy sent to parent/carer.
- Student not allowed on campus until INVESTIGATION STAGE completed and action agreed.

Investigation

Who: Assistant Principal (or their nominee)

Supporting information from:

- Student
- Representative for student if student is under 18 years old
- Head of Department
- Course Coordinator and/or Personal Tutor
- Anyone else involved in the situation (e.g. Student Life, Additional Learning Support, Tutors, or other witnesses, etc.)

For serious academic misconduct refer to Academic Misconduct Guidelines.

Decision

Assistant Principal via Registry

Outcomes:

- No case to answer.
- Further investigation required.
- Establish needs for further actions.
- Investigate support needs and implement if necessary.
- Appropriate level of warning.
- Recommendation to Deputy Principal for further action.
- Temporary/permanent exclusion.
- Decision explained in letter from Assistant Principal (via Registry) to student and if student is 18 or under, copy sent to parent/carer.



