

# Student Disciplinary Policy

Review Period: Every 2 years  
Reviewed: 17 January 2023  
Next Review date: January 2025  
Approved by: LGB  
Ownership: Deputy Principal

The college is a thoughtful, considerate and calm place to study where behaviour that runs counter to this is swiftly challenged. All staff have high expectations of students and both reinforce and challenge behaviour where necessary.

## Core Requirements

All students are expected to comply with the Core Requirements as set out below:

- Attend all lessons on time and be fully prepared
- Be attentive and engaged in class and complete all work, including homework, as directed
- Show respect to all staff and follow any directions given
- Treat fellow students with consideration and allow them to focus on their studies
- Turn off your mobile phone and have it out of sight when in class or in The Hub
- In the unlikely circumstance of you being absent you must inform the college. You need to also email your teachers to get work you will have missed
- All study deficits to be cleared as required by your teachers
- With the exception of water, no food or drink to be consumed in classrooms or in The Hub
- Wear your college ID when on campus
- Be ambitious and accept the challenge to fulfil your potential.

Failure to comply with the College Core Requirements will lead to disciplinary action:

**Misconduct:** Any breach of College Core Requirements. This includes (although this list is not exhaustive) consistently poor attendance, failure to complete work, rudeness to staff or other students, poor punctuality, disruptive behaviour, failure to attend study hall, unauthorised term time holidays.

**Gross Misconduct:** Persistent breach of College Core Requirements. Gross misconduct also includes single incidents of serious misconduct that can go straight to Stage 3. This would include fighting/aggression, alcohol and drug abuse (see separate drug procedure), severe verbal abuse, bullying or harassment, theft, wilful destruction of property.

## 1. Teacher Stage

- Initial breach of College Core Requirements (CCR) will be dealt with by the teacher and will take the action they see appropriate to address the issue.
- If issues persist and teacher has exhausted all strategies the issue can be referred to the Senior Management Team.

### Guidance on Teacher stage:

The Sixth Form College expects the highest levels of behaviour and work from all students. When students fail to meet a teacher's requirements, teachers can use whatever means they see as reasonable to support the student and get them back on track. The College sees this as a prime responsibility of teachers and gives them substantial authority to enable them to successfully accomplish this using their professional discretion. Teachers are expected to contact parents where they have repeated concerns.

Misconduct in the classroom will be dealt with by the teacher. Misconduct elsewhere in the College can be dealt with by any other member of staff. Details of any misconduct will be recorded on sapien. There is a range of strategies available to use at this informal stage depending on the nature and seriousness of the misconduct and these are set out in the Teacher Guidance Document.

The teacher has the responsibility for resolving matters at this stage and it is anticipated that many low-level problems will be resolved.

## 2. SMT Referral Stage

If a student does not respond to their teacher's interventions the teacher must refer the matter to their SMT link. Each course has a designated member of the Senior Management Team who they can refer serious disciplinary matters to.

SMT will review the actions taken by the teacher and may recommend additional strategies for the teacher to use before meeting with the student.

Where all strategies have been exhausted by the teacher, SMT will meet the student (and the teacher if appropriate) and set out a plan to enforce compliance with CCR. This will include further sanctions and measures.

SMT will recruit the tutor to drive, support, chivvy and monitor completion of the SMT Plan and to ensure future compliance with CCR.

SMT will set a review date with the student and tutor to check the student is back on track.

Failure to comply with the directions of the member of SMT will lead to more serious sanctions being put in place. In most serious cases this can be suspension from college or even exclusion. The Deputy Principal, Vice Principal, Assistant Principal and Head of Student Development have the authority to suspend students.

## Suspensions

Suspensions are usually for a minimum of 2 college days, however this can vary depending on the individual circumstances. For instances of gross misconduct, a student may remain suspended until an investigation has been completed. During a suspension, students are not permitted to be in or around the college campus. However, they are permitted to contact staff for any work missed unless they have been instructed otherwise.

The college will ensure that the student is in a position to make their own way home from college. Parents or carers will be telephoned immediately and a letter will be sent both to the student and parents/carers detailing the reason for the suspension. During their period of suspension students are required to write a letter of reflection to the Deputy Principal.

This letter is an opportunity for the student to convey why they should be readmitted to college and what changes they intend to make. A re-engagement meeting will then be arranged. These meetings are usually chaired by the Deputy Principal or another senior member of staff. The student's parents/carers are required to attend the re-engagement meeting.

In the rare circumstances where parents are unavailable, rather than prolong the period of suspension, an alternative suitable representative can attend with the consent of the parents.

There are a number of possible outcomes following a re-engagement meeting:

1. Re-engaged to college
2. Re-engaged to college with certain conditions
3. Permanent exclusion (College place withdrawn)

This decision will normally be made at the re-engagement meeting or after a short adjournment. In some complex situations a decision may not be made for up to 48 hours after the meeting.

## 3. Final Stage

If a student has not engaged with the interventions put in place they are then referred back to a member of the SMT. A member of SMT can decide that further action can be taken including permanent exclusion.

### Permanent Exclusion

The decision to permanently exclude is taken as a last resort. This is either where all strategies and interventions have been exhausted and the student continues to breach the CCRs or an instance of gross misconduct that is so serious that the student cannot return to college. The decision to exclude will normally be made by the Deputy Principal or Vice Principal. Students and parents will be sent a letter detailing the reasons for exclusion.

### **Appeal against Exclusion**

If a decision is made to permanently exclude, the student has a right of appeal. The appeal will be commenced by way of letter to the Principal setting out the grounds of appeal, ("the Grounds of Appeal").

The Grounds of Appeal must be received by the College within five working days of the notification of the decision to permanently exclude. The Grounds of Appeal must outline the reasons, arguments and evidence for opposing the decision to exclude. The Principal will review the evidence and assess whether the exclusion should be reversed or upheld. Any Appeal will normally be concluded within 10 days of receipt of the Grounds of Appeal. Any decision made by the Principal is final.

If the Principal made the Exclusion, the Grounds of Appeal should be addressed to the Chair of Governors of the College. Any decision made by the Chair of Governors is final.

The student will normally be informed of the outcome of any appeal, in writing, within 5 working days.