

Name of Policy:

Student Disciplinary Policy

Reviewed

November 2020

Next Review Date:

November 2022

Approved by:

LGB

Ownership

Deputy Principal

Summary of changes:

October 2020

- Formerly known as Student Code of Conduct
- Policy has been updated due to changes in the process of stage 3.

Student Disciplinary Policy

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.

The disciplinary process has distinct stages:

1. Teacher stage
2. Tutor Action stage
3. Senior Disciplinary stage
4. Final stage – SMT

1. Teacher Stage

- Initial breach of College Core Requirements - dealt with by a teacher.
- This will include meeting with the student to ascertain the cause of the problem and address it and the student will be given the opportunity to improve.
- If no improvement, informal verbal warning given to student, recorded on Sapien.
- Failure to comply with an informal verbal warning the teacher can make an action request on Sapien and the student will pass to Tutor Action stage

Guidance on Teacher stage:

The Sixth Form College expects the highest levels of behaviour and work from all students and teachers are entitled to expect their directions to be met. 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 Behaviour Management Guidelines.

Informal consultation with tutors or HoDs can be sought by the teacher if required. However, if the student fails to respond to informal action and/or fails to cooperate, the teacher may give an informal verbal warning (recorded on sapien) and the student will be warned that they are at risk of being referred to their tutor (Tutor action stage)

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

If a problem with a student persists the teacher can request action by the tutor. An action request must be made via Sapien.

2. Tutor Action Stage

The tutor works in conjunction with the teacher to resolve the issue using a wide range of strategies open to them. Some of these are listed below:

- Assign student to compulsory study hall – useful when a student continues to miss deadlines
- Daily sign in – student must report to their tutor at the beginning and end of each day. Teachers report how the student is doing in each lesson
- Contact parent/guardian – inform parent of ongoing concerns
- Identify any potential barriers – e.g. Transport issues that may be making them late
- Final written warning – issued to students who without improvement will be referred to the Senior Disciplinary Team. A copy should always be sent to the parent/guardian.

The tutor is at the heart of the disciplinary process. The tutor's role is to support the student. This includes working with them to ensure that they are behaving and working appropriately in their subjects. The tutor may have provided support to the teacher at the teacher stage but now has the responsibility to resolve the issues.

- Issue first and final written warnings if the student behaviour does not improve
- Make notes of actions taken on the students Sapien page
- If the student does not engage with tutor interventions and no further appropriate strategies are available, refer the student to the Senior Disciplinary Team (SDT) for either a HoD intervention meeting or to be dealt with under the formal stage of the College Disciplinary Process
- Prior to a referral to the formal stage a final written warning must have been issued and contact made with parents.

In certain cases, the tutor may decide that it is not a disciplinary issue and is a fitness for study issue.

3. Senior Disciplinary Stage

If a student does not respond to their Tutor interventions, the Tutor must refer the student to the Senior Disciplinary Team (SDT) that consists of the Director of Student Development and Second in Student Development.

The SDT will meet with the student and will put further sanctions in place. Progress will be monitored very closely. The SDT and the Assistant Principal have the power to also suspend students and there is a high risk of this action being taken where students do not respond positively to interventions in this stage.

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.

4. Final Stage

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

Permanent Exclusion

The decision to permanently exclude will be made by the Deputy Principal or Vice Principal.

The student will be notified of this decision in person. Where this is not possible the student and their parent/carer will be notified by telephone and will receive a letter detailing the reasons for exclusion.

Appeal against Exclusion

If a decision is made to 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.