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| Waseley Hills High School |
| Prospective Behaviour & Disciplinary Policy For  Sixth Form 2019 |

**Responsibility: Simon Mitchell**

**Author: Simon Mitchell**

**Date of Issue: Autumn 2019**

**Review Date: Autumn 2021**

**Reference:** WHHS00

The contents of this policy are reviewed and monitored on a regular basis by Senior Leaders, Heads of Subject and staff with responsibility to that area.

Direct responsibilities are written into job descriptions.

**Sixth Form Disciplinary Procedure**

The discipline procedure for the Sixth Form is modelled on behaviour policies used in the workplace. This recognises the fact that Sixth Form students are young adults who need to be prepared for the workplace at the end of Year 13

Students may become subject to disciplinary procedures for one of two reasons:  
a) misconduct

b) poor attitude to work

It is important to note that, in line with national guidance, as a Sixth Form we will never bring disciplinary procedures against a student solely due to poor attainment

**There is a sequential, graduated system of sanctions. However, for serious offences, one or more steps in this sequence may be omitted.**

**Step 1: Informal Warning**

An informal warning can be given by a subject teacher, pastoral staff or by the Head of Sixth Form. This will not be recorded on a student’s file but will be entered on SIMS as an entry in the behaviour log. If deemed appropriate, the issuing teacher or member of the Sixth Form team will contact home. Sanctions may include individual staff detention, Sixth Form group detention or temporary loss of privileges.

**Step 2: Official Warning**

This will be given in consultation with the Head Teacher, Pastoral Staff and/or the Head of Department for the relevant subject.

Official verbal warnings are only to be issued in private meetings with parents/carers present. Possible sanctions may include being placed on Academic Probation and a temporary loss of Sixth Form privileges such as ‘signing in/signing out’. After the issuance of an Official Warning, a follow up meeting will be scheduled for no later than 6 weeks after the date of the meeting; where the student’s progress and conduct will be revisited.

**Step 3: Second Official Warning - Extension of Report Period**

If after the follow-up meeting improvements are still unsatisfactory, a second Official Warning will be issued and the period of Academic Probation will be extended for a period of no more than 6 weeks, at the end of which another meeting will be scheduled for parents/carers, Head of Sixth Form and Head Teacher.

**Step 4: Fixed Term Exclusion**

A Fixed Term Exclusion will be applied by the Head Teacher or other designated Senio Staff. A Fixed-Term Exclusion will be applied automatically on failure to pass two periods of probation. Furthermore, Fixed Term Exclusion can and will be applied for any serious misconduct issues, and these are not necessarily dependent on having previously followed the previous steps outlined in this procedure provided the incident is of a serious nature.

**After returning from an FTE a student will be placed on a learning contract signed by all parties, created in conjunction with the Chair of Governors; Head Teacher and Head of Sixth Form.**

**Step 5: Exclusion**

If a student repeatedly breaches the conditions of their Probation or learning contract, commits repeated acts of misconduct, consistently fails to work to an approved standard or complete essential modules/assignments, they may be asked to leave the Sixth Form roll.

This action will be taken as a last resort and therefore discussion with all parties concerned, including parents/carers, would be sought in an attempt to resolve problems long before they reach this step.

Appendix:

**Examples of issues worthy of Informal Warning:**

* **Repeated punctuality issues**
* **Missed deadlines**
* **Unsatisfactory Attendance (below 95%)**
* **Poor motivation in lessons**
* **Lack of adherence to dress-code**

**Examples of Misconduct worthy of Offical Warning without prior Informal Warning:**

* **Poor or dangerous behaviour**
* **Consistently poor attitude to work and studies**
* **Truancy**
* **Rudeness to member of staff**
* **Fighting**
* **Graffiti or Vandalism**
* **Plagiarism of Work**
* **Any issues of severe violence or illegality**
* **Bullying**