

# Disciplinary Procedure 002\_P01



## Purpose

- to ensure a standard approach to the conduct of Disciplinary meetings and subsequent actions
- to set out the Student Code of Conduct
- to define types of student misbehaviour

## Scope

- all students

## The Procedure

All members of staff are expected to challenge any infringements of the Student Code of Conduct and, where appropriate, report the student to his/her Head of Division or tutor.

All unacceptable behaviour by a student should be fully documented. Such documentation may consist of attendance/progress reports, concern notes, incident reports and statements from members of staff and students.

The seriousness of the behaviour should be identified as minor misbehaviour, serious misconduct or gross misconduct.

Once unacceptable student behaviour has been identified, a series of actions must be taken by the division responsible for that student to acknowledge and address the misbehaviour.

The form of action taken will be dependent on the seriousness of the misbehaviour as detailed in the disciplinary flowchart.

All disciplinary meetings should be documented and all parties involved should be informed in writing of the outcome.

The Deputy Principal has the authority to permanently exclude students.

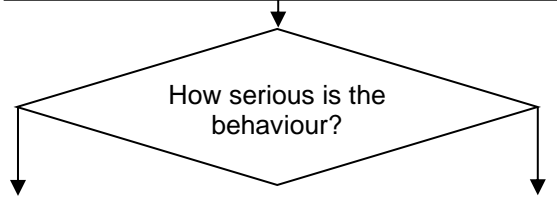
A student has the right to appeal against a decision of the Deputy Principal and this appeal will be heard by the Principal.

## Related Procedures and Documentation

- 002\_D01 Student Code of Conduct
- 002\_D02 Behaviour Descriptions
- 002\_D03 [Cause for Concern](#)

**Last reviewed** January 2020

Unacceptable student behaviour identified by member of staff



Minor Misbehaviour

Serious Misconduct

**Sources of evidence**

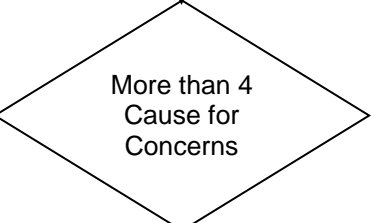
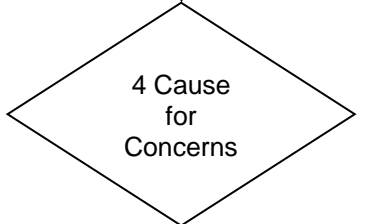
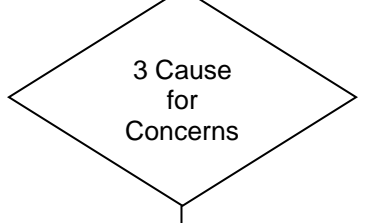
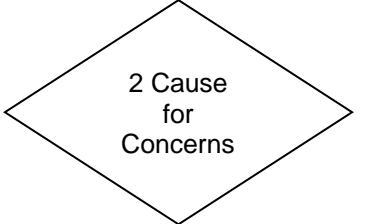
- Cause for Concern
- Attendance/progress report
- Statement from member of staff
- Incident reports
- Student

- Meeting with tutor
- Student given verbal warning
- Ring parents
- Expectations of future behaviour agreed
- Disciplinary record completed

- Meeting with Programme Leader
- Student given verbal warning
- Ring parents
- Expectations of future behaviour agreed
- Disciplinary record completed

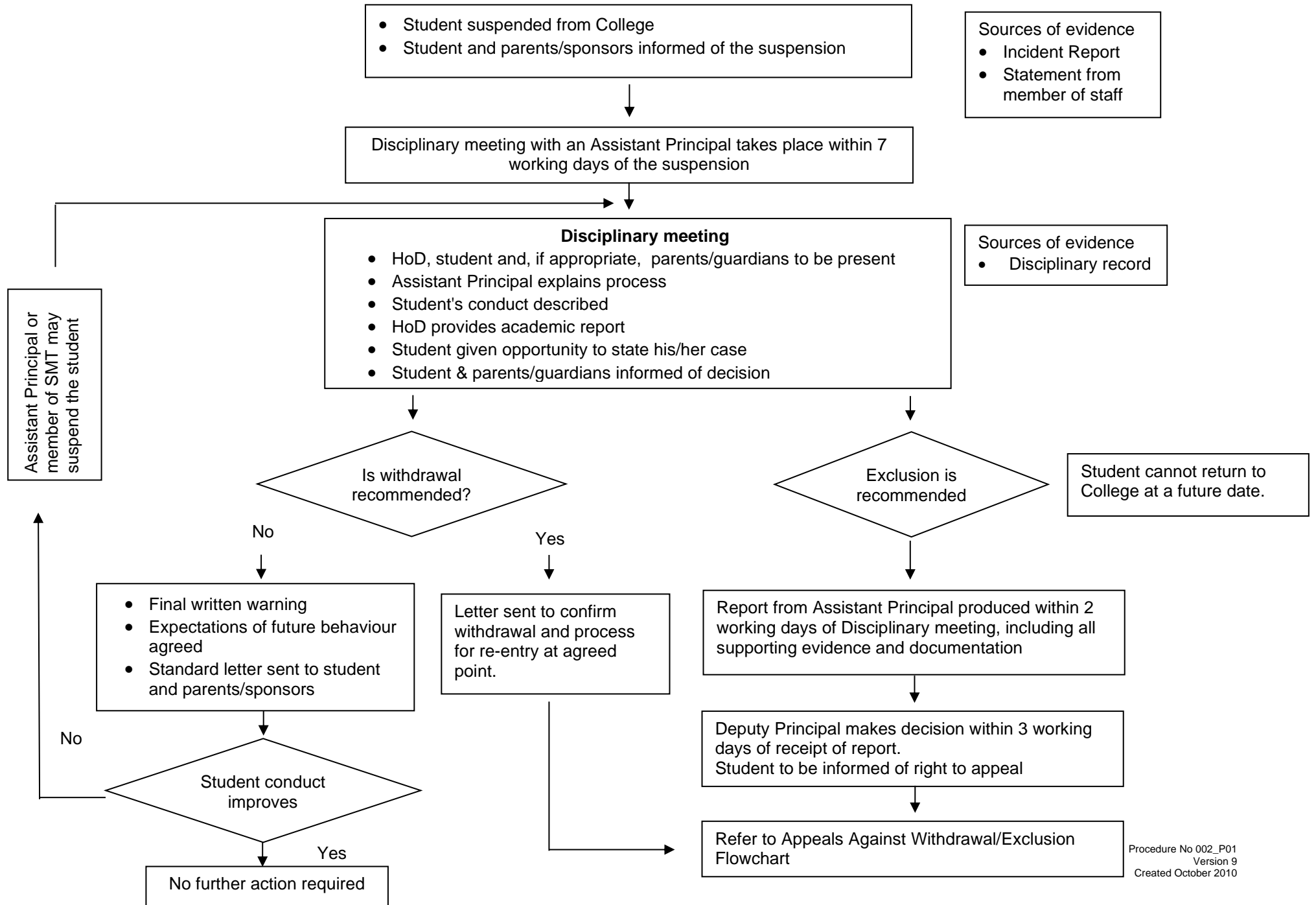
- Meeting with Curriculum Manager
- Letter to parents
- Student given verbal warning
- Ring parents
- Expectations of future behaviour agreed
- Disciplinary record completed

Treat as serious misconduct

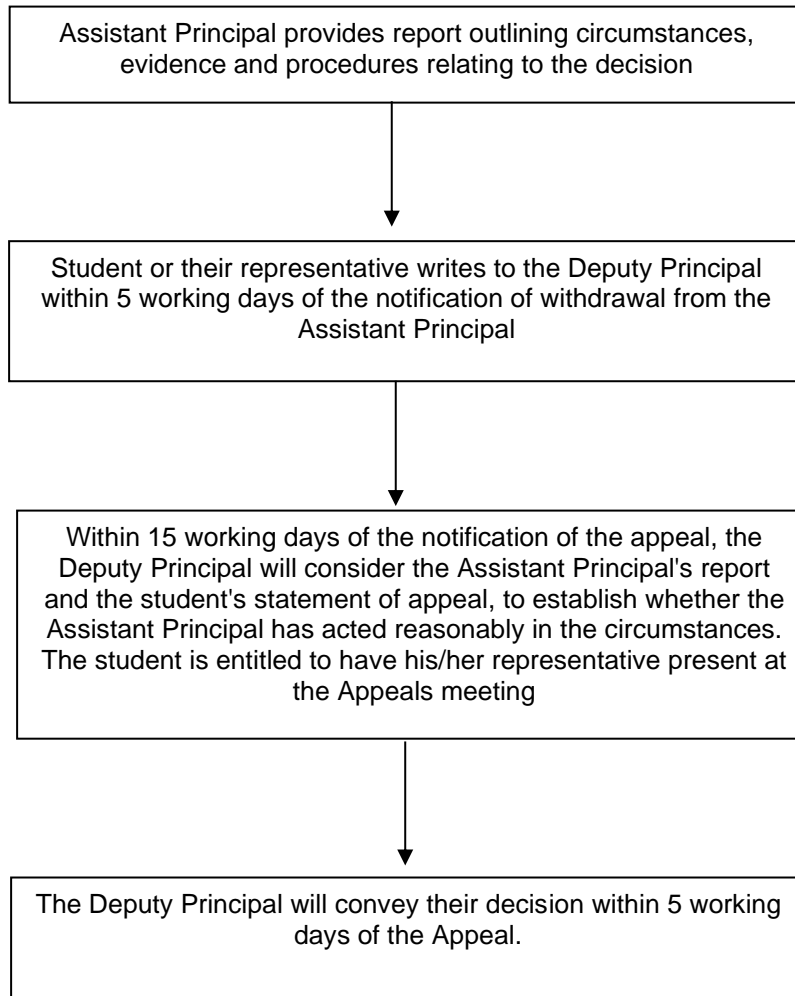


- Meeting with Head of Division who may, if he/she feels it to be appropriate, suspend the student. Parents/guardians/sponsors must be informed in writing.
- Parents/guardians involved (under 19) and sponsors where appropriate
- Written warning given
- Expectations of future behaviour agreed
- Disciplinary record completed
- Standard letter sent to student, parent and sponsor

## Gross Misconduct



## Appeal Against Withdrawal



## Appeal Against Exclusion

