



Procedure 5.6.1

Procedure Name: Student Discipline
Responsible: Assistant Principal Student Experience
Revision No.: 4
Last Reviewed: August 2022
Review Due: August 2023

Associated Documentation

College Forms

Student Discipline form (SS-SD)
Student Discipline Meeting form (SS-SDM)
Student Discipline Appeal form (SS-SDAH)

College Reference Documents

Student Discipline Overview (SS-SDO)

History of changes

Revision	Description (incl changes to associated documents)	Date	Authorised
0	First version of procedure and documentation	23/09/14	DM
1	Section 5.8 reworded to make clear that once ratified the Faculty are responsible for issuing formal written notice of expulsion.	20/01/16	DM
2	Minor updates including Director to Assistant Principal update, gross misconduct definition update, following expulsion update and addition of Verbal Warning to SS-SDM	22/08/16	DM
3	Procedure renumbered in line with Policy Review	26/07/17	DM
3	Procedure reviewed and no change required	17/08/18	DM
3	Procedure reviewed and no change required	11/09/19	DM
4	Titles/responsibilities updated throughout procedure	18/08/21	DM
4	Procedure reviewed and no change required	08/08/22	DM

Purpose

To ensure that the College responds promptly and appropriately to any breach of the Student Code of Conduct and acts consistently in handling student discipline.

Responsibility**Assistant Principal Student Experience**

- Ensures the overall effectiveness of the Student Discipline procedure

Any member of staff

- Completes a Student Discipline form and forwards to the appropriate Designated Guidance Contact

Designated Guidance Contact (DGC)

- Investigates Student Disciplinary incidents, as appropriate
- Issues formal verbal warnings

Curriculum Manager (CM)

- Investigates Student Disciplinary incidents, as appropriate
- Hears appeals against formal verbal warnings
- Issues first written warnings

Curriculum and Quality Leader (CQL)

- Hears appeals against first written warnings
- Issues final written warnings
- Suspends students pending investigation
- Recommends expulsion

Curriculum Assistant Principal (CAP)

- Hears appeals against final written warnings

Assistant Principal Quality and Performance/Student Experience

- Ratifies expulsion decisions

Vice Principal

- Hears appeals against expulsion decisions

Definitions**Gross Misconduct**

Examples of gross misconduct include, but are not restricted to, incidents which involve violence (or the threat of it), risking the health and safety of others, damaging property, theft or inappropriate behaviour towards others, actions which can create an atmosphere conducive to terrorism and popularise views which terrorists exploit.

Hate Crime

Any hate incident which constitutes a criminal offence or is perceived by the victim or any other person as being motivated by prejudice or hate.

Related Information

Student Code of Conduct
Equality and Respect Statements
Student Charter
Data Protection Legislation

1.0 Introduction

- 1.1 By signing an enrolment form a student agrees to follow the regulations stated in the Student Code of Conduct.
- 1.2 A student who contravenes any specific regulation or whose behaviour or conduct is in breach of the standard deemed to be reasonable and acceptable will have committed an act of indiscipline or misconduct. Appropriate individual circumstances will be taken into consideration as required by the Equality Act.
- 1.3 Behaviour that contravenes the Student Code of Conduct will be deemed to be 'misconduct'.
- 1.4 Persistent or extreme breaches of the Student Code of Conduct or behaviour which necessitates police involvement will be considered to be 'gross misconduct'.
- 1.5 The College reserves the right to take into consideration incidents occurring out with the College, which have a direct bearing on conduct within the College.
- 1.6 Where students or staff witness indiscipline within the College campus, they must report the incident in accordance with this procedure.
- 1.7 The outcome of any disciplinary procedure will be communicated to the student in writing or another appropriate alternative format and will be recorded and may be reported to their employer and/or parent or school.
- 1.8 Members of staff must report any incident of a criminal nature to the police immediately and this must be reported to the designated member of the SLT.
- 1.9 The student will have the right of appeal at each formal stage of this procedure.

2.0 Informal

- 2.1 Any student who breaches the Student Code of Conduct can be given an informal warning by any member of staff.

3.0 Formal – Stage 1

- 3.1 Any member of staff who witnesses misconduct or is subject to repeat unacceptable behaviour can invoke Stage 1 of the procedure by completing a Student Discipline form (SS-SD) and passing it to the appropriate DGC
- 3.2 On receipt of a SS-SD form, the DGC will investigate and if appropriate issue a formal verbal warning to the student. In instances of repeat misconduct or more serious misconduct, the DGC can escalate to the relevant CM.
- 3.3 If a formal verbal warning is issued it will be recorded on the SS-SD which will be signed by both the student and the DGC and If the student refuses to sign the SS-SD form, the DGC will record this.

- 3.4 At this stage the student must be advised of their right to appeal.
- 3.5 If the student wishes to appeal the formal verbal warning they must do so in writing, to the CM within five working days of the warning being given, noting the grounds for appeal.
- 3.6 The CM will consider all available evidence and if required obtain further evidence.
- 3.7 The outcome will be to either uphold or reject the appeal.
- 3.8 The student will be formally notified in writing of the CM's decision, within five working days of the appeal being considered.
- 3.9 The CM's decision is final.
- 3.10 Copies of all documentation will be retained in the Faculty.

4.0 Formal – Stage 2

- 4.1 In instances of further misconduct or more serious misconduct, a CM can invoke Stage 2 of the procedure by arranging a Stage 2 discipline meeting.
- 4.2 The student will be formally notified in writing within five working days of the misconduct, that they must attend the Stage 2 discipline meeting, and the letter will detail:
 - 4.2.1 the nature of the alleged misconduct and a summary of the available evidence;
 - 4.2.2 the date, time and location of the meeting;
 - 4.2.3 the student's right to be accompanied by a student representative, member of the Student Executive, friend or relative;
 - 4.2.4 the student's right to state their case before any decision is reached.
- 4.3 The CM will conduct the Stage 2 meeting and record the findings on a Student Discipline Meeting form (SS-SDM).
- 4.4 The outcome of the meeting will be either:
 - 4.4.1 no disciplinary action required; or
 - 4.4.2 a written warning issued
- 4.5 The student will be formally notified in writing of the outcome of the meeting, within five working days, and the letter will advise the student of their right to appeal, if a warning is issued.

- 4.6 If the student wishes to appeal the Stage 2 decision they must do so in writing, to the relevant CQL, within five working days of being advised of the outcome, noting the grounds for appeal.
- 4.7 The CQL will organise an appeal hearing within ten working days of receiving the appeal request.
- 4.8 The student will be formally notified in writing, that they are required to attend the appeal hearing and the letter will detail:
- 4.8.1 the date, time and location of the meeting;
 - 4.8.2 the student's right to be accompanied by a student representative, member of the student executive, friend or relative; and
 - 4.8.3 the student's right to state their case before any decision is reached.
- 4.9 The appeal hearing will be conducted by the CQL.
- 4.10 The outcome of the hearing will be to either uphold or reject the appeal.
- 4.11 The student will be formally notified in writing of the decision, within five working days of the appeal hearing.
- 4.12 The decision of the CQL is final.
- 4.13 Copies of all documentation must be retained in the Faculty.

5.0 Formal – Stage 3

- 5.1 In instances of further misconduct following a written warning, repeated serious misconduct or gross misconduct a CQL can invoke Stage 3 of the procedure by arranging a Stage 3 discipline meeting.
- 5.2 The CQL can suspend the student whilst a Stage 3 discipline meeting is arranged, and if this is the case, will formally confirm this to the student in writing, within three working days of the misconduct, detailing the reasons for and duration of the suspension.
- 5.3 The student will be formally notified in writing within five working days of the misconduct, that they must attend the Stage 3 discipline meeting, and the letter will detail:
- 5.3.1 the nature of the alleged misconduct and a summary of the available evidence;
 - 5.3.2 the date, time and location of the meeting;
 - 5.3.3 the student's right to be accompanied by a student representative, member of the student executive, friend or relative; and

5.3.4 the student's right to state their case before any decision is reached.

5.4 The CQL will conduct the Stage 3 discipline meeting.

5.5 Findings will be recorded on a Student Discipline Meeting form (SS-SDM).

5.6 The outcome of the meeting will be either:

5.6.1 no disciplinary action required;

5.6.2 a final written warning issued; or

5.6.3 recommend expulsion

5.7 If the decision is made to recommend expulsion all relevant paperwork will be passed to either the Assistant Principal Quality and Performance or Student Experience for ratification.

5.8 Once ratified, the Faculty will formally notify the student in writing of the outcome, within five working days, using the Expulsion Template which advises the student of their right to appeal against a final written warning or expulsion.

6.0 Appeal against Final Written Warning

6.1 If the student wishes to appeal against a final written warning, they must do so in writing, to the appropriate CAP, within five working days of receiving the warning, noting their grounds for appeal.

6.2 The CAP will organise an appeal hearing within ten working days of receiving the appeal request.

6.3 The student will be formally notified in writing, that they are required to attend the appeal hearing and the letter will detail:

6.3.1 the date, time and location of the meeting;

6.3.2 the student's right to be accompanied by a student representative, member of the student executive, friend or relative; and

6.3.3 the student's right to state their case before any decision is reached.

6.4 The appeal hearing will be conducted by the CAP.

6.5 The outcome of the hearing will be to either uphold or reject the appeal.

6.6 The student will be notified in writing of the decision, within five working days of the appeal hearing.

7.0 Appeal against Expulsion

- 7.1 If the student wishes to appeal against expulsion, they must do so in writing, to the Vice Principal within five working days of receiving notification of expulsion, noting their grounds for appeal.
- 7.2 The Vice Principal will organise an appeal hearing within ten working days of receiving the appeal request.
- 7.3 The student will be formally notified in writing, that they are required to attend the appeal hearing and the letter will detail:
- 7.3.1 the date, time and location of the meeting;
 - 7.3.2 the student's right to be accompanied by a student representative, member of the student executive, friend or relative; and
 - 7.3.3 the student's right to state their case before any decision is reached.
- 7.4 The appeal hearing will be conducted by the Vice Principal.
- 7.5 The outcome of the hearing will be to either uphold or reject the appeal.
- 7.6 The student will be formally notified in writing of the decision, within five working days of the hearing.
- 7.7 The decision of the Vice Principal is final.
- 7.8 Copies of all documentation must be retained in the Faculty.

8.0 Following Expulsion

- 8.1 A student who is expelled will not normally be eligible to re-enrol in the College for a year from the date of expulsion.
- 8.2 The AP will notify MIS of any expulsions and request that they place an alert on Unit-e.
- 8.3 The AP will also notify Estates of any expulsions and ensure an image of the student is passed to the Building Co-ordinator.