

STUDENT DISCIPLINARY POLICY AND PROCEDURE

The vast majority of students have an enjoyable and profitable time at college. Our regulations and requirements are designed to be in the best interests of both the individual and the college community as a whole. They are set out in the College Contract which all 16-19 year old full time students sign at the beginning of their course and in the Student Handbook (Adults). The HE Student Disciplinary & Exclusion Procedure is available in the HE student handbook, the AHED website and on Moodle.

Most students will have no problems with them as they are common sense requirements. However, students who contravene our regulations can expect to be disciplined.

This policy will be applied with consideration to confidentiality, impartiality and equality of opportunity.

Issues likely to result in students being disciplined are listed below, but this list is not exhaustive:

Unsatisfactory Behaviour

- Repeated patterns of poor attendance or persistent lateness.
- Failure to meet coursework deadlines.
- Repeated failure to meet work deadlines.
- Repeated pattern of poor behaviour.

Serious Misconduct

- Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the College whether on campus or elsewhere.
- Breaches of the Equal Opportunities or Health & Safety policies.
- Bullying or harassment of any member of the College community.
- Wilful damage to or the defacing of College property or the property of other members of the College community.
- Violent, indecent, disorderly, threatening or offensive noise, behaviour or language while on College premises or engaged in any College activity. This includes sexual violence and sexual harassment.
- Misuse of the College premises or property belonging to the College or to another person, including computer misuse.
- Using or being under the influence of alcohol or any other substance on the college premises.
- Breaching college regulations on smoking and vaping.
- Possessing, using or sharing alcohol, an illegal drug or psychoactive substance anywhere on the campus.
- Bringing any paraphernalia in to college that could be used for substance misuse.
- Any behaviour either on campus or elsewhere which brings the College into disrepute.
- Failure to comply with a previously imposed penalty or sanction.

Consequences of Unsatisfactory Behaviour for 16-19 Year Old Students

- Minor transgressions will be discussed with and in many cases resolved by the student's personal tutor or subject teacher for 16-19 students.
- Persistent unsatisfactory behaviour will result in referral to the student's Lead Tutor. A note of the outcome of this meeting will be kept in the student's file. The Lead Tutor may encourage and support, issue a verbal caution or issue a written reprimand depending

on the outcome of the referral interview. In the latter two cases a letter will be sent to the parents.

- 16-19 year old full time students who fail to respond to the support offered by their Lead Tutor will be referred to their Head of Faculty. A note of the outcome of this meeting will be kept in the students file. The Head of Faculty may issue a verbal caution, a written reprimand or a **Final Warning**. Parents will also be informed by letter.
- 16-19 year old full time students may be referred to the Deputy Principal (Students) by the Head of Faculty either to be given a **Final Warning** or as a result of failure to comply with the conditions of a **Final Warning** already given by the Head of Faculty. Parents/guardians of 16-19 year old students will always be informed.
- Parents/guardians of 16-19 year old students are likely to be invited in to college to be part of the discussions at any stage in the disciplinary process. The aim is to support and address the matter rather than to punish.

Consequences of Unsatisfactory Behaviour (Adults)

- Minor transgressions will be discussed and in most cases resolved between the tutor and the learner.
- Persistent unsatisfactory behaviour or more serious misconduct will be referred to the Curriculum Head who will investigate further with the tutor and learner concerned. Following the investigation, details of the necessary actions/support to be put into place will be kept on record and a copy given to the learner and the tutor involved. The Curriculum Head may refer the matter to the Director of Adult & Higher Education if the matter is still not resolved or serious. A verbal caution, a written reprimand or a **Final Warning** may be issued.

Consequences of Serious Misconduct

- A referral by any member of staff directly to the Head of Faculty or Deputy Principal (Students) or Head of Boarding or, for adults, directly to the Director of Adult & Higher Education can be made at any time for serious misconduct. A **Final Warning** or an immediate **suspension** from college may be issued. Parents/guardians of 16-19 year old students will, if at all possible, be informed of the decision to suspend before the student is escorted from the campus.
- In very exceptional circumstances e.g. violent behaviour or use or sale of illegal drugs, a student may be permanently excluded without previous warning.

The Final Warning

Students will only be issued with one **Final Warning**. If attendance, work or behaviour does not improve within a pre-determined period of time to meet the reasonable targets set by the Head of Faculty or Deputy Principal (Students) or Head of Boarding or Director of Adult & Higher Education, the student will be asked to leave the college. If the student improves temporarily but then returns to his/her previous poor attendance, behaviour or work patterns s/he will be asked to leave without a second warning being given.

Suspension

Only the Deputy Principal (Students), Director of Adult & Higher Education or a delegated deputy like a Head of Faculty or Head of Boarding can suspend students from College. Suspension will normally be up to five working days, or for the duration of an investigation into an incident, and in the case of serious misconduct will be followed by a **Final Warning**.

Suspension involves a total prohibition on access to the College and any participation in College activities. The student and his/her parents/guardians, if the student is a full time 16-19 year old, will be informed of the suspension and reasons for it in writing.

Permanent Exclusion

Only the Deputy Principal (Students), the Director of Adult & Higher Education for adults or a delegated deputy like a Head of Faculty can permanently exclude a student from college. Permanent exclusion may or may not take place after a **Final Warning** has been given.

The student and his or her parents/guardians (if the student is under 19) will be informed of the permanent exclusion in writing and will be given information about the College's Appeals Procedure.

Appeals Against Permanent Exclusion

In all cases where a student is required to withdraw from College s/he will have the right of appeal to the Principal. Students and, if appropriate, parents/guardians will be informed of this in writing. Appeals to the Principal must be made in writing within five working term time days of the receipt of the Deputy Principal's (Students) or Director of Adult & Higher Education's, or their delegated deputy's, decision to require a student to leave. The student should set out in their letter their reasons for appealing. Once the appeal is lodged the student will continue to be excluded from College until the appeal is heard and a decision made.

All students required to leave College shall have the right to present their case in person to the Principal, or his delegated deputy, with one other person, who may be a parent/guardian or friend but not a legal representative, in attendance if they so wish. During an Appeal the Principal may receive representation from the student concerned, parents/guardians, Head of Faculty, Head of Boarding, Adult & Higher Education Division Curriculum Head, tutor and any other person he deems appropriate.

The College will undertake to hear the appeal within fifteen working term time days of it being lodged.

The Principal may either:

- (i) Uphold the Deputy Principal's/Director of Adult & Higher Education's decision to require the student to withdraw
- or
- (ii) Reinstate the student, with or without conditions as appropriate.

The Principal's decision shall be final.

Involvement of Parents/Guardians

The parents/guardians of all full time 16-19 students will be kept informed of any disciplinary action taken against their son or daughter, other than a verbal reprimand.

Letters will be sent by first class post to the home address and/or parent email address listed on the student's record.

The College will make every effort to keep in contact with parents but cannot take responsibility if communications are not received because they are intercepted by the student.

The college values the support and involvement of parents/guardians and will continue to liaise with them throughout the student's college course even if the student wishes to become independent of parental involvement on reaching the age of 18 years. The only exceptions will be where a student is officially estranged from his/her parents or they are a care leaver.

Monitoring and Review

All suspensions, permanent exclusions and appeals are logged and form the basis of an annual monitoring report to the Senior Management Team, which is reported to the Governing

Body for information. The policy is reviewed annually.