



# Student Disciplinary Procedure

## Verbal Warning (Informal Stage)

Chair: Course Tutor

- To address minor misconduct or breaches of behaviour expectations in an informal and constructive manner
- repetition of behaviour may trigger a 2 week action plan
- If student is under 18 parents/carers must be informed of plan
- if no improvement or behaviour is still below expectation at the end of the 2 week period this may trigger the next stage
- Lecturer to record meeting and outcome on Microsoft form
- Student Success Mentor to sign off action plan created by Course Tutor.
- Invited to meeting-Course Tutor, Student Success Mentor and Student

## Stage 1 Formal Disciplinary

Chair:CourseTutor

- To formally address repeated or more serious misconduct that was too serious for verbal warning or not resolved at the verbal warning stage.
- A formal disciplinary meeting is scheduled for the student with the Lecturer (chair), Student Success Mentor and student
- For student under 18 Parent/Carer to be invited
- Stage 1 outcome can be an action plan, change of support or timetable, restorative approach, first written warning or no further action
- There is no appeal for a stage one outcome
- Lecturer to record meeting and outcome on Microsoft form
- Student Success Mentor to write and monitor action plan.
- Outcome letter to be prepared and sent to student by Chair (signed off by MD) within 5 working days of meeting
- Invited to Meeting-Course Tutor, Student and Parent/Carers and Student Success Mentor

## Stage 2 Formal Disciplinary

Chair: ALS Coordinator

- To escalate a response when there is no improvement after a stage 1 intervention or if the misconduct is more serious.
- A formal disciplinary meeting is scheduled with Lecturer, Student Success Mentor, Send Coordinator (Chair) and Student
- For Students under 18 Parent/Carer to be invited.
- Stage 2 outcome could be downgrade to stage 1, no further action, action plan, first written warning or change of support/timetable.
- There is no appeal for a stage two outcome
- Send Coordinator to record meeting and outcome on Microsoft form
- Student Success Mentor to write and monitor action plan.
- Outcome letter to be prepared and sent to student by Chair (signed off by MD) within 5 working days of meeting
- Invited to Meeting-ALS Coordinator, Course Tutor, Student, Parent/ Carers and Student Success Mentor

## Stage 3 Formal Disciplinary

Chair: Deputy Principal

- To escalate a response when there is no improvement after a stage 2 intervention or if the misconduct is more serious or constitutes gross misconduct as defined within policy
- A formal disciplinary meeting is scheduled with Lecturer, Deputy Principal (chair) , Student Success Mentor, Send Coordinator and Student
- For Students under 18 Parent/Carer to be invited. appropriate representative from KCC to be invited (Sen dept, SW, VSK)
- Stage 3 outcome could be downgrade to stage 1/2, no further action, action plan or change of support/timetable, first or final written warning or could lead to exclusion.
- Stage three outcome cannot be appealed except in the case of exclusion.
- Deputy Principal to record meeting and outcome on Microsoft form
- Student Success Mentor to write and monitor action plan.
- Meeting to be recorded using Teams
- In the case of exclusion formal letter to be sent to KCC advising them of decision.
- Outcome letter to be prepared and sent to student by Chair (signed off by MD) within 5 working days of meeting
- Invited To Meeting-Deputy Principal, Course Tutor, ALS Coordinator, Student, Parent/ Carer, KCC SEND funding and monitoring Officer and Student Success Mentor

## Exclusion appeal

Chair: Principal

- Exclusion appeals to be made within 14 calendar days in writing to the Managing Director.
- Exclusion appeal meeting to be scheduled and all parties who attended Stage 3 disciplinary to attend.
- Chair of stage three to present case for exclusion.
- Meeting to be recorded using Teams
- Decision to be made and communicated by the chair within 5 working days of the meeting
- Chair to record outcome on Microsoft form.
- The decision of the chair is final and there is no further appeal.
- If exclusion is overturned a final written warning is recorded on system and action plan put in place in line with stage 3 process.
- Invited to Meeting-Principal, Deputy Principal, ALS Coordinator, Student, Parent/ Carer, KCC SEND funding and monitoring Officer and Student Success Mentor