

DOCUMENT DETAILS

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	Governors		Other	
Summary	This policy applies to all students at the college and is used to deal with a minority of cases where informal intervention is not successful or appropriate.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed
None	

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IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	Yes / No
GDPR	Yes / No
Health & safety	Yes / No
Safeguarding	Yes / No

Friendly version of policy available	Yes / No
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POLICY CHANGES

Key updates	Impact	Section reference
Job title updates	None	

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POLICY FLOW CHART

The starting point for disciplinary action will depend on the gravity of the situation. Most issues relating to student academic performance should be resolved at the early indicator stage or during interventions, if not resolved then will escalate to stage 1 or stage 2 of the policy. Stage 3 will be used when stages 1 or 2 have been unsuccessful, or at any point when it is deemed that serious misconduct has occurred.

Process for first six weeks (prior to 42-day census point):

The passport to study is used to monitor attendance, punctuality, behaviour and standard of work prior to the first progress review at 6 weeks, the formal disciplinary process will commence after the 42 days census point.

Intervention / Early Indicator Stage

One instance of poor behaviour the member of staff observing this behaviour is responsible for speaking to the student and re-enforcing the college expectations. Parents where applicable will be emailed to advise of this behaviour and to confirm expectations.

<u>ACTION</u>		<u>EVIDENCE</u>
<p><u>Stage One - Informal Resolution</u></p> <ul style="list-style-type: none"> • After 3 instances of concerning behaviour, the academic tutor to conduct a short informal meeting with student, during progress and tracking session. • An action plan will be agreed and reviewed within 3 weeks (SD2) • All staff involved with the student will be informed of outcome. <p>Responsibility: Academic tutor</p>	<p>Stage 1</p>	<ul style="list-style-type: none"> • Cause for concern online form through eILP • Subject tutor / other member of staff must raise initial concern with course tutor if local actions have not resolved the issues. • An action plan will be completed and reviewed by the course tutor (SD2). • A verbal warning is issued. • Outcome of review meeting is recorded on the eILP / StudentTrack. • Sources of support – referred to wellbeing mentor, behaviour mentor or learning support. • Parents to be notified.
<p><u>Stage Two - Case Conference</u></p> <ul style="list-style-type: none"> • Student to attend a case conference, chaired by relevant CM or HoF. Academic tutor / wellbeing mentor and parent / guardian (if under 18) invited to attend. • At the case conference the manager will explore ongoing reasons for not meeting expectations on previous action plan, agree support options and new targets for the next 3 weeks (SD3). • All staff involved with the student will be informed of outcome. <p>Responsibility: Head of faculty / curriculum manager</p>	<p>Stage 2</p>	<ul style="list-style-type: none"> • Action plan with timescales is recorded on the case conference form (SD3). • Progress is reviewed using the review meeting form (SD2). • Ensure recorded on the eILP / StudentTrack • Sources of support - referred to wellbeing mentor, behaviour mentor or learning support.
<p><u>Stage Three - Formal Disciplinary Policy</u></p> <ul style="list-style-type: none"> • Investigating officer, usually the head of faculty, is appointed to undertake a thorough investigation of the facts. • A panel will be formed, normally chaired by the head of student experience or assistant principal, and the student and parent / carers invited to attend a disciplinary hearing (SD4). 	<p>Stage 3</p>	<ul style="list-style-type: none"> • The panel will have access to the full evidence gathered throughout the disciplinary policy. • A note taker will record discussion at the hearing. • A formal letter will be sent informing the student of the outcome. The parent /

<ul style="list-style-type: none"> • The hearing will take place after which a decision will be made by the panel. • All staff involved with the student will be informed of the outcome, which is recorded (SD6) on StudentTrack, and a relevant flag placed on EBS if appropriate. • If the recommendation is to exclude, this will be forwarded to the vice principal of curriculum and support for authorisation. <p>Responsibility: Assistant principal</p>		<p>guardian (if under 18) and employer (if apprentice) are informed as appropriate (SD5 – exclusion & SD7 – removed from disciplinary process).</p> <ul style="list-style-type: none"> • If the student returns, conditions may be set and monitored on the eILP. • Sources of support – referred to wellbeing mentor, behaviour mentor or learning support
<p><u>Appeal Process</u></p> <p>A student may appeal to the vice principal within 10 working days of the notice of the outcome of the disciplinary hearing, giving grounds for appeal.</p> <ul style="list-style-type: none"> • All staff involved with the student will be informed of the outcome. <p>Responsibility: Vice principal</p>	<p style="text-align: center;">↓</p> <p style="text-align: center;">Appeal</p>	<ul style="list-style-type: none"> • New evidence supporting the case. • Following an appeal, a letter will be sent informing the student of the outcome. This decision is final.

1. PURPOSE AND OBJECTIVES

- 1.1 Nottingham College aims to provide a safe and supportive learning environment for students and staff. At induction, students will work through and sign up to the Nottingham College student professional standards ([SD1](#)). This identifies the professional standard of student conduct expected by the college.
- 1.2 Most minor breaches of the student agreement are addressed and successfully resolved at a local level, by swift and effective informal intervention by the member of staff witnessing low level misconduct or low-level classroom disruption.
- 1.3 During the first six weeks of a full time 16-18 student's programme of study (PoS), the passport to study is used to monitor attendance, punctuality, behaviour and standard of work. There will be three passport to study (P2S) review points to ensure students are set on the correct course (week 2, 4 & 6). At any of these points if the student is deemed at risk an action plan will be implemented, recorded intervention on student track and parents notified where applicable.

The first progress review is completed by week 6, at which point the Academic tutor will review the student's overall performance. Based on performance at this stage, a student may remain on the chosen PoS or be transferred onto a different level or subject area if it is agreed that this PoS is not appropriate. For a small number of students, it may be decided that a PoS at Nottingham College is not appropriate, and the student is withdrawn at this point.

- 1.4 The student disciplinary policy applies to all students at the college and is used to deal with a minority of cases where informal intervention is not successful or appropriate. It consists of three stages; a student can enter the process at stage 1, 2 or 3 depending on the nature and severity of the case:
 - Stage 1 – Cause for concern referral - verbal warning issued on the eILP.
 - Stage 2 – Case conference – written warning recorded in the eILP.
 - Stage 3 – Formal disciplinary interview - paperwork to be scanned to eILP.

Please note these formal stages will commence once the passport to study has been signed off but in extreme cases the college reserves the right to proceed directly to stage 3 process.

- 1.5 The first two stages of the procedure are primarily designed to encourage the student to improve attendance, work and/or behaviour, with support from their tutor or wellbeing mentor, and therefore will avoid reaching stage 3 of the policy.
- 1.6 Stage 3, the formal disciplinary interview, will be immediately implemented in cases of serious misconduct, without first going through stages 1 and 2 of the disciplinary policy, including during the passport to study period.
- 1.7 Where a student is under the age of 18, the parent / guardian and any associated employer will be advised in writing of any cause for concern about academic or non-academic behaviour and performance and will be invited to any meetings arranged to address concerns.
- 1.8 Where there is reason to believe that a student has committed a criminal offence, the college may continue disciplinary proceedings under this procedure and/or may refer the matter to the police.
- 1.9 If a student is suspended from college pending investigation, they will receive a null absence mark (X) to reflect their suspension and will be provided with work whilst on suspension by the appropriate faculty tutors.

2. THE DISCIPLINARY PROCEDURE

- 2.1 Where there are persistent issues or failure to comply with the student commitment or student professional standards (SD1) a cause for concern will be issued to the student.

Stage 1: Cause for concern – verbal warning

- 2.2 Where the academic performance and/or non-academic conduct of the student is giving cause for concern and local resolution is not achieved, the academic tutor or other member of staff will report this concern by completing the cause for concern referral form on the eILP. The academic tutor will know whether the student is receiving support and will take advice / representation from support staff as appropriate.
- 2.3 The academic tutor, in conjunction with the subject tutor, will discuss matters with the student. If appropriate, a verbal warning will be issued specifying the reasons for the warning and the consequences of further misconduct. The academic tutor will agree an action plan with the student and targets will be set, to be achieved normally within three working weeks. Support will be offered, where appropriate, to help the student achieve the necessary improvement. The action plan and any verbal warning will be recorded on the cause for concern in the eILP.
- 2.4 A copy of the cause for concern referral ([eILP](#)) will be:
- Given to the student; and,
 - Reviewed by the academic tutor.

An action plan will be completed, logged within the eILP and agreed with the student.

- 2.5 At the end of the agreed period (maximum of three weeks) a meeting will take place with the academic tutor and the student to review the action plan.
- 2.6 If the action plan is completed satisfactorily and signed off by the student and academic tutor, the disciplinary procedure stops at stage 1 and evidence is recorded on the student eILP. The outcomes will be recorded on the review meeting form (SD2), which will be scanned and attached to the eILP.
- 2.7 If the student has failed to show the required improvement, the academic tutor will advise the head of faculty / curriculum manager, who will call a case conference.
- 2.8 All staff involved in the teaching and support of the student will be informed of the outcome of stage 1.

Stage 2: Case conference – written warning

- 2.9 Three days' notice of the date, time & place of the case conference, together with an invitation to attend will be given to:
- The student;
 - The parent / guardian and employer (if the student is under 18); and,
 - The academic tutor.
- 2.10 The head of faculty / curriculum manager will chair the case conference. Issues giving rise to the case conference will be discussed. If appropriate, a written warning will be issued specifying the reasons for the warning and the consequences of further misconduct. An action plan will be agreed and recorded on the case conference form (SD3) which is signed by the head of faculty / curriculum manager and student, and scanned to the eILP behaviour file.

- 2.11 The head of faculty / curriculum manger will send written confirmation of any written warning and the agreed action plan, using the case conference form (SD3), to:
- The student;
 - The parent / guardian and employer (if the student is under 18);
 - The academic tutor; and,
 - Other members of staff as appropriate.
- 2.12 After three working weeks, a review of the actions agreed at the case conference will take place with the student and the outcome will be recorded on the review meeting form (SD3), which is circulated to:
- The student;
 - The parent / guardian and an associated employer (if the student is under 18);
 - The academic tutor; and,
 - Other members of staff as appropriate.
- 2.13 If the action plan is completed satisfactorily and signed off by the student and head of faculty / curriculum manger, then the disciplinary procedure stops at stage 2 and evidence is recorded on the student's eLLP within the student behaviour file.
- 2.14 If after three working weeks there is no evidence of improvement / progress:
- The student may decide to withdraw from the subject / course and be referred to the admissions / guidance team; or,
 - The formal disciplinary interview (stage 3) may be invoked by the head of student experience or assistant principal.
- 2.15 If the student has made some progress towards complying with the agreed course of action, the head of faculty / curriculum manger may agree a two working week extension to allow for completion.
- 2.16 Written notice of the decision to grant an extension will be given to:
- The student;
 - The parent / guardian and any associated employer (if the student is under 18);
 - The course tutor; and,
 - Other members of staff (if applicable).
- 2.17 If at the end of the two working week extension the student has failed to comply with the agreed course of action, the student may decide to withdraw from the subject / course. Otherwise, the head of faculty / curriculum manger will inform the head of student experience/assistant principal and the formal disciplinary interview will be invoked (stage 3). Note: in cases where more than one department is concerned, it is advised that there should be consultation between the relevant faculty teams.
- 2.18 All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

Stage 3 Formal disciplinary interview

- 2.19 This will be followed when stages 1 and 2 of the disciplinary procedure have not been successful and/or when it is alleged that serious misconduct has occurred and a student is immediately moved into the formal process, without going through stages 1 and 2.
- 2.20 The following lists some examples considered to be serious misconduct, but is not comprehensive or exclusive:
- Failure to comply with stages 1 and 2.
 - Conduct which constitutes a serious breach of the college safety regulations and which puts / might have put staff and/or students at risk.

- Conduct of a violent or potentially violent nature, either in person or on-line.
 - Being intoxicated on college premises.
 - Supplying or in possession of intoxicating substances.
 - Serious harassment, discrimination (e.g., racial or sexual) or bullying / online bullying or contravention of the equality, diversity and inclusion policy.
 - Illegal computer misuse / hacking.
 - Serious plagiarism / cheating.
 - Theft of college or other students' property.
 - Damage to college property.
 - Carrying and use of weapons that could be used in a threatening manner.
 - Other conduct, which might be damaging to the reputation of the college.
- 2.21 Serious misconduct alleged to have occurred on college premises, on college educational visits or on college transport is covered by this procedure.
- 2.22 A criminal conviction, whether or not it occurred on college premises, could also lead to a formal disciplinary interview being invoked. There is the potential for an assistant principal to make the decision to immediately suspend a student where there has been a potential criminal offence committed and the police to be notified. Where a student is suspended pending the outcome of police enquiries, the college reserves the right to commence proceedings under the student disciplinary policy when the results of the enquiries into any criminal proceedings are known. The assistant principal will inform the student in writing of any such suspension.
- 2.23 If a student has failed to comply with stages 1 and 2, or serious misconduct has taken place, then the following procedure will be implemented by the head of student experience or assistant principal.
- 2.24 In some cases, the student will be suspended pending a formal investigation into the allegations. The assistant principal must inform the vice principal curriculum and support or their nominee (who will be a member of the senior leadership team) of any suspensions and their reasons. The head of centre will inform the student in writing of any such suspension within two working days.
- 2.25 The assistant principal will appoint an investigating officer, normally the head of faculty, who will undertake a thorough investigation into the facts and compile related evidence.
- 2.26 The student shall be notified in writing that they are required to attend a formal disciplinary interview (SD4). Students should normally be given a minimum of five working days between receipt of the letter and the date of the interview to enable them to prepare.
- 2.27 The letter will:
- set out the allegations made;
 - enclose copies of all reports, statements and other evidence arising from the investigation, which will be considered at the interview;
 - advise the student (and their parents and any associated employer, if under the age of 18) of their right to be accompanied by a person of their own choosing, but that that person may not be acting as a legal representative;
 - advise the student of the investigating officer's right to call witnesses at the interview and, if so, supply names of such witnesses and the statement from each such witness;
 - advise the student of their right to call witnesses, in support of their case and that names of witnesses must be supplied to the college in advance of the interview; and,
 - attach a copy of or include a signpost to the student disciplinary policy.
- 2.28 The student must indicate, prior to the date of the meeting, that they will attend the interview and inform the college of the name of the person who will be accompanying them and the

names of any witnesses. If the student and their representative fail to attend the interview without good reason, the hearing may proceed in their absence.

- 2.29 The formal disciplinary interview will be conducted by a panel of at least two members of the faculty management team who have not been involved in the investigation. This will include the head of student experience or assistant principal who will chair the meeting. If they are not available, another member of the college leadership team may be nominated by the vice principal curriculum and support to chair the interview. For students on a higher education course, the vice principal innovation and improvement will also attend the interview. A detailed note of the interview will be taken and retained as part of the documentation of the case.
- 2.30 It is the responsibility of the investigating officer and student respectively to arrange for their witnesses to be present, if desired.

3. FORMAT OF FORMAL DISCIPLINARY INTERVIEWS

- 3.1 The head of student experience or assistant principal will be responsible for convening the interview and for ensuring that the meeting is recorded. The head of student experience or assistant principal will chair the meeting and may exclude any person who behaves unreasonably or disregards the instructions of the chair.
- 3.2 The meeting will normally take place within a maximum of 10 working days of the student being notified of the interview.
- 3.3 The investigating officer will be responsible for presenting the evidence to the panel. They will state the case in the presence of the student (and representative if present). Witnesses (arranged prior to the interview) may be called individually by the investigating officer in support of the case.
- 3.4 When the investigating officer and any witnesses called have given evidence, they may be questioned about the evidence by the student (or representative if present).
- 3.5 The panel may also ask questions of the investigating officer and witnesses on the submitted evidence. Note: after completion of the above stages, any witness(es) will be:
- (a) instructed not to discuss the case with anyone until after the interview has been concluded; and,
 - (b) asked to leave the meeting.
- 3.6 The student (or representative) will state their case in the presence of the investigating officer. Witnesses (arranged prior to the hearing) may be called by the student (or representative) in support of the student's case.
- 3.7 When the student and any witnesses called have given evidence, they may be questioned by the panel. Note: after completion of these stages, any witnesses will be:
- (a) instructed not to discuss the case with anyone until after the interview has been concluded; and,
 - (b) asked to leave the meeting.
- 3.8 The investigating officer will have the opportunity to summarise their position.
- 3.9 The student (or representative) will have the opportunity to summarise their position.
- The student (and representative if present) and the investigating officer will withdraw.
 - The panel will deliberate in private. If recall of the investigating officer or student (and representative) is necessary to clarify points, then they will be called. The decision is that of the panel alone.
 - To ensure the disciplinary penalty is reasonable, account will be taken of:

- the student's previous disciplinary and academic record;
- the penalty imposed in similar cases in the past, though each case will be decided on its specific evidence and the panel will exercise discretion; and,
- any mitigating circumstances which might make it appropriate to lessen the severity of the penalty.
- The head of student experience or assistant principal will communicate the outcome of the formal disciplinary interview to the student (and representative), the investigating officer and the vice principal curriculum and support, in writing, within three working days, with reasons.
- If the student is permanently excluded, the letter will be sent from the vice principal curriculum and support and will indicate the student's right to appeal against the decision (SD5).
- Where a student is not permanently excluded following stage 3, the record of outcome (SD6) will be completed and placed on the student eLP within the student behaviour file. Failure to comply with the agreed conditions will result in immediate permanent exclusion until an agreed date, at least after the end of the current academic year, as decided by the head of student experience or assistant principal and confirmed by the vice principal curriculum and support.
- Any temporary exclusion from the college during this process should not result in the student losing the opportunity to take part in any public examinations or external assessment for which the student is entered as a candidate.
- Students will be provided with work to complete during the period of temporary exclusion from the college by the faculty team, to ensure they are not disadvantaged and miss learning opportunities.
- If the student is permanently excluded they will be withdrawn with immediate effect, the right to participate in external assessment is forfeited and the exclusion will be recorded on the student file. The vice principal curriculum and support will keep a record of exclusions and ensure that they are recorded on the college's student record system until the agreed exclusion date has expired.
- Each exclusion will be reviewed on a case by case basis, this is to ensure individual circumstances which may have an impact on the outcome have been considered by the panel.
- All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

4. APPEAL PROCEDURE

- 4.1 The student will have the right to appeal in writing to the vice principal within 10 working days of the notice of exclusion.
- Appeals are permitted only on grounds that new evidence has come to light which supports the student's case or a procedural irregularity has occurred.
 - The written appeal will be considered by the vice principal who will decide on whether there are sufficient grounds for convening an appeal panel.
 - The vice principal curriculum and support will convene the appeal panel as soon as it is reasonably possible to do so, and within 15 working days. The vice principal will inform the student of their right to be accompanied at the appeal meeting by a person of their own choosing, but that that person may not be acting as a legal representative.
 - The appeal panel will consist of at least three people, of whom:
 - One will be the vice principal, or if unavailable another member of the senior leadership team;
 - Two will be members of the college leadership team; and,
 - A note-taker will be present.
 - The panel membership should reflect any equal opportunities issues of the case in question, where possible.

- The panel and student shall have access to the notes of the student disciplinary interview.
 - At the appeal meeting, the student and/or their representative will present the grounds for appeal and evidence to the panel. The panel will be required to consider new evidence.
- 4.2 On hearing the grounds for appeal and examining the related evidence, the panel may decide to uphold or amend the decision of the formal disciplinary interview. In the event of the panel not being able to reach agreement, the majority view will prevail, with the vice principal having the casting vote.
- 4.3 The appeal panel's decision is final.
- 4.4 Within five working days of the appeal meeting, the vice principal will confirm the outcome of the appeal in writing to the student with a copy placed on the student's file.
- 4.5 Where a student is not permanently excluded following an appeal meeting, the record of outcome form (SD6) will be completed and placed on the student's file. Failure to comply with the agreed conditions will result in immediate permanent exclusion until an agreed date at least after the end of the current academic year as decided by the head of centre.
- 4.6 All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.
- 5. EXCLUSION GUIDANCE – SEE APPENDIX 1**
- 5.1 Exclusion resulting due to gross / serious misconduct this will be as a result of a stage 3 meeting and the student will be notified in writing and have the right to appeal.
- 5.2 Information pertaining to the exclusion will remain on a student's college record for two years, this is to enable college staff to make an informed decision if student reappplies for a college course.
- 5.3 Exceptionally serious cases may remain on file for up to three years

Appendices

SD1 Student professional standards
SD2 Review meeting form
SD3 Case conference form
SD4 Formal disciplinary interview sample letter
SD5 Permanently excluded / exit from college sample letter
SD6 Record of outcome form
Nottingham College behaviour support plan
Appendix 1 – exclusion guidance

College		Student	
<p>At Nottingham College every student is valued as an individual. Nottingham College promises to do its best to:</p> <ul style="list-style-type: none"> • Treat you respectfully. • Help you choose the right programme of study. • Help you fulfill your potential as a student. • Deliver so much more than your qualifications ensuring you leave the college with professional and employment skills to support your successful progression. • Develop productive working relationships with you. • Give you the support that you need to succeed. • Set targets for you which are challenging but achievable. • Ensure assessments and reviews are clear and regularly carried out, with feedback provided. • Provide resources which meet your needs in college. • Liaise with parents, employers, and outside bodies to support your progress and provide information. • Offer advice on further opportunities when course finishes; and, • Deal promptly with any complaints you have. • Comply with college commitment (see eILP and P2S) <p>Plagiarism The college and exam boards will not tolerate plagiarism or other forms of academic cheating. In addition to the normal checks, the college will be actively sampling student work with anti-plagiarism software. Those caught cheating will face stage 3 disciplinary procedures.</p>		<p>We want you to succeed on your study programme at Nottingham College, developing your professional skills and preparing for employment along the way. Therefore, it is expected that you:</p> <ul style="list-style-type: none"> • Adhere to the student commitment (insert link) • Follow all college policies and procedures. • Attend all sessions. • Always wear the college identity card. • Use IT and electronic devices responsibly and respectfully and only when authorised by the teacher. • Avoid the use of swearing and bad language. • Seek help when you need it and take the support offered. • Follow assessment guidelines and avoid plagiarism and cheating. • Play an active part in promoting equality, diversity, and inclusion by: <ul style="list-style-type: none"> ➢ Refusing to take part in behaviour which degrades others, including the use of social media or online platforms ➢ Reporting inappropriate behaviour • Make Nottingham College a safe learning environment by: <ul style="list-style-type: none"> ➢ Following health and safety guidelines. ➢ Taking care of college buildings, furniture, and equipment; and, ➢ Leave your learning space tidy and ready for use by the next group. • Respect the local community and represent the college in a positive manner. <p>All the college's policies, including those on health & safety and equality, diversity & inclusion, are available on Studentnet. Forms for comments, commendations and complaints are available on Studentnet and from the college receptions.</p>	
Academic Tutor Name:		Student Name:	
Signed:		Signed:	
Date:		Date:	

Review Meeting Form for Stages 1 and 2 - SD2

This form is to be completed by the Academic Tutor with the student

Student Name		Name of Academic Tutor	
Programme		Faculty Area	
Student ID Number		Date	

Outcome of Stage 1 – Cause for Concern (3weeks) Satisfactory <input type="checkbox"/> Extension given <input type="checkbox"/> (can extend the period for another 2 weeks)	
Comments <div style="text-align: right; margin-top: 20px;">Signed: _____ (Academic Tutor)</div>	
Unsatisfactory <input type="checkbox"/> <div style="text-align: right; margin-top: 20px;">Signed: _____ (Student)</div>	
Outcome of Stage 2 – Case Conference (3 weeks) Satisfactory <input type="checkbox"/> Extension given <input type="checkbox"/> (can extend the period for another 2 weeks)	
Comments <div style="text-align: right; margin-top: 20px;">Signed: _____ (Head of faculty/Curriculum Manager)</div>	
Unsatisfactory <input type="checkbox"/> <div style="text-align: right; margin-top: 20px;">Signed: _____ (Student)</div>	

If unsuccessful, please attach copies of relevant documents (e.g., tutorial records, progress reviews, cause for concerns, action plans) to a copy of this form and send to head of centre. Retain copies for student file.

Copies to: Student, parent / guardian, and associated employer (if student under 18 yrs.), course tutor, subject tutor and any other staff member concerned as appropriate.

Stage 2 - Case Conference Form - SD3

Student Name				Student ID Number	
Programme				Date	
Written warning issued? (Please circle)	YES	NO			

This form is to be completed by the Academic Tutor with the student.

Date	Action/Targets Set	Review Date (3 weeks)

I agree to meet the targets outlined above by the date specified.

Signed:

Student		Academic Tutor	
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Use the review meeting form (SD2) to record outcomes against these actions.

Sample Letter for 'Notice of Disciplinary Interview' – Stage 3SD4

(Date)

(Name and address)

X
X
X
X

Dear

Following an allegation of and a subsequent investigation into this allegation, I am writing to inform you that a disciplinary interview will take place onin room at

You may bring a representative to this hearing; a friend, relative or a student representative. This person may not act as a legal representative. You are also entitled to call witnesses in support of your case, provided that you inform us in advance of the hearing.

<IF RELEVANT> The investigating officer will be calling the following witnesses:

- Name
- Name

Their statements are enclosed.

I have enclosed a copy of the Student Disciplinary Policy and all documentation from the investigation. These will be considered at the interview.

Prior to the interview taking place, please confirm your attendance and the names of any person(s) accompanying you or acting as a witness.

Yours sincerely

(Head of Student Experience/Assistant Principal)

Cc Academic Tutor
Head of faculty/Curriculum Manager
Parent / Guardian (if under 18)
Employer (if an apprentice)

Sample Letter for 'Exit from College' - SD5

(Date)

(Name and address)

X
X
X
X

Dear

At the disciplinary interview held on the panel considered all evidence presented and concluded that (Insert outcomes/reasons for exclusion, from notes of meeting).

Therefore, it is with great regret that this has resulted in you having to leave the college.

As you know, we have detailed notes of all the stages and meetings held to encourage you to get back on track. If, however, you disagree with our decision to ask you to leave the college, you have a right to appeal.

A copy of the college's Student Disciplinary Policy, including the appeals procedure, is enclosed.

We wish you well in the future.

Yours sincerely

(Assistant Principal)

cc: Course Tutor
Head of Faculty / Curriculum Manager
Parent / Guardian (if under 18)
Employer (if an apprentice)

Student Name		Student ID Number	
Programme		Date of Interview	
Panel Members:			

Withdrawn	Y/N	Excluded until:	
Unconditional return	Y/N		
Conditional return	Y/N	Conditions as below	
Conditions		Monitored By	Review Date (within 6 weeks)
Signed.....(Head of Student Experience or Assistant principal).....(Student)			
Outcome of Review			
Taken out of Student Disciplinary Process <input type="checkbox"/>			
Excluded from college <input type="checkbox"/>			
Signed: (Head of Student Experience or Assistant Principal)			
Signed: (Student)			

cc: Student (with letter if excluded), Academic Tutor, Head of faculty) / Curriculum Manager Head of Student Experience Assistant Principal Vice Principal

APPENDIX 1

EXCLUSION GUIDANCE

Students should know which acts or omissions could result in disciplinary action being taken. It is not possible to list all specific offences or omissions which are likely to result in disciplinary action under this procedure as each situation is dependent on its own circumstance. Therefore, this list of examples are not intended to be exclusive or exhaustive and there may be other offences of a similar gravity which may constitute misconduct or gross misconduct. Equally the examples listed under each category below do not preclude the type of offence being viewed as more closely fitting another category of greater or lesser seriousness depending on the circumstances.

Misconduct resulting in two-week suspension, which will be reviewed weekly, before student is reinstated to ensure action plan has been completed, including completion of course work.

- Failure to comply with stages 1 and 2 of the disciplinary procedure, where these are pertaining to attendance issues.
- Minor abuse of members of staff, students, or members of the public.
- Refusal to comply with reasonable requests.
- Minor contravention of the student commitment and student professional standards.
- Misuse of property.
- Breaches of health and safety rules.

Gross / serious misconduct resulting in permanent exclusion for the remaining academic year, this will be reviewed on a case-by-case basis when applicant reapplies to college.

- Failure to comply with stages 1 and 2 where this relates to serious behaviour issues.
- Conduct which constitutes a serious breach of the college health & safety regulations and practices, which puts / might have put staff and/or students at risk, including deliberate damage to, neglect of or misappropriation of safety equipment.
- Inappropriate behaviour towards staff or students (physical, verbal, or cyber) including violent, dangerous or intimidatory conduct, serious insubordination, physical assault, or bullying.
- Conduct of a violent or potentially violent nature, either in person or on-line.
- A serious breach of the student commitment or student professional standards.
- Being intoxicated on college premises.
- Supplying or in possession of intoxicating substances.
- Serious harassment, discrimination (e.g., racial, or sexual) or bullying / online bullying or contravention of the equality, diversity, and inclusion policy.
- Illegal computer misuse / hacking.
- Wilful gross breach of the IT user policy.
- Serious plagiarism / cheating.
- Theft of college or other students' property.
- Damage to college property.
- Carrying and/or use of weapons that could be used in a threatening manner.
- Other conduct, which might be damaging to the reputation of the college.
- Serious or repeated wilful failure to carry out reasonable instructions, or to comply with college policies or rules.



NOTTINGHAM COLLEGE BEHAVIOUR SUPPORT PLAN

We set high expectations of our students, both inside and outside the classroom.
This process is to identify and challenge behaviours which falls short of these expectations and the College Values.

EARLY INDICATOR STAGE

After one instance of poor classroom behaviour (not submitting work, using mobile phone, eating in class, being disruptive, etc.), the course tutor is responsible for using behaviour management strategies and emailing the student (copying in parents/carer) to confirm expectations.

For poor behaviour outside of the classroom (rudeness to staff, refusing to wear lanyard etc.), the member of staff concerned is responsible for speaking to the student and commenting on Student track.

STAGE 1

After three instances of concerning behaviour, the Academic Tutor to conduct a short informal meeting with the student, during progress and tracking session, record this on Student track and change RAG rating. After discussion with student, parent/carers need to be informed about the purpose of the Stage 1 meeting and the reasons for it.

Parents do not need to be invited to the meeting. If the Academic tutor is issuing the Stage 1 intervention, they need to inform the PDT via Teams message or email. Learning support need to be informed if linked to student. The Stage 1 behaviour related intervention meetings will be categorised as Stage 1 Support to Meet Expectations.

This meeting will be recorded as a comment on Student Track and cause for concern raised and action plan completed. Within the meeting comment, measurable targets should be agreed to be reviewed within 3 weeks.

Examples of these could be:

- No further incidents of using a mobile phone in classroom
- Written apology provided to member of staff outside of the classroom

All targets must be achieved within the 3-week review.

The Academic tutor is responsible for reviewing and closing Stage 1 or moving to Stage 2 if required. The Academic tutor will contact CM/HoF to inform them that a Stage 2 needs to be arranged.

STAGE 2

At Stage 2, normally a CM/HoF will arrange a meeting (ideally via Teams) between themselves, the student, their parents/carers, Personal development tutor and/or Wellbeing mentor (and Learning Support if relevant), to explore ongoing reasons for not meeting expectations, support options and to agree targets for the next three weeks.

The organiser will need to book sufficient time for both the meeting and any preparation and follow up to take place. Academic tutors will review the targets set within three weeks in a 1-1 progress and tracking session with the student.

All targets must be achieved within the three-week review. The Academic tutor will reduce the level of intervention if targets are met. If targets have not been met, the Stage 2 chair will request a Stage 3 meeting.

STAGE 3

Stage 3 Disciplinary – conducted by the Head of Student Experience (HOSE) or Assistant Principal (AP) will request the meeting face to face or via teams with the student, their parent/carers, the academic tutor, wellbeing mentor or learning support as appropriate, to explore ongoing reasons for not meeting expectations or agreed targets over the previous stages.

Where the panel feel that continued attendance presents a risk to the student to others or to the college environment, an exclusion should be recommended. Alternatively, a final written warning with actions can be issued with acknowledgement that a recommendation for exclusion will be made if actions are not met. A recommendation for exclusion meeting following a Stage 3 (or following failure to meet the action plan) is to be carried out with a member of SLT.

Stage 3 FTS – Where the panel feel that continued attendance presents a risk to the health and wellbeing of the student, a withdrawal on the grounds of FTS should be recommended. Alternatively, a final support plan or suspension of studies* can be agreed but with acknowledgement that a withdrawal will be recommended if the support plan or suspension of studies is unable to bring about the desired results.

A recommendation for withdrawal meeting following a Stage 3 FTS meeting, support plan or suspension of studies is to be carried out with a member of SLT.

*for 16-18 year old students a suspension of studies can only be for a maximum of 3 weeks.

Any appeals following the recommendation outcomes go to the Vice Principal. The terms of a return to college are to be communicated in writing by the Assistant Principal. A student can enter the process at any stage depending on the seriousness of any single incident or pattern of behaviour. The ELT reserves the right to exclude any student immediately where they have committed an act of gross misconduct which means their continued attendance at college is a risk to themselves or others. Any appeals will be submitted to the Vice Principal.

NB: Specific academic tracking and progress is the responsibility of the curriculum staff.