

Student Disciplinary Process

1. Introduction

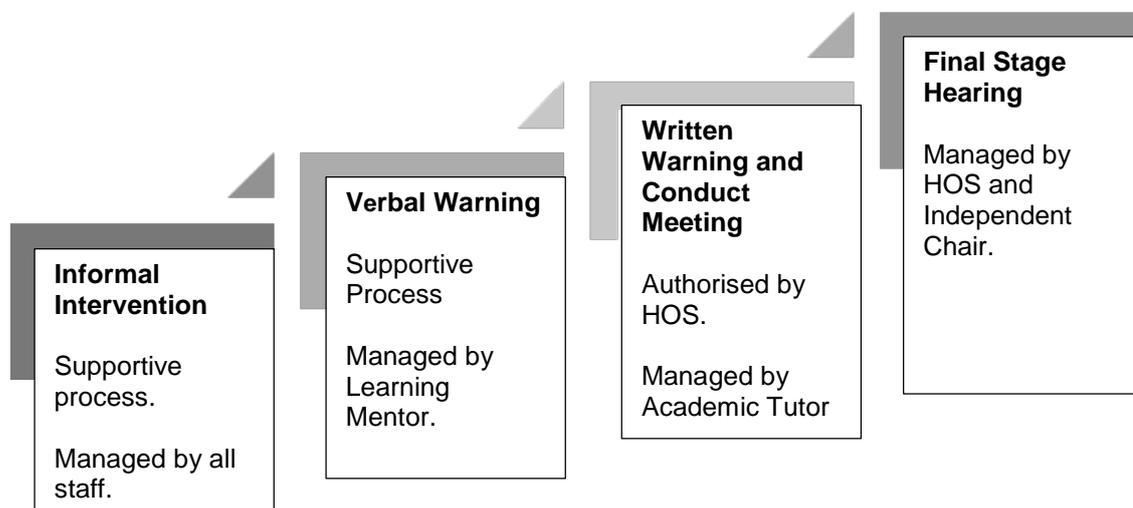
The College is committed to supporting students to be workplace ready, acknowledging student achievement and fostering excellent behaviour. We recognise that positive and productive relationships with students are central to excellent behaviour management. We are also committed to ensuring that staff receive the support and training they need to foster these relationships and manage effectively and fairly any behaviour issues.

All students sign a learning agreement and agree to the GC Student Code of Conduct. Any breach of this agreement, including any breach of Health and Safety or other College regulations, is deemed misconduct.

The College reserves the right to withdraw learners from their programme at our discretion.

2. The Disciplinary Process

[Please note that academic challenges, attendance and failure to submit work will be dealt with through a “course concern” process with the Head of School (as outlined in next section) and outcomes will also be recorded on ProMonitor].



2.1 Stage 1 – Verbal Warning

Where informal interventions have been evidenced on ProMonitor and everything has been done to restore positive behaviour, the Learning Mentor/ Academic Tutor/ training co-ordinator will issue a verbal warning.

Other members of staff can request a verbal warning, but there must be a conversation / communication with Learning Mentors to convey the reasons for this and the opportunities which have been sought beforehand.

- Step 1 – Learning Mentor/staff to provide evidence of communication / conversation
- Step 2 – Verbal warning delivered by Learning Mentor/Academic Tutor/ Training Co-ordinator
- Step 3 – Conversation logged on ProMonitor by Learning Mentor/Academic Tutor/Training Co-ordinator in the 'Manage Learner Meetings' section of ProMonitor.

2.2 Stage 2 – Written Warning

In cases of persistent poor behaviour and/or multiple verbal warnings a conduct meeting will be called. The Academic Tutor will request this escalation from the Head of School. The Curriculum Administration team will send and record all correspondence.

Before issuing a written warning, a conduct meeting will be held between the Academic Tutor and the student normally within 7 working days. The Student is entitled to bring support / representation to this meeting.

The meeting will be recorded in the 'Manage Learner Meetings' section of ProMonitor.

The hearing will have 1 of 3 outcomes:

- Verbal Warning confirmed
- First Written Warning confirmed
- No disciplinary given.

Where a written warning is confirmed, the record will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further misconduct or poor academic performance. Outcomes will be recorded on ProMonitor. A copy of the outcome will be sent by the Curriculum Administration Team to the parent/carer/employer where appropriate.

2.3 Final Stage Hearing

A final stage meeting will be called where:

- **Gross misconduct*** has occurred
- **Significant disruptive event*** needs to be investigated
- There has been a failure to improve following a written warning

A formal hearing will be held between the Head of School and the student normally within 7 working days. The student has the right to bring representation to this meeting. The Curriculum Administration Team will send all correspondence.

***Gross misconduct and significant disruptive events will be heard at a Final Stage Meeting and do not progress through the verbal and written warning stages. Gross misconduct and significant disruptive events may have resulted in immediate temporary suspension.**

2.3.1 Prior to the Meeting

Written notice of this hearing will be given to the student and (if appropriate) sent home to parents / carers / employers (in the case of sponsored students). The written notice will state:

- The nature of the conduct
- The student's entitlement to accompaniment
- Confirmation of the time and place of the meeting
- Because of the nature of the misconduct alleged, it may be recommended that the student be excluded or formally suspended from the College by the Principal.

2.3.2 During the meeting

A report will have been prepared detailing the reasons for a final stage hearing by the Head of School. This report will be presented to a Chair (which could be a Student Officer / Head of Student Welfare / Head of Student Support or other Head of School).

Notes will be taken at the hearing. Parents / carers / employers (in the case of apprentices) **will** be invited to attend the hearing (where a student is under 18 at the start of their course and if over 18 has not withdrawn permission).

The hearing will have 1 of 2 outcomes:

- Formal action plan issued (student then returns to Stage 2 – Written Warning)
- Recommend exclusion to the Principal.

2.3.3 Following the meeting

Where a formal action plan is confirmed, a meeting to review progress against the action plan will be conducted (normally within 20 working days of the student receiving the official warning). Outcomes will be logged on ProMonitor.

If the recommendation is for exclusion or formal suspension, a letter will be sent, where possible, within five working days of the end of the Final Stage Hearing, giving the student notification in writing of the Chair's recommendation and details of how to appeal the decision. The Chair must send a copy of this letter to the Principal.

2.3.4 Right to appeal

The student will have the right of appeal to the Principal against any recommendation for permanent exclusion or formal suspension. A student must send a notice of appeal in writing to the Personal Assistant to the Principal within 10 working days of the date of the recommendation for exclusion or suspension and must give the reasons for the appeal against the outcome of the final stage hearing, along with any **new** supporting evidence.

If the notice to appeal is received within the above timeframe, **and the appeal is allowed**, the meeting with a member of the Executive Team will normally be arranged to take place within 10 working days of the receipt of the written appeal.

At the Appeal Meeting, the student will be invited to explain the reasons for the appeal and to state his or her case. This is not the forum to go over why the original decision was made but to take account of any **new evidence** or consider why the student deems the decision to be unfair.

Any documents considered at the Final Stage Meeting will be available at the Appeal Meeting.

The Chair who made the recommendation to exclude or suspend will be asked to respond to the appeal and explain the reasons for the recommendation.

The Executive Management Team member may ask questions of the student and any witnesses who are called, and will then consider whether to allow or dismiss the appeal. Witnesses will not normally be asked to attend except in relation to any relevant new evidence which has come to light since the final stage meeting.

If the appeal is allowed, the Executive Management Team member may decide that disciplinary action less than that recommended should be taken, including a shorter period of suspension. The Executive Management Team member may also decide that no further disciplinary action should be taken.

Within 5 working days of the appeal meeting, the final decision will be confirmed in writing to the student.

With the exception of the time allowed for making an appeal, time periods stated above are for guidance and may be varied by the College if it is not practicable to adhere to them. Documents sent by recorded delivery will be deemed to be received within 48 hours of posting.

Where a student is permanently excluded, the Chair of the Final Stage meeting must inform the Student Programmes Office in order that it can be flagged on the system.

2.4 Students under 18 /Sponsored Students

If a student under 18 years of age goes through the disciplinary process, with the exception of a verbal warning, a parent or guardian will be invited to attend any

disciplinary or appeal meetings. If a student under the age of 18 is given a formal written warning or permanently excluded, or suspended from the College, a parent or guardian will be informed in writing of the outcome (this correspondence may be through email or letter).

If a student is being sponsored at the College by an employer and is subject to any disciplinary meetings, the employer and the training coordinator will be informed within 5 working days.

2.5 Criminal Offences

Where any member of staff believes that a student may have committed a criminal offence, the College may refer the matter to the Police and may continue proceedings under this procedure or suspend the student pending the outcome of Police enquiries and any charges which may be brought against the student. The College reserves the right to recommence proceedings when the results of any Police enquiries are known.

This strategy and procedure will be reviewed annually in line with College policy.

All disciplinary actions will be recorded on ProMonitor and will be held on the student's digital file for inspection at any time.

All formal disciplinary records will be logged on a central disciplinary database.

3. The Course Concern process.

3.1 Non attendance

As per the Attendance Policy, if a learner has not attended for four weeks they will be contacted via the Curriculum Administration Team with a 'time frame to get in contact or be withdrawn' letter.

3.2 Low or sporadic attendance that is impacting upon achievement

The College reserves the right to withdraw learners from their programme due to low attendance (even as the result of illness or mental ill health), when this is impacting upon achievement of qualification outcomes.

3.2.1 Stage 1 – Verbal Warning

Where a learner has low or sporadic attendance a verbal warning can be issued with realistic targets for improvement to be outlined and reviewed.

The verbal warning is delivered by the Learning Mentor/ Academic Tutor/ Training Coordinator and logged on ProMonitor in the 'Manage Learner Meetings' section of Promonitor.

3.2.2 Stage 2 – Written Warning

Where the attendance targets are not met, an attendance concern meeting can be arranged. The Academic Tutor will request this escalation from the Head of School.

Before issuing a written warning, an attendance meeting will be held between the Academic Tutor and the student.

The meeting will be recorded in the 'Manage Learner Meetings' section of ProMonitor.

The hearing will have 1 of 2 outcomes:

- A further Verbal Warning and targets set
- First Written Warning confirmed

Where a written warning is confirmed, the record will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further absences or poor academic performance. Outcomes will be recorded on ProMonitor. A copy of the outcome will be sent by the Curriculum Administration Team to the parent/carer/employer where appropriate. The Curriculum Administration Team will send and record all correspondence.

3.2.3 Final Stage Hearing

A final stage meeting will be called where:

- There has been a failure to improve attendance following a written warning

An attendance meeting will be held between the Head of School and the student. The student has the right to bring representation to this meeting. The Curriculum Administration Team will send all correspondence.

3.2.3.1 Prior to the Meeting

Written notice of this meeting will be given to the student and (if appropriate) sent home to parents / carers / employers (in the case of sponsored students). The written notice will state:

- The attendance rate and impact of low attendance
- The student's entitlement to accompaniment
- Confirmation of the time and place of the meeting
- It should be identified in the correspondence that the student may be withdrawn from the College due to low/sporadic attendance, highlighting that this breaks the terms of the Code of Conduct agreed at the outset of the course. The disclaimer should be included that "The College reserves the right to withdraw learners from their programme due to low

attendance (even as the result of illness or mental ill health), when this is impacting upon achievement of qualification outcomes”.

3.2.3.2 During the meeting

The Head of School should outline the attendance rate and the impact this is having upon achievement.

The meeting will have 1 of 2 outcomes:

- Formal action plan issued (student then returns to Stage 2 – Written Warning)
- Recommend withdrawal (retrieve Student ID)

3.2.3.3 Following the meeting

Where a formal action plan is confirmed, a meeting to review progress against the action plan will be conducted as per the timeframes in the action plan. Outcomes will be logged on ProMonitor.

If the recommendation is for withdrawal, a letter will be sent giving the student notification in writing of the HoS recommendation and details of how to appeal the decision. (A copy of this letter should be sent to the Personal Assistant to the Principal.)

3.2.3.4 Right to appeal

The student will have the right of appeal to the Principal against a recommendation for withdrawal for attendance reasons if they can provide evidence that there are mitigating circumstances **not** previously raised **AND** evidence that the learner is up to date with all qualification assignments. A student must send a notice of appeal in writing to the Personal Assistant to the Principal within 10 working days of the date of the recommendation for withdrawal and give the reasons for the appeal against the outcome of the final stage meeting, along with any supporting evidence.

If the appeal is allowed, the Executive Management Team member may decide that disciplinary action less than that recommended should be taken.

Within 5 working days of the appeal meeting, the final decision will be confirmed in writing to the student.

With the exception of the time allowed for making an appeal, time periods stated above are for guidance and may be varied by the College if it is not practicable to adhere to them. Documents sent by recorded delivery will be deemed to be received within 48 hours of posting.

4. Failure to submit qualification work.

A learner must follow the assessment policy and request any deadline extensions as per this policy. If a learner fails to submit qualification work by deadlines (or agreed extension deadlines) then the course concern process may be initiated.

The College reserves the right to withdraw learners from their programme due to failure to submit qualification work at our discretion (even as the result of illness or mental ill health), when this is impacting upon achievement of qualification outcomes and/or as per exam board regulations.

The College will explore ways of supporting learners to achieve their qualifications subject to the rules of the relevant examining bodies. This may include offering alternative self-taught unit(s) or nested qualifications where able and rules of combinations allow.

4.1 Written Warning

Where a learner has failed to submit qualification work by agreed deadlines (or agreed extended deadlines) a written warning can be issued with realistic targets for improvement to be outlined and reviewed. [This may include registering the learner for a smaller qualification aim with agreement from HoS]. The Academic Tutor will request this escalation from the Head of School. The Curriculum Administration Team will send and record all correspondence.

The written warning will contain a course of action for improvement within an agreed timescale (usually 2/3 weeks) and outline the consequences of poor academic performance. Outcomes will be recorded on ProMonitor. A copy of the outcome will be sent by the Curriculum Administration Team to the parent/carer/employer where appropriate.

4.2 Final cause for concern meeting

A final stage meeting will be called where:

- There has either been a continued failure to meet deadlines or due to the exam board rules the learner cannot achieve the qualification.

A meeting will be held between the Head of School and the student. The student has the right to bring representation to this meeting. The Curriculum Administration Team will send all correspondence.

4.2.1 Prior to the Meeting

Written notice of this meeting will be given to the student and (if appropriate) sent home to parents / carers / employers (in the case of sponsored students). The written notice will state:

- The deadlines missed and the impact upon achievement
- The student's entitlement to accompaniment
- Confirmation of the time and place of the meeting

- It should be identified in the correspondence that the student may be withdrawn from the College due to failure to submit work, highlighting that this breaks the terms of the code of conduct agreed at the outset of the course.

4.2.2 During the meeting

The Head of School should outline the deadlines missed and the impact this has upon achievement.

The meeting will have 1 of 2 outcomes:

- Formal action plan issued (student then returns to Stage 2 – Written Warning)
- Recommend withdrawal (retrieve Student ID)

4.2.3 Following the meeting

Where a formal action plan is confirmed, a meeting to review progress against the action plan will be conducted as per the timeframes in the action plan. Outcomes will be logged on ProMonitor.

If the recommendation is for withdrawal, a letter will be sent giving the student notification in writing of the HoS recommendation and details of how to appeal the decision. (A copy of this letter should be sent to Personal Assistant to the Principal.)

4.2.4 Right to appeal

The student will have the right of appeal to the Principal against a recommendation for withdrawal for academic reasons if they can provide evidence that there are mitigating circumstances **not** previously raised **AND** evidence that the learner is up to date with qualification assignments. A student must send a notice of appeal in writing to the Personal Assistant to the Principal within 10 working days of the date of the recommendation for withdrawal and give the reasons for the appeal against the outcome of the final stage meeting, along with any supporting evidence.

If the appeal is allowed, the Executive Management Team member may decide that disciplinary action less than that recommended should be taken.

Within 5 working days of the appeal meeting, the final decision will be confirmed in writing to the student.

With the exception of the time allowed for making an appeal, time periods stated above are for guidance and may be varied by the College if it is not practicable to adhere to them. Documents sent by recorded delivery will be deemed to be received within 48 hours of posting.

Related Policies and Procedures	
POL-01	Student Entitlement Policy
POL-05	Equality, Diversity and Inclusion Policy
POL-28	Student Acceptable Use Policy
POL-33	Talkback
POL-04	Data Protection and Information Systems Policy
POL-09	Safeguarding and Child Protection Policy
POL-02	Student Assessment Policy
	Student Agreement and Code of Conduct

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The Student Disciplinary Process

INFORMAL INTERVENTION

VERBAL WARNING

- Step 1 - Provide Evidence of Communication/Conversation
- Step 2 - Verbal Warning delivered by Learning Mentor/ Academic Tutor/ training co-ordinator
- Step 3 - Objectives/Targets set
- Step 4 - Communication logged on ProMonitor by Learning Mentor/ Academic Tutor/ training co-ordinator

CONDUCT MEETING WRITTEN WARNING – authorised by HOS

- Step 1 - HOS Authorise Conduct Meeting and notify Admin team
- Step 2 - Written notice to attend Conduct Hearing – sent to student and Parent / Carer / Employer (if appropriate)
- Step 3 - Hearing recorded on ProMonitor
- Step 4 - Outcome sent to Parent / Carer / Employer (if appropriate)

HEARING - 1 OF 3 OUTCOMES

- Verbal Warning confirmed
- First Written Warning confirmed
- No disciplinary action taken

FINAL STAGE HEARING

Gross Misconduct/Suspension and Persistent Poor Behaviour

- Step 1 - Written Notice to attend Final Stage Meeting – sent to Student and Parent / Carer / Employer (if appropriate)
- Step 2 - Report prepared by Head of School
- Step 3 - Hearing recorded on ProMonitor

HEARING – 1 OF 2 OUTCOMES

- Formal Action Plan issued - student returns to Stage 2 - Written Warning
- Recommend exclusion to the Executive Team

APPEALS

Student is suspended or excluded from the College

- Step 1 - Student appeals decision in writing to the PA to the Principal within 10 days of the date of the exclusion letter
- Step 2 - PA to the Principal arranges for an appeal hearing with a member of the Executive Team within 10 days of receipt of appeal letter.

HEARING – 1 OF 2 OUTCOMES

- Decision to suspend/exclude upheld
- Decision made on different disciplinary action to be taken