

# Discipline Procedure

This is used in case of problems with attendance, punctuality, behaviour or attitude to study and related issues such as plagiarism.

At all stages we aim to give guidance and support to enable the student to modify their behaviour and successfully complete the course. All stages and discussions will be recorded on Cedar.

All students will be treated fairly.

In the case of unacceptable behaviour or a serious offence it may be necessary to temporarily exclude a student to allow for investigation and/or a cooling off period up to a maximum of 15 days.

In the case of behaviour which would be considered as potentially dangerous to the student or others it may be necessary to take the decision to permanently exclude.

The seriousness of the offence will determine the stage of disciplinary warning.

## The Process

### **Level 1 – Recorded on Cedar**

Some problems with behaviour (e.g., attendance, discipline). Issued by Progress Tutor.

Action plan.

Period of 2 weeks to improve.

### **Level 2 – Recorded on Cedar**

More serious issues or insufficient improvement. Issued by Progress Tutor. Parents to be contacted via phone/e-mail.

Action plan.

Period of 3 weeks to improve

### **Level 3 – Recorded on Cedar**

More serious issues/ insufficient improvement issued by Progress Tutor. Parent/Guardians contacted -supported with letter home.

Action plan.

Student to report in to Progress Tutor daily until level 3 expires.

Period of 4 weeks to improve.

### **Level 4– Recorded on Cedar**

More serious issues/ insufficient improvement. Issued by Student Support Managers. Letter sent to inform Parent/Guardian and inviting them to attend a meeting.

Action plan

Regular meeting with Progress Tutor and Student Support Manager. Period of 5 weeks to improve

### **Level 5 – Recorded on Cedar**

More serious issues/ insufficient improvement Issued by Student Support manager. Parent/Guardians involved.

Action plan

Monitored by Progress Tutor and will meet regularly Student Support Manger. If there is no improvement at this stage student may be formally excluded.

Period of 6 weeks to improve. In cases of serious misconduct a stage 4 or 5 may be issued straight away, in which case they will remain on record for 6 months.

## The Appeals Process

### **Level 1 & 2 –**

Verbal application to the appropriate Student Support Manager who will review the decision within 5 working days of the issue of the warning.

### **Level 3 –**

Written application to the appropriate Student Support Manager to review the decision within 10 working days of the issue of the warning. Written reply within 5 working days.

### **Level 4 –**

Written application to the Vice Principal (Student Support) to review the decision within 10 working days of the issue of the warning.

### **Level 5 –**

Written application to the Vice Principal (Student Support) to review the decision within 10 working days of the issue of the warning.

### **Formal Permanent Exclusion-**

Written application to the Principal within 10 working days of the exclusion order. The decision to be reviewed and responded to within 15 working days of receipt of the letter of appeal.