



**Croydon
College**

“RESPECT FOR ALL” – STUDENT DISCIPLINARY POLICY & PROCEDURE
Approved by: Learning and Quality Committee
Date approved: 14 November 2018
Strategy/Policy Responsibility: Vice Principal Education and Quality
Review date: June 2019

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Respect for All - Student Disciplinary Policy and Procedure

1. PURPOSE

- 1.1 The purpose of the Student Disciplinary Policy and Procedure, known as “Respect for All”, is to outline a clear framework for actions that need to be taken following breaches of the Student Code of Conduct.

2. SCOPE

- 2.1 The Policy applies to all students following successful enrolment on a College course of study.
- 2.2 Students in the workplace are also covered by the Policy whilst undertaking their learning.
- 2.3 The principles of the Policy, but not the associated procedures, also apply to 14-16 students, whose governance is with another institution. Disciplinary actions are taken by their governing institution generally in consultation with the College.
- 2.4 Parents, guardians and key workers of students aged under 18, together with appropriate external agencies for all students, may be involved with the implementation of the Policy, as appropriate.
- 2.5 The Policy also applies to all conduct by students in the immediate vicinity of the College, whilst on work experience, on trips or visits and whilst representing the College within the community.

3. PRINCIPLES

- 3.1 As far as is reasonably practicable, the College aims to:
- Promote positive behaviour and readiness to be active members of the college community and citizens of the wider society.
 - Encourage and promote learning and progress for all of its students.
 - Provide a secure and safe environment for its stakeholders.
 - Give consideration to appropriate action when apparent breaches of the Student Code of Conduct occur, which may include early intervention, support for students with learning difficulties, disabilities or conditions, opportunities for improvement, and a range of sanctions, according to all the circumstances.
 - Maintain contact with parents/guardians, carers, schools and employers, where appropriate to the age and ability of the student, to ensure that students are appropriately supported and represented through the various disciplinary stages.



4. DEFINITIONS

- 4.1 The Student Disciplinary Policy and Procedure is commonly known and referred to as “Respect for All” and as such appears in student-related documentation in this way.
- 4.2 Students include:
- 14-16 students whose governance is with the College
 - 16-18 students on courses, including students in the work place, but only whilst undertaking learning on College courses
 - 19+ students on courses, including students in the work place, but only whilst undertaking learning on College courses.

5. POLICY DETAILS

- 5.2 The Policy aims to safeguard the right of individuals to fair and equitable treatment and to ensure that members of the College community are able to work or study within a safe and secure environment.
- 5.3 Any student who does not follow the Student Code of Conduct will, as a consequence, be likely to be subject to disciplinary action. Depending upon the nature of the situation and/or incident, students, as outlined within this Policy will be subject to either an informal or formal process.
- 5.4 The stages of disciplinary action are set out in the Disciplinary Procedure to this Policy (Appendix 1).
- 5.5 The Student Code of Conduct sets out the behaviour and commitment to studies expected of students.
- 5.6 Where a student is involved in a serious incident constituting potential gross misconduct, the College may take the decision to suspend immediately all access to the College and its facilities through a Temporary Exclusion.
- 5.7 Where a student has been arrested and charged by the Police for a criminal act, the College reserves the right to suspend (via a Temporary Exclusion) the student whilst further investigations are carried out. The College will explore opportunities for the student to continue his/her studies, as appropriate in all the circumstances. This may include consideration of suitability to continue studies. If the charge constitutes potential gross misconduct, the College may decide to progress to a Stage 3 hearing as laid out in Appendix 1.



5.8 Gross misconduct includes:

- Unacceptable disruption of others' learning
- Plagiarism or cheating
- Wilful damage to College property
- Bringing the College into disrepute
- Actions or failure to take action in relation to health and safety which put members of the College Community at risk
- Bullying or Harassment including cyber-bullying
- Harassment of, or discrimination against any member of the College community or any member of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age
- Making malicious or false allegations or complaints
- Providing false or misleading information on an application or enrolment form or any formal college documentation (both paper and electronic)
- Bringing, using or distributing prohibited drugs/paraphernalia, alcohol, illegal substances or legal highs into the College, or within the immediate vicinity of the College or being involved in the use or distribution of prohibited drugs or illegal substances outside College
- Being at College or college-related activities under the influence of alcohol, drugs or illegal substances
- Carrying, threatening to use or using an offensive weapon or bringing potential or imitation weapons into the College, or within the immediate vicinity of the College or being involved in threatening to use or using an offensive weapon or of potential or imitation weapons outside College
- Unacceptable use of electronic devices to record sound/images without individuals' knowledge and/or permission
- Using College computers or IT facilities to send abusive, scandalous, obscene or defamatory communications of any kind to any member of the College community or any member of the public including e-mail, on the internet or any other media
- Accessing or downloading any rude or obscene images or other material from the internet or by email or otherwise being in possession of rude or obscene material or publications or images in any media
- Taking part in, or encouraging others to take part in, illegal extremist activities intended to radicalise themselves or others
- Being a party to a criminal act
- Violent, aggressive or threatening behaviour towards any member of the College community or any member of the public

This is not an exhaustive or exclusive list but it is intended to provide examples of gross misconduct and offences of a similar nature will be regarded as gross misconduct.



Where there is repeated serious and/or minor misconduct, whether of the same or a different form of misconduct, then the Procedure will apply as for Gross Misconduct.

- 5.8 If a criminal offence may have been committed, or is suspected, the matter will be passed to the Police to undertake an investigation. The College may take disciplinary action as appropriate in all the circumstances in advance of the conclusion or finding of any Police investigation.
- 5.9 Outcomes of disciplinary action under this Procedure may include but are not limited to:
- A disciplinary record being kept on file, including on My Progress Tracker.
 - Being barred from using certain College facilities.
 - Verbal and/or written
 - Temporary suspension from the College - under the informal procedure and may be for refusing to comply with College regulations after a request by a member of staff to do so, such as refusing to remove a hat, hood or cap in College, or for not displaying ID appropriately. This will normally be for one day where the student is 'sent home' to consider their actions and is asked to return the following morning (or an alternative suitable time) to meet with a relevant manager with a view to resuming their studies.
 - Temporary Exclusion - The expected time frame will be stated at the time and will normally be for a maximum of five days. Temporary Exclusions will be for misconduct or deficiencies in academic performance considered to be either serious or gross misconduct and may be imposed pending the Stage 3 formal meeting.
 - Temporary Exclusion can also be applied as a penalty following a Stage 3 meeting.
 - Permanent Exclusion from the College may result in cases of gross misconduct or repeated misconduct (Stage 3 formal meeting).

With respect to all of the above employers, parents, or carers will be informed as appropriate to age and status.

The College reserves the right to vary or extend the provisions listed above as it sees fit, in all of the circumstances.

- 5.10 A student has the right of appeal against any formal disciplinary decision on the grounds that it was unfair or unreasonable in all the circumstances and/or that the Procedure has not been followed.

6 REFERENCES/SIGNPOSTING



- 6.1 Related policies or procedures informing this Policy include:
- Student Code of Conduct
 - Student Disciplinary Procedure (See Appendix 1)
 - Admissions and Progressions Policy
 - Attendance and Punctuality Procedures
 - Policies relating to academic performance and assessment, including cheating and plagiarism

7. EQUALITY AND DIVERSITY

- 7.1 The Policy applies to all students and due regard has been given to the Equality Act 2010.
- 7.2 Students who have declared a learning difficulty, a known disability or where English is their second language, may have access to an appropriately qualified member of the College community or an external agency representative to ensure appropriate support is provided throughout the disciplinary process.
- 7.3 All students may seek advice from Study Plus..
- 7.4 Where a student is between 14 and 16 and governance is with another institution, the College will liaise and take guidance from that institution.
- 7.5 If a student is under 18 or considered vulnerable, parents/guardians/key workers will be informed during the process, as appropriate.
- 7.6 The College Executive will monitor the implementation of the Policy and procedures on a regular basis to ensure the identification of any significant trends.
- 7.7 The Policy will be reviewed annually by College Executive and the Learning and Quality Committee.

8. EXECUTIVE RESPONSIBILITY

- 8.1 The VP Education and Quality is responsible for this policy.

APPENDIX 1 - Student Disciplinary Procedure

RESPECT FOR ALL

This document details the procedure to be used when a student's behaviour or performance gives cause for concern. It should be read in conjunction with the Student Code of Conduct.

This procedure is not a legal process. Decisions involving students may involve tutors, managers and convened panels arriving at decisions, based on the balance of probabilities, in a fair and open way.

All hearings at any stage will identify and summarise any relevant evidence. Previous incidents and progress may also be considered. Students will be given an opportunity to respond to the evidence, ask questions and provide any mitigating factors. In the case of meetings at Stages 1 to 3, the student will be informed of the outcome in writing and a copy sent to parents for under 18 year olds with a summary, also placed on My Progress Tracker.

The following Procedure is intended to correct unacceptable behaviour or academic performance in students at an early stage. However failure to improve following any stage leads to increasingly severe sanctions. Where gross misconduct is concerned, the outcome of a Stage 3 meeting leading to a final written warning or to exclusion may be implemented immediately. Repeated Misconduct at a minor or serious level will be dealt with as for Gross Misconduct. A temporary exclusion whilst an investigation takes place may also be implemented.

A student has the right to withdraw from the College at any stage of these disciplinary procedures. In this case all disciplinary proceedings stop and, if not already reached, no findings or conclusions will be reached unless there is a legal or similar reason to do so, such as a safeguarding reason.

Future applications to the College from a previous student may be considered in light of any previous disciplinary cases. In such cases, a senior manager will be asked to consider the suitability of the application.

Students are expected to cooperate with the procedures. Failure to attend a hearing in the absence of a reasonable explanation will not necessarily stop that hearing from taking place and an outcome being determined.

Any information considered to be relevant to a disciplinary process should be brought forward by the student and/or parent/guardian or carer, including if the student has learning difficulties or disabilities or any medical condition and how this was relevant to the disciplinary matter. Where additional support for the student during the disciplinary process may be necessary this will be discussed with the Head of Study Plus Learning & Student Wellbeing.

Informal process – for cause for concern which may be dealt with by setting action(s) for improvement with student

To be implemented by the student's Tutor.

1. When a student's behaviour or academic performance gives cause for concern, a member of staff should inform the Tutor. This should be added as a comment on My Progress Tracker.
2. The Tutor should discuss the matter with the student promptly. The student should be given the opportunity to explain his/her performance or actions and/or respond to what has been said by others. If, at this point, the Tutor considers that formal action may need to be taken, he/she should consult with the Academic Leader.
3. Where appropriate, the Tutor will agree a set outcome with the student and set a date for reviewing progress against the agreed outcome using My Progress Tracker.
4. Examples of outcomes of the meeting could be
 - Learning agreement and targets set
 - Review period
 - No further action needed as there proved to be no cause for concern
5. The Tutor warns the student that failure to achieve the set outcomes could lead to more formal action.
6. The Tutor keeps a written record on My Progress Tracker.
7. Where appropriate, the Tutor informs the person who reported the cause for concern of the action taken.
8. Inform parents/guardians in the case of students under the age of 18.
9. Review progress and either, if no or insufficient improvement, start Stage 1 formal disciplinary proceedings or record improvement on my Progress Tracker.
10. If there are further concerns regarding academic performance or conduct or a deterioration in these at any time during the Review period, consideration should be given to moving immediately to a formal stage of the Procedure in accordance with the level of misconduct or failings in academic performance.



Formal procedures

Stage 1 - Ongoing cause for concern

1. The student should be given the opportunity to explain his/her performance or actions and/or respond to what has been said by others. If, at this point, the Tutor considers that formal action may need to be taken, he/she should consult with the Academic Leader.
2. Where appropriate, the Tutor will agree a set outcome with the student and set a date for reviewing progress against the agreed outcome using My Progress Tracker.
 - Examples of outcomes of the meeting could be
 - verbal or written warning
 - Learning agreement and targets set
 - Review period
 - No further action needed as there proved to be no cause for concern
3. The Tutor warns the student that failure to achieve the set outcomes could lead to more formal action.
4. The Tutor keeps a written record on My Progress Tracker.
5. Where appropriate, the Tutor informs the person who reported the cause for concern of the action taken.
6. Inform parents/guardians in the case of students under the age of 18.
7. Review progress and either, if no or insufficient improvement, start Stage 2 formal disciplinary proceedings or record improvement on my Progress Tracker.
8. If there are further concerns regarding academic performance or conduct or a deterioration in these at any time during the Review period, consideration should be given to moving immediately to a formal stage of the Procedure in accordance with the level of misconduct or failings in academic performance.



Stage 2 - Serious concern regarding conduct or academic performance or repeated minor misconduct

Implemented by the Academic Leader in conjunction with the student's Tutor

1. Academic Leader arranges a meeting to be held with the student. Give the student at least 3 working days' notice of the date and inform him/her of the reasons for the interview.
2. Inform Parents/Guardians in the case of students under the age of 18.
3. Academic Leader collects relevant information, including any relevant information from My Progress Tracker and any other written evidence related to the behaviour or performance that gave cause for concern and previous action taken, including support.
4. At the meeting, the student will have the opportunity to explain his/her actions and/or refute the allegations of others and bring forward any mitigating factors.
5. The College reserves the right to deal with a Stage 2 meeting as it sees fit in all the circumstances. Examples of outcomes of the hearing can be:-
 - Written Warning
 - Escalate to Stage 3 Disciplinary meeting (where the Stage 2 meeting uncovers facts that warrant consideration at Stage 3).
 - No further action if there was no finding of misconduct or failings in academic performance
6. Where appropriate, agree a set outcome for improvement and date for review or arrange the Stage 3 meeting as outlined above.
7. Copies of the outcome will be sent to the Student and Parents/Guardians in the case of students under the age of 18. The outcome will be recorded on MyPT.
8. If the student is not already being supported, a formal referral in writing to one of the Study Plus teams or to the Respect for All Coordinator may be made via My PT
9. Inform the Tutor and any relevant victim or member of staff of the outcome, where appropriate.
10. Review progress on the date agreed and either if no or insufficient improvement start Stage 3 disciplinary proceedings, or record improvement on My Progress Tracker.



11. If there are further concerns regarding academic performance or conduct or a deterioration in these at any time during the Review period, consideration should be given to moving immediately to a further formal stage of the Procedure at least one level higher.



Stage 3 - Repeated misconduct at a Minor or Serious level. Final stage of the Disciplinary Process.

Implemented by the Head of School or other senior manager.

Since a Stage 3 hearing could lead to possible permanent exclusion, the concern must warrant this level being implemented, such as gross misconduct or repeated misconduct at a serious or minor level.

- 1 A Head of School or alternative manager as delegated will chair the panel hearing. The student has the right to be accompanied by a friend or parent/guardian. Parents or guardians must be invited if under 18.
- 2 The panel will comprise the Head of School and one other manager who has had no formal involvement with the disciplinary case to date.
- 3 Where the student has difficulties with language and is attending an ESOL course at Entry Level 2 or below, a professional interpreter should be present to ensure the student can participate in the meeting.
- 4 The student will generally receive 3 days' notice of the hearing in writing, setting out the reason(s) for the hearing.
- 5 The student is invited to bring a friend or relative (including Parents/Guardians) to the interview and Parents/Guardians will be informed in the case of students under the age of 18. External professionals will not normally be permitted to attend the meeting.
- 6 A note of the meeting is taken.
- 7 The conduct of the hearing is at the discretion of the Chair according to the circumstances of the case using the following guidelines:
 - The Chair opens the hearing and introduces everybody present.
 - The Chair summarises the reasons for the hearing and checks that the student understands the purpose and format of the hearing.
 - The chair presents the evidence.
 - The student and/or parent/guardian/friend is allowed to question the evidence, present their own evidence, including the calling of other witnesses, offer mitigating circumstances and offer any other statements relevant to the issue.
 - The panel may ask questions of the student as appropriate.
 - The student should be asked to bring forward mitigating factors, if any.
 - The student withdraws from the hearing whilst the panel reach a decision.



- The panel may want to take further time to arrive at a decision and arrange for the student to be informed in writing of the outcome.
10. If the student does not attend the hearing without notification the Chair of the panel reserves the right to hear the case in the student's absence. If notification of absence has been received then the Chair will decide whether it is possible to reconvene. If this is not possible the meeting will go ahead as scheduled.
 11. The Chair is responsible for ensuring that a report of the meeting is prepared summarising the reason for the disciplinary and the evidence, identifying any significant points raised by the persons present at the hearing and the outcome.
 12. The College reserves the right to deal with a Stage 3 meeting as it sees fit in all the circumstances. Examples of outcomes of the hearing can be:
 - First written warning
 - Final written warning,
 - Recommendation to the Vice Principal Education and Quality for permanent exclusion,
 - A direction that the case should be dealt with at a lower stage of the Disciplinary Procedure
 13. Outcomes are copied to the parents/guardians in the case of students under the age of 18, if appropriate. Other staff, including the Tutor are informed as appropriate
 14. The Chair will ensure that any victim or member of staff who reported the cause for concern is informed of the action taken, as appropriate.
 15. Where permanent exclusion is recommended, the Vice Principal Education and Quality is sent a copy of the notes of the meeting (if possible), information on previous disciplinary action, outcomes and reviews and other relevant details within one working day.
 16. Where permanent exclusion is not recommended and a final written warning is in place, then the Head of School will review the student's progress on the date agreed. If there is no or insufficient improvement the Head of School will arrange for a further Stage 3 disciplinary meeting. If there is satisfactory improvement this is recorded on My Progress Tracker.
 17. If there are further concerns regarding academic performance or conduct or a deterioration in these at any time during the Review period, consideration should be given to moving immediately to a further Stage 3 meeting.



Stage 3 - Formal Hearing for Gross Misconduct Final stage of the Disciplinary Process.

Implemented by an Assistant Principal or another manager as delegated by the Deputy Chief Executive or other senior manager.

Since a Stage 3 hearing could lead to possible permanent exclusion, the concern must warrant this level being implemented, such as gross misconduct or repeated misconduct at a serious or minor level.

A recommendation for exclusion may follow if the student has been previously issued with a Written Warning but approval from an Assistant Principal or other manager as delegated is needed for a recommendation for exclusion for all cases that are not 'gross misconduct'.

1. An Assistant Principal (or delegated manager) appoints an investigating officer who collects relevant information, including the student's record in My Progress Tracker and any written evidence related to the behaviour or performance that gave cause for concern and previous action taken, including support. The officer also interviews any other staff and students, as appropriate including the student facing disciplinary action. The investigating officer collates all the evidence to present to the Stage 3 hearing.
2. The student subject to the disciplinary procedure is expected to cooperate with the investigation including being interviewed. Failure to cooperate will be considered by the hearing in determining an outcome.
3. A Head of School or alternative manager as delegated will chair the panel hearing. The student has the right to be accompanied by a friend or parent/guardian. Parents or guardians must be invited if under 18.
4. The panel will comprise the Head of School and one other manager who has had no formal involvement with the disciplinary case to date.
5. Where the student has difficulties with language and is attending an ESOL course at Entry Level 2 or below, a professional interpreter should be present to ensure the student can participate in the meeting.
6. The student will generally receive 3 days' notice of the hearing in writing, setting out the reason(s) for the hearing.
7. The student is invited to bring a friend or relative (including Parents/Guardians) to the interview and Parents/Guardians will be informed in the case of students under the age of 18. External professionals will not normally be permitted to attend the meeting.
8. A note of the meeting is taken.



9. The conduct of the hearing is at the discretion of the Chair according to the circumstances of the case using the following guidelines:
 - The Chair opens the hearing and introduces everybody present.
 - The Chair summarises the reasons for the hearing and checks that the student understands the purpose and format of the hearing.
 - The Investigating Officer presents the evidence that has been collected.
 - The student and/or parent/guardian/friend is allowed to question the evidence, present their own evidence, including the calling of other witnesses, offer mitigating circumstances and offer any other statements relevant to the issue.
 - The panel may ask questions of the Investigating Officer, student and witnesses as appropriate.
 - Where questions identify that there is additional evidence or other witnesses who should be considered, then the Chair will adjourn the hearing until a later date. No longer than 10 working days should elapse before the hearing is reconvened.
 - The student should be asked to bring forward mitigating factors, if any.
 - The Investigating Officer and the student withdraw from the hearing whilst the panel reach a decision.
 - The panel may want to take further time to arrive at a decision and arrange for the student to be informed in writing of the outcome.
10. If the student does not attend the hearing without notification the Chair of the panel reserves the right to hear the case in the student's absence. If notification of absence has been received then the Chair will decide whether it is possible to reconvene. If this is not possible the meeting will go ahead as scheduled.
11. The Chair is responsible for ensuring that a report of the meeting is prepared summarising the reason for the disciplinary and the evidence, identifying any significant points raised by the persons present at the hearing and the outcome.
12. The College reserves the right to deal with a Stage 3 meeting as it sees fit in all the circumstances. Examples of outcomes of the hearing can be:
 - First written warning
 - Final written warning,
 - Recommendation to the Vice Principal Curriculum and Quality for permanent exclusion,
 - No further action if no finding of misconduct or failings in academic performance is made.



13. Outcomes are copied to the parents/guardians in the case of students under the age of 18, if appropriate. Other staff, including the Tutor are informed as appropriate
14. The Chair will ensure that any victim or member of staff who reported the cause for concern is informed of the action taken, as appropriate.
15. Where permanent exclusion is recommended, the Vice Principal Education and Quality is sent a copy of the note of the meeting (if possible), hearing report, statements, information on previous disciplinary action, outcomes and reviews and other relevant details within one working day.
16. Where permanent exclusion is not recommended and a final written warning is in place, then the Head of School will review the student's progress on the date agreed. If there is no or insufficient improvement the Head of School will arrange for a further Stage 3 disciplinary meeting. If there is satisfactory improvement this is recorded on My Progress Tracker.
17. If there are further concerns regarding academic performance or conduct or a deterioration in these at any time during the Review period, consideration should be given to moving immediately to a further Stage 3 meeting.

Exclusion

To be implemented by the Vice Principal Curriculum and Quality

1. The case will be considered and determined as far as possible within three working days of the Stage 3 hearing. If this is not possible then the Vice Principal Education and Quality will contact the student to confirm this.
2. The Vice Principal Education and Quality confirms that the College's disciplinary procedures have been followed.
3. The evidence is considered and recommendation for exclusion is approved, or referred back to the Head of School if evidence is insufficient.
4. If the recommendation for exclusion is approved, the Vice Principal Education and Quality writes to the student confirming the permanent exclusion and confirming the student's right of appeal. Appeals are to be made within 10 working days. A copy of the Appeal Procedure will be attached.
5. Copy of the Stage 3 outcome are copied to:
 - Tutor
 - The Head of School who chaired the panel
 - Respect for All Coordinator

Executive administration are responsible for informing academic staff and the Finance Department, as appropriate.



Temporary Suspension and Temporary Exclusion

1. A Duty Manager (or more senior manager) may send a student home or off the premises pending a return to College interview the next working day with the student's Academic Leader (or another relevant manager). This is a **Temporary Suspension**.
2. The student will be informed of the reason for the Temporary Suspension, verbally and in writing via the Notice of Temporary Suspension pro forma. The parent/guardian will be informed if the student is under 18.
3. **Temporary Exclusion** from College will be used when the continued presence of a student at College leads to concerns about their own safety or the safety of others, or where it is more appropriate that they are not on the premises or involved in College activities whilst an incident is being investigated. Temporary Exclusion would normally occur where there has been an incident or alleged incident of gross misconduct or repeated misconduct which warrants a Stage 3 meeting.
4. Temporary Exclusion can be sanctioned by an Assistant Principal, the Director of IT and Estates or Director of Human Resources or such other senior manager as delegated by the Vice Principal: Education and Quality (FE).
5. The Duty Manager may recommend that a student should be temporarily excluded. Such recommendations should normally be accompanied by an incident report as soon as practically possible.
6. The student will be informed of the reason for the Temporary Exclusion, verbally and in writing via the Notice of Temporary Exclusion pro forma.
7. A student may be temporarily excluded in absentia, in cases where s/he is already off the premises. In this case, the relevant paperwork is completed by the Duty Manager and taken to the Administrator who contacts the student.
8. Copies of the Notice of Temporary Exclusion will be sent to the Head of School, Respect for All Coordinator and parents/guardians (where students are aged 16-18).
9. The Duty Manager is responsible for informing the relevant Head of School of the Temporary Exclusion. The Respect for All Coordinator ensures that the disciplinary hearing is set within five working days, if possible.
10. The Respect for All Coordinator will identify what information, including witness statements, needs to be prepared and to whom this information needs to be sent.



11. If a student is under 18 or is attending a discrete provision course (for students with moderate or severe learning difficulties), the Duty Manager must ensure that the parent, guardian or carer is notified to obtain permission for the student to leave the premises.

Appeal Procedure

1. Students who have been Permanently Excluded from the College will have the right to appeal against the exclusion. They must put their request in writing to the Principal within 10 working days of the date of the Permanent Exclusion letter and include a brief statement setting out the grounds upon which they are appealing. Where this involves additional evidence, they should identify this.
2. The purpose of an appeal is not to re-run the Stage 3 hearing but to determine any procedural irregularities and/or additional evidence that might have led to a different outcome at Stage 3.
3. The Principal will determine an appeals panel and appoint a Chair.
4. The Panel will usually comprise the following (unless there are exceptional circumstances):
 - Principal, VP Training, Skills and HE or VP Finance and Resources
 - A curriculum manager who has not previously taken part in any of the previous disciplinary stages.
 - Another manager who has not taken part in any of the previous disciplinary stages.
5. The Chair of the Appeal Panel will arrange to hold a hearing within 10 working days, if possible.
6. The student will be given five working days' notice of the time of the hearing. She/he has the right to be accompanied by a friend or relative (including Parents/Guardians) at the appeal and Parents/Guardians must be informed in the case of students under the age of 18. If requested they may be sent copies of documents from the Stage 3 process. External professionals will not normally be permitted to attend the meeting.
7. Witnesses would not normally attend an Appeal Hearing. The Student may wish to request a witness where there is new and substantial evidence and this request will be considered in light of the circumstances.
8. Prior to the Hearing, the Panel will receive, and meet to consider, any new written evidence presented by the Student, or his/her parent/guardian if aged under 18 years, as well as the written evidence presented by the Head of School who heard the Stage 3 case in support of the exclusion.



9. The panel will consider all the relevant evidence from the Stage 3 hearing plus any additional evidence supplied by the student or by additional witnesses called by the student.
 10. The conduct of the hearing is at the discretion of the Chair according to the circumstances of the case using the following guidelines:
 - The Chair opens the hearing and introduces everybody present.
 - The Chair checks that the student understands the purpose and format of the hearing.
 - The Chair invites the student to state her/his reasons for the appeal and to introduce any additional evidence or witnesses.
 - The panel may ask questions of the student as appropriate.
 - The student and any witnesses withdraw from the hearing whilst the panel reach a decision.
 - The student may be called back into the hearing to hear the decision and/or to sign a record of the hearing.
 - Alternatively the panel may want to take further time to arrive at a decision and arrange for the student to be informed in writing of the outcome within five working days of the hearing.
 11. If the student does not attend the appeal panel without notification the Chair of the panel reserves the right to hear the appeal in the student's absence.
 12. The Chair is responsible for ensuring that a report of the meeting is prepared summarising the reason for the disciplinary and the evidence, any significant points, identifying the persons present at the hearing and the outcome.
 13. The College reserves the right to deal with the appeal as it sees fit in all the circumstances, including reconvening the Stage 3 meeting.
 14. Where the Stage 3 hearing is reconvened, it will normally be the original panel that reconvenes following the procedures as above but additionally considering the findings of the appeal and any additional evidence that was presented.
 15. The Chair will arrange for the decision of the Panel to be made in writing to the student. Copies will also be sent to:
 - The Vice Principal: Education and Quality
 - Head of School
 - Respect for All Coordinator
 - Parents/guardians (where students are aged 18 years or under).
 16. The decision of the Appeal Panel or the reconvened Stage 3 Panel will be final.
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Respect for All: Student Disciplinary Flowchart

