

STUDENT DISCIPLINARY POLICY

Preamble

The following procedures provide a framework within which action may be taken by the College at the appropriate level, whilst providing the student, parents and employers with clear guidelines and the opportunity for appeal.

These procedures distinguish between students with poor behaviour and those causing more serious breaches of discipline.

The procedures apply to full-time and part-time students. All steps must be recorded on the Student Disciplinary Database on ProMonitor and are available to staff to view on the Portal.

1. Students with poor behaviour

Disciplinary action may be taken in a variety of circumstances. These may include:

- frequent absences without satisfactory explanation
- failure to complete work by the set deadline
- minor anti-social behaviour
- breaches of college rules at college, during college time, or on college activities
- Poor effort, e.g. Effort Grade 4, and/or Achievement Grades significantly below target grade
- failure to attend classes in the crucial period after May half-term
- failure to satisfactorily complete a probationary period. Students may be put on probation as a condition of their second year enrolment and will move straight to a final warning (Stage 4)

Stage 1a
Verbal
Warning

Subject Teacher(s) enter a record of their 'conversation' with the student on ProMonitor, including the issue, strategies for improvement: from a drop down list teacher identifies who should be notified of the conversation (student/parent/PT/all relevant teachers). The Subject Teacher will continue to review the situation and take any further action as necessary in the subject area. Other staff members may also enter a record of 'conversations' (Library, SLCs, IT, PKIN for Transport) on ProMonitor.

Stage 1b
Verbal
Warning

The Personal Tutor (PT) reviews all records of conversations on ProMonitor and, if appropriate, discusses the issues with the student and records the outcome of discussion and notes any actions agreed on ProMonitor; PT chooses who should be notified of the conversation (student/parent/PT/all relevant teachers).

Stage 2
Formal
Warning

If outcome of discussions is unsatisfactory and the situation does not improve, the PT will contact parent*. A record of this contact and any important issues or agreed actions must be noted on ProMonitor (where it will be visible for the student to reference).

* Parent refers to Parent, Guardian or Employer if appropriate in pages 1-3 of this document

Stage 3
Formal
Written
Warning

If there is still no improvement, within the deadline set, the PT notifies the Lead Tutor (LT) (or Head of School (HoS) if appropriate) and School of Study Administrator (SOSA). The SOSA prints the records of conversations from ProMonitor and files them in the student file. The LT (or HoS) will then arrange a meeting with the student, within a working week, to which a parent* is also invited to attend if they wish. The LT (or HoS) may issue a **formal warning** to the student, together with further improvement guidelines which may include a period of 'On Report'. The outcome of the meeting is confirmed in writing to the student and copied to the parent* - **formal written warning**. The letter should draw their attention to the Student Disciplinary Policy on our website. A record of the meeting should be recorded on ProMonitor.

Stage 4
Final
Formal
Written
Warning

If there is no subsequent improvement in the student's behaviour, or the student is put on a probationary enrolment, the HoS (or the Head of Student Services (HoSS), Deputy Principal (DP) or Principal (P)) will issue the student with a **final formal written warning** together with improvement guidelines and, in certain circumstances, will also suspend the student for a period not exceeding ten working days. The outcome of the meeting is confirmed in writing to the student and copied to the parent* and will be recorded on ProMonitor. The student must sign to confirm receipt of the final formal written warning. SOSA will file copies of correspondence in student file.

Stage 5

If there is again no improvement, the student will have their **course of study terminated** by a Head of School or the Head of Student Services and either the Principal or Deputy Principal. The student, and parent*, will be notified in writing and sent the College's Student Disciplinary Policy which draws attention to the appeals procedure.

If expulsion is the outcome the student may elect to have their case heard by the Appeals Committee. The student must write, within ten working days of notification of expulsion, to the Appeals Committee c/o The Corporation Secretary, The Henley College, Deanfield Avenue, Henley-on-Thames, Oxon RG9 1UH.

2. Serious Breaches of Discipline

Any member of staff should report any serious breach of discipline directly to the relevant HoS, or to the HoSS, or the DP, or the P. For full-time students the PT should be informed as soon as possible. Serious breaches of discipline may include:

- serious anti-social behaviour
- theft
- fighting, assault on another person
- bullying (*see college Student Anti-bullying Policy*)
- deliberate damage to College property
- substance abuse or being under the influence of alcohol or illegal drugs
- possession of, or dealing in, any illegal drugs
- non-payment of fines/non-payment of replacement cost of library book despite several reminders
- non-attendance in GCSE/Functional Skills English and/or Maths classes, in line with government reforms
- malpractice in external examinations

- misuse of computer equipment or software
- anti-social parking on the neighbouring roads

Stage 4
Final
Formal
Written
Warning

The HoS or HoSS or DP or P shall have the power to **suspend** a student for serious breach of discipline for a period not exceeding ten working days. The HoS or HoSS must report immediately to the DP or P and inform the PT. The HoS or HoSS will be responsible for liaison with the suspended student, and parent*. The reason for suspension will be given in writing to the student and parent* and a record of the action will be recorded on ProMonitor.

Within seven working days of the suspension the student concerned will be informed of any proposed further action, which shall be EITHER:

- a **final formal written warning**. This will be sent by the HoS or HoSS and the student must sign to confirm receipt of the final formal written warning. A copy of the letter is to be sent to parent, and the decision is recorded on ProMonitor,

OR,

Stage 5

- if the breach of discipline is sufficiently serious, **immediate expulsion**. If the outcome is expulsion the Principal or Deputy Principal and the relevant HoS or HoSS will confirm the reasons for this in writing to the student, and parent* and send the College's Student Disciplinary Policy which draws their attention to the appeals procedure.

Stage 5

If, following the final formal written warning, there is a further breach of discipline the student may have their **course of study terminated** by the relevant HoS or the Head of Student Services, and either the Principal or Deputy Principal. The student, and parent*, will be notified in writing and sent the College's Student Disciplinary Policy which draws their attention to the appeals procedure.

If expulsion is the outcome the student may elect to have their case heard by the Appeals Committee. The student must write, within ten working days of notification of expulsion, to the Appeals Committee c/o The Corporation Secretary, The Henley College, Deanfield Avenue, Henley-on-Thames, Oxon RG9 1UH.

3. The Appeals Committee

- 3.1 The Chair of the Appeals Committee will be appointed by the Corporation.
- 3.2 Two other -members of the Corporation Governing Body (other than the staff or student members), with no connection to the student concerned, will be selected by the Chair of the Appeals Committee, in consultation with the Corporation Secretary, to form the Appeals Committee for each individual case.
- 3.3 The Appeals Committee shall meet as soon as possible and, in any case, not later than ten working days from the date when it became necessary for it to be convened.

3.4 The student concerned shall have the right to appear (and be accompanied by a lay representative - normally a parent/guardian - if he or she wishes) at a meeting of the Appeals Committee.

3.5 The Committee shall have the power to suspend or to expel the student.

3.6 The decision of the Appeals Committee shall be final.

4. College Representatives

The Principal or Deputy Principal along with either the relevant Head of School of Study or Head of Student Services will represent the College.

5. Appeals Committee Procedures

Once the student has indicated that he or she wishes to invoke the Appeals Committee hearing, the following parties must be informed in writing of the date of the hearing and the procedures for the Appeals Committee -

- the student concerned (the complainant)
- parent/guardian or employer (as appropriate)
- the members of the Student Appeals Committee
- the College representatives

6. Communications

The Corporation Secretary will act as Officer for the Appeals Committee and for all subsequent communication.

7. Statements

At least three working days before the hearing the Corporation Secretary will supply the complainant, the members of the Appeals Committee and the College representatives with

7.1 A written statement by the complainant with any relevant background information.

7.2 A written statement summarising the College's position in the complaint.

7.3 Copies of any documents which are to be put before the Appeals Committee.

8. Meeting of the Appeals Committee

8.1 The Chair of the Appeals Committee will outline the complaint, the outcome of previous investigations and identify the principal issue(s) to be resolved.

8.2 Opinion will be sought from the complainant and the College representatives. The Chair will then decide whether both parties will be

present throughout the proceedings, or will be present only when explaining their position and answering questions. Whatever the decision, the Chair will have the right to ask a party to withdraw if it becomes necessary.

- 8.3 The complainant and/or her or his lay representative, normally a parent/guardian, will explain their position and answer any questions put by the Committee or the College representatives.
- 8.4 The College representatives will explain the position of the College and answer any questions put by the Committee or the complainant.
- 8.5 Witnesses may be called, whose anonymity may be protected at the discretion of the Chair of the Appeals Committee.
- 8.6 Both parties will sum up their case and then withdraw from the Appeals Committee.
- 8.7 The Committee will deliberate on the appeal in private.
- 8.8 The outcome of the hearing will be based on the majority decision of the Committee.
- 8.9 The Committee may adjourn any hearing to receive further evidence they may require, to enable an interested party to attend, or for any other appropriate reason.
- 8.10 The Corporation Secretary, or a representative, will keep brief notes of the proceedings and record the decision, which will be signed by the members of the Committee. This record will not be made public, but will be available to the parties.

9. The Decision of the Appeals Committee

After the formal hearing, the complainant and the Principal are to be notified in writing by the Corporation Secretary as soon as possible, but within three working days, of the decision of the Committee and the reasons for it.

10. Dissatisfaction with the way the procedure has been used

If you feel the disciplinary policy has been incorrectly or unfairly applied, you may write to the Principal or Chairman of the Board of Governors at any stage, giving reasons for your view.

If you have exhausted the College's procedures and you are still dissatisfied you may contact:

EFA Institutions - Complaints
Providers, Standards and Intervention
Education Funding Agency
Earlsdon Park
55 Butts Road
Coventry
CV1 3BH

Abbreviations used in this document: **PT** – Personal Tutor, **SLC** – Student Learning Centre, **PKIN** – Student Services Administrator responsible for Transport arrangements, **LT** – Lead Tutor, **SOSA** – School of Study Administrator, **HoS** – Head of School, **HOSS** – Head of Student Services, **DP** – Deputy Principal, **P** – Principal, **Parent** - refers to Parent, Guardian or Employer if appropriate in pages 1-3 of this document

Document last reviewed - Governors December 2015