

College Manual/Share Point Section:	Student Services			
Responsibility:	Tanya Schottlander	Date doc. created:	July 2013	
E&D Impact Assessment date:	July 2013	Review date of doc.:	September 2016	

## Student Behaviour Support & Disciplinary Policy (including disciplinary procedures)

### 1. Aim

The aim of this policy is to detail New College's standards for behaviour and the College's expectations of all individuals registered or enrolled at the College in order to promote a safe and positive learning environment. The policy documents the disciplinary process that will apply if a student breaches the College's Code of Conduct or otherwise behaves in a manner that is, in the opinion of the College, detrimental to student discipline, welfare and/or College student and staff well-being.

### 2. Objectives

- 2.1 To outline the principles underlying the Behaviour Support and Disciplinary procedures.
- 2.2 To identify the main behaviour standards expected of New College students (The Code of Conduct) and the main examples of behaviour which could constitute gross misconduct.
- 2.3 To set out the stages of the College Disciplinary Procedure.
- 2.4 To clarify the appeals procedure associated with any disciplinary actions.
- 2.5 To outline the sanctions which may be applied as part of the disciplinary procedure.

### 3. General Principles

- 3.1 The College expects that members of staff will work with students and Personal Tutors to resolve poor performance or other minor issues informally before a formal disciplinary warning is considered. This expectation does not extend to conduct that could be considered to be Gross Misconduct or other serious breach of the Student/College Agreement; this will be dealt with moving directly to stages 3 or 4 of this Procedure.
- 3.2 All members of staff have a responsibility, and in some cases a legal duty (for instance concerns arising from safeguarding issues or linked to the 'Prevent' agenda), to report concerns regarding student safety, behaviour or conduct. In most cases, concerns are to be made known to the student's Personal Tutor except where a safeguarding or 'Prevent' issue is suspected (see Safeguarding Policy for further guidance).  
*Personal Tutor – reference to Personal Tutor will mean subject tutor where they are performing the Personal Tutor role eg. evening class students or partnership students*
- 3.3 The stages of the disciplinary procedure are designed to be supportive of student retention rather than punitive but do detail processes which can lead to a student being excluded from College.
- 3.4 A record of all concerns is to be kept by the Personal Tutor using ProMonitor (or other student record systems for off - site provision) and records of disciplinary stage 4 should be recorded on ProMonitor as well as being centrally stored by the PA to the Principal assisted by Team Assistants in Faculties. This will allow for analysis of disciplinary data. Each record is **essential evidence** for any subsequent stages of the disciplinary procedure.

- 3.5 At all times members of staff need to consider whether the Fitness to Study procedures are more appropriate than the disciplinary process. These are available on the portal. If unsure, members of staff should consult their line manager or the Additional Support Manager.
- 3.6 Reference should be made to the Additional Learning Support Team to identify whether any learning need has been identified which might influence student behaviour or hamper a full understanding of the policy and procedures. This will be documented in the Student's Personal Record on ProMonitor.
- 3.7 This procedure applies to all New College students irrespective of their age, the type of course or the location of delivery of learning. It will apply to each student for the duration of their enrolment with New College and in addition will apply to students attending work placement, offsite visits, and other college sponsored trips and activities. It relates to any breach of acceptable behaviour including gross misconduct.
- 3.8 The interests and well-being of all students and staff are supported by this policy and associated procedures. Students in the formal stages of the disciplinary process are entitled to support - this may be a parent, carer or other New College student but may not be a legal representative.
- 3.9 The burden of proof applied to these procedures should be the 'balance of probabilities'.

#### 4. The New College Student Code of Conduct

- 4.1 The College's ABC Standards are identified below and are repeated in many college documents including the Student College Agreement and online Student Handbook. All students are expected to adhere to these standards.

##### **Attendance:**

Attend all timetabled sessions including subject lessons, tutorial meetings, additional support sessions and support appointments – there should be no unauthorised absences

##### **Behaviour:**

Behave with respect and consideration for others, upholding the college commitment to fundamental British values\* and equality of opportunity and recognising the primary function of New College as a learning environment

##### **Commitment:**

Complete all pieces of work to agreed deadlines and to an appropriate standard and show commitment to the ethos of the college

*\*Fundamental British Values have been defined by the UK Government as:*

- > Democracy
- > The Rule of Law
- > Individual Liberty
- > Mutual Respect
- > Tolerance of those of different faiths and beliefs

- 4.2 "Gross Misconduct" is behaviour that New College regards as so serious that the College is entitled to proceed to Stage 4 of the disciplinary procedure (College managers will use their judgment to determine the appropriate stage to use).

Examples of what the College regards as "gross misconduct" are:

- Violent, intimidating or abusive behaviour towards staff, visitors, fellow students or members of the public
- Persistent actions which prevent other members of the College community from working or studying
- Possession of an offensive weapon

- Bullying or harassment of students, staff or visitors to the College
- Promotion of or recruitment to an organisation which is linked to violent extremist behaviour
- Persistent behaviour that is detrimental to the maintenance of good order and discipline within the college
- Homophobic, racial, sexual or other forms of abuse
- Breaking the Substance Misuse Policy by possession, use or exchange of alcohol or prohibited drugs on College premises
- Serious breaches of the E-mail and Internet Policy
- Serious breaches of the Health and Safety Policy
- Repeatedly smoking on College Premises outside of the 2 designated smoking areas
- Gambling on College premises
- Graffiti or vandalism on/away from College property
- Theft on College premises or College visits
- Dangerous driving in College car parks and access roads
- Fraudulent claims or deliberate misrepresentation re: qualifications etc
- Plagiarism or other cheating in assessment and examinations
- Any actions, such as criminal behaviour, in or out of College which according to the Senior Management Team may bring the College into disrepute.

**This is not a complete list but is included as illustration of behaviours or actions that fall within the definition of “Gross Misconduct”.**

## 5. Summary of the Student Disciplinary Procedure - Detailed descriptions are contained in Appendix 1

Stage	Likely Issues	Staff	Summary of Possible actions	Record
<b>1 Informal Verbal warning</b>	Minor problems concerning Attendance, Behaviour or Commitment	Personal tutor and/or subject lecturer to give warning or, in the absence of the student, to e-mail or text him/her.	Time-bound target(s) to be set and monitored by Lecturer/Tutor	Record a Verbal warning on Pro Monitor under <b>Student Meetings - disciplinary 'badge' will update</b>
<b>2 Formal Meeting with Personal Tutor / Lecturer</b>	Repeated or unresolved ABC issues in one or more classes or in college (including college visits). As a general rule, a tutor should escalate to stage 2 if 5 stage 1 warnings are received**.	Letter may be initiated and written by subject lecturer but must be signed and sent by Personal Tutor. Copy to parents*.	Specific time-bound targets to be set by Personal Tutor, Lecturer or other relevant member of staff	Upload copy of letter onto ProMonitor under Key Documents, <b>Record Disciplinary within Student Meetings - disciplinary 'badge' will update</b>
<b>3 Formal disciplinary meeting with CM or FM</b>	Failure to meet previous ABC targets or additional problems. A misconduct issue meriting escalation to this level (FM/CM discretion) As a general rule, a tutor should escalate to stage 3 if 3 stage 2 warnings are received**	Letter may be initiated and written by lecturer or tutor but Faculty Manager or Curriculum Manager of personal tutor must meet with student & sign it. Personal tutor to be sent copy and informed <b>before</b> it is sent. Copy to parents*.	This letter gives warning that the student will be asked to leave one or more courses if he/she still does not comply with conditions set. ABC Contract may be used. Exclusion from course(s) is an option. <b>Check fitness to study procedure</b>	Upload copy of letter and any ABC Contract onto ProMonitor under <b>Student Meetings - disciplinary 'badge' will update</b>
<b>Stage 4 will be relevant only in a minority of cases – (a) an appeal against the exclusion from a course as stated in Stage 3 or (b) through a misdemeanour (gross misconduct) entirely separate from the above.</b>				
<b>4 Disciplinary Panel</b>	Gross misconduct issues or appeal re stage 3 exclusion from a course/ courses	Director of Curriculum, Quality and CIS or SMT member and Disciplinary Panel***	<ul style="list-style-type: none"> <li>• Not upheld</li> <li>• Permanent exclusion</li> <li>• Exclusion for shorter period or conditions for return</li> </ul> <b>Possible application of fitness to study procedure</b>	Notes of panel hearing with copy to student, parent / carer. Upload onto ProMonitor under <b>Student Meetings. Appeal possible to Principal</b>

\* Tutor may decide not to send letter to parents if extenuating circumstances exist and may provide reasoning to overturn/mitigate disciplinary decision.

\*\* Escalation can happen before 5 stage 1 or 3 stage 2 warnings are received depending on the issues, but circumstances should be rare for a student to receive more than 5 stage 1 or 3 stage 2 warnings without an escalation. This can operate across college years.

\*\*\* Disciplinary Panel Director of Curriculum, Quality and CIS or equivalent SMT substitute, Investigating Manager, Head of Student Services & Safeguarding or substitute from Student Services, Student rep, note taker.

## 6. Appeals Procedure

- a. In normal circumstances there is a right of appeal at Stage 3 or 4 of the disciplinary procedure.
- b. The **Stage 3 Appeal** must be lodged in writing with the Principal's P.A. within 10 working days of the sanction being applied and will be heard by a Disciplinary Panel.
- c. The **Stage 4 Appeal** must be lodged in writing with the Principal's P.A. within 10 working days of any sanction being applied and a **clear statement** of the reasons for appeal must be included.
- d. The date of the appeal hearing will be set to allow all parties sufficient time to collate and present evidence. The Principal or another SMT member will hear the appeal or appoint a member of the Board of Governors in their place. A maximum of two parents/carers, or friends may accompany the student at the appeal. A social worker should be invited for a looked after child in addition.

### The Stage 4 Appeal outcome is final.

## 7. Sanctions

- a. ABC Contracts including Commitment Triangles (see appendix 6) – Behaviour support contracts can be applied to students who are failing to meet any of the ABC standards. They must have review timescales and will be monitored by the student's personal tutor or the equivalent member of staff fulfilling the pastoral support role. Templates are available which can be individualised. These contracts should be uploaded to ProMonitor or kept in other forms of student record for off - site students.
- b. A 'Channel' referral may be used in the case of a student whose behaviour indicates a concern regarding radicalisation. The chair of the local Channel panel is Mike Ash (email : [mash@swindon.gov.uk](mailto:mash@swindon.gov.uk) )
- c. Automatic Suspension - When a student has committed Gross Misconduct, all members of the SMT, Faculty Manager or Duty Manager (where no member of the SMT is available) can immediately suspend a student for up to 10 working days. Within this period the matter will be dealt with from Stage 4 of the Disciplinary Procedures.
- d. Students on 14-16 programmes linked to partner schools are subject to the disciplinary procedures of the College. The 14 – 16 co-ordinator will act as the student's Tutor and ensure that the relevant partner school is informed and consulted on disciplinary issues. A member of the partner school may be present at Stage 3 meetings or Stage 4 panels.
- e. In line with our duty of care, in the case of all suspensions or exclusions of students under the age of 18 (or up to 25 for any with learning needs or disabilities) the parents or carers should be telephoned wherever possible to let them know that the student has been asked to leave the premises. The opportunity to give an early brief explanation of our reasoning may be useful at this stage and an outline of what will happen next.
- f. Suspensions and exclusions will be formally notified in writing as per the procedures above.
- g. Where a student has been suspended or excluded from College, a note will be kept on the college MIS system (ebs), to ensure any new application is referred to the College's Admissions Panel.



h.

<b>Linked Policies:</b>	<ul style="list-style-type: none"><li>• Equalising Opportunity – Celebrating Diversity Policy</li><li>• Student Anti Bullying Policy</li><li>• Safeguarding Children and Vulnerable Groups Policy</li><li>• Fitness to Study Procedures</li><li>• Prevent Strategy</li></ul>
<b>NEW COLLEGE EQUALITY IMPACT ANALYSIS</b>	
<b>DATE: July 2013</b>	
<b>Function: Equal Opportunities</b>	
<p>This policy, plan, procedure, process has been examined for equality impact, ie, the impact that this function will have on different groups of actual and potential learners, service users and staff taking account of the protected characteristics of the Equality Act 2010 (<b>age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation</b>).</p>	
<p>1. <b>If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.</b></p>	
<p>2. <b>In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?</b></p> <p>The policy and its associated procedure could unduly discriminate against particular groups of students. The outcomes of disciplinary procedures will be analysed for any over representation of groups. College events and activities such as diversity week, induction activities and partnership training days are used to minimise the risk of certain groups being over represented in the disciplinary procedures by creating an inclusive ethos.</p>	
<p>3. <b>In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?</b></p> <p>The general principle included in section 3.8 of this policy is designed to ensure that the well-being of all students is fully considered in any disciplinary procedures. Integration of the Fitness to Study procedures into this policy is designed to protect vulnerable groups who might otherwise fall foul of disciplinary processes. Likewise Appendix 2 is included to ensure appropriate adjustment is made for students with learning needs.</p>	
<p>4. <b>What evidence supports your judgment e.g. consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?</b></p> <p>Annual analysis of Disciplinary Records by the Equality &amp; Diversity Adviser includes a demographic breakdown.</p>	
<p>5. <b>Name and job title of manager responsible:</b></p> <p style="text-align: right;"><b>Tanya Schottlander: Student Services &amp; Safeguarding Manager</b></p>	

## Appendix 1: The Stages of the Disciplinary Procedure

### **STAGE 1: (Not applicable if the behaviour is classified as gross misconduct)**

**Applicability** - *First act of misconduct linked to **ABC** issues, **A**ttendance/**p**unctuality, **B**ehaviour or **C**ommitment*

The Personal Tutor or lecturer will meet with the student and if appropriate apply one or more of the sanctions below. The Personal Tutor / lecturer must keep a record of the problem and any sanction applied on ProMonitor. The member of staff will monitor the agreement and if the student fails to fulfil the conditions, the Personal Tutor will progress to Stage 2.

The personal tutor has the overview of their tutees' disciplinary position. They can choose to treat verbal warnings and first written warnings from different subjects or circumstances separately or to aggregate them if they see a pattern.

*Note: All full time students whose attendance falls below 80% (after the Induction Review Day) and/or have unacceptable pattern of punctuality and/or fail to meet academic targets set can move straight to Stage 2 of the Disciplinary Procedure.*

### **STAGE 2: (Not applicable if the behaviour is classified as gross misconduct)**

**Applicability** - *Failure to meet agreed sanctions or actions agreed at Stage 1 or accumulation of 5 stage 1 warnings from the same or different sources.*

If no agreement is reached at Stage 1, **or** if the student fails to meet the agreed conditions arising from Stage 1, **or** they have an accumulation of different stage 1 warnings, the student (copy to their parents / carers if appropriate), will be given a written warning, signed by the Personal Tutor. Subject lecturers may help a tutor by shaping the details of the letter but it must go out from the personal tutor. If the personal tutor knows of extenuating circumstances which would make sending a letter inappropriate they should inform the subject lecturer(s) concerned. They should also work with their tutee to rectify the concerns.

Students or the personal tutor may request that parents/carers be invited to College to help resolve the situation with the Personal Tutor and/or Curriculum Manager.

Stage 2 outcomes will be documented in terms of agreed conditions or SMART target(s) for improvement. These will be recorded in the student's ILP on ProMonitor and progress meetings will be scheduled with the Personal Tutor or Lecturer as appropriate.

### **Stage 1 and Stage 2 Sanctions**

For Stage 1 and Stage 2, the Lecturer, Curriculum Manager and/or Personal Tutor may apply any (or any combination) of the following sanctions to resolve the issue(s).

In all cases the action agreed should be recorded and kept in the student's ILP on ProMonitor. The action should be agreed by the student and where relevant, a copy provided for them.

- (i) Agree targets for improvement with the student for a specified period, with built in review dates by Lecturer (stage 1) or Personal Tutor (stages 1 or 2)
- (ii) Devise an agreed list of conditions whereby the student is allowed to remain at the College

- (iii) Devise a review schedule which may include lecturers' comments for review by the Personal Tutor or Curriculum Manager. Parents or Carers may be involved at this stage.
- (iv) Escalation to stage 3.

*Note – when a target is agreed it must be time bound eg. improve attendance immediately and maintain for two months. Review dates will be recorded on ProMonitor as appropriate.*

### **STAGE 3:**

#### ***Applicability***

- *Failure to meet agreed disciplinary targets/actions from stage 2 or accumulation of 3 stage 2 warnings*
- *Act of misconduct meriting this level of warning as determined by a CM or FM*
- *The Fitness to Study Procedure may be a relevant alternative in a few cases*

If no agreement is reached, **or** if the student fails to meet the agreed conditions or targets arising from Stage 2, **or** the student accumulates 3 stage 2 warnings, the Faculty Manager or Curriculum Manager can implement a Stage 3 Disciplinary meeting.

This meeting will be chaired by a Faculty Manager or Curriculum Manager and will include the student's tutor and/or lecturer.

The student will be informed in writing, with copies to their parents/carers if appropriate, that a meeting has been convened together with date and location.

Note – the involvement of parents/carers may be deemed inappropriate by a Faculty Manager or Curriculum Manager or if the student is aged 18 years or older and requests that parents not be informed.

This meeting may apply one of the following sanctions:

- a) Removal from course(s) arising from poor performance/behaviour.
- b) Suspension from College for up to 10 working days while a stage 4 disciplinary meeting is convened.
- c) Other conditions or targets which are lesser than permanent exclusion or removal from course. The CM or FM may use the Commitment Triangle – see appendix 6.
- d) Escalation to Stage 4.

The student will be informed in writing and their parents/carers if appropriate of the meeting outcomes unless the latter is deemed inappropriate by a Faculty Manager or if the student is aged 18 years or older and requests that parents not be informed.

The PA to the Principal is to be informed of all suspensions and will maintain a central record of any such events.

The Student Services Manager will be informed of all suspensions in order that support services can be advised.

*The Faculty Manager, Curriculum Manager and Tutor should ensure that the evidence for each stage of the Disciplinary Procedure is clearly documented. This will ensure that if the decision at Stage 3 is appealed, the subsequent Student Disciplinary Panel has a clear picture of each stage of the process.*

## Appeals for Stage 3 or 4

The student can appeal a sanction awarded at a Stage 3 Disciplinary Meeting. The appeal will be heard by a Stage 4 Student Disciplinary Panel. An appeal must be lodged in writing with the Director of Curriculum, Quality and CIS within 10 working days of the application of a Stage 3 sanction and a **clear statement of the reasons for appeal** must be included. The date of the appeal hearing will be set to allow all parties sufficient time to gather required evidence.

### STAGE 4: DISCIPLINARY PANEL

#### **Applicability:**

1. *Appeal of Stage 3 sanction.*
2. *Gross misconduct. Where the issue is believed to be Gross Misconduct, Stage 4 of the Disciplinary Procedure can be implemented at the discretion of the Director of Curriculum, Quality and CIS or another member of SMT.*

**In all cases the written communication at this stage of the process is to be forwarded by recorded post.**

The Stage 4 Disciplinary Panel will be chaired by the Director of Curriculum, Quality and CIS. If the Director of Curriculum, Quality and CIS is unavailable, then another member of the Senior Management Team will chair the panel.

A Stage 4 Student Disciplinary Panel will comprise, at a minimum:

1. Director of Curriculum, Quality and CIS (or other member of SMT) – Chair of Panel
2. A Faculty Manager (or other investigating manager)
3. A student representative
4. The Head of Student Services & Safeguarding or other senior member of the student services team (student advocate); and
5. A note taker.

The student has the right to be accompanied by a maximum of two supporters eg. parents/carers, social worker in addition (should be invited for looked after children), New College friends or personal tutor.

#### **Legal representation is not appropriate.**

Stage 4 Disciplinary Panel Procedure guidelines:

Prior to the Panel convening:

- i) An investigating officer will be appointed to interview those concerned with the incident.
- ii) Their report will be shared at the panel meeting.
- iii) Names of witnesses may be kept confidential at the discretion of the panel chair.

On the day of the Panel:

- i) The student should arrive 15 minutes prior to the start of the panel to be met by the Head of Student Services & Safeguarding or other student advocate.
- ii) The panel will convene and the members and their roles at the panel made known to the students and their supporters.
- iii) The complaint/allegation will be read and the student asked for their statement relating to this.
- iv) The Chair of the Panel will review the evidence submitted.
- v) Witnesses may be called by either party to support evidence as appropriate and at the discretion of the Chair of the Panel.
- vi) All Panel members will be given the opportunity to ask questions they feel appropriate to the allegation or complaint.
- vii) The Chair will then review the allegation or complaint with a view to deciding on any sanction that may be appropriate. The student and their supporters may be asked to leave the meeting.
- viii) The panel will then reach a conclusion relating to the complaint or allegation and the Chair will apply a sanction as appropriate. Decision may be deferred if appropriate and may be made known to the Student at the time at the discretion of the Panel's Chair.
- ix) A written record of the Panel (notes of the meeting) will be kept by the PA to the Principal.
- x) Following the meeting, the student will be notified of the decision and the right of appeal. This notification will also include information relating to whom any appeal should be addressed and the timeframe for lodging the appeal. Notification will also be forwarded in writing to the parents/carers of those under 18 unless the latter is deemed inappropriate by College Management.
- xi) If the student fails to attend the panel, or if their conduct (or that of their supporters) prior to or at the panel is deemed to be abusive or violent or otherwise inappropriate, the Panel's Chair may choose to suspend the Panel and reconvene at a later date and/or to continue the hearing in the absence of the student and their supporters and come to a decision in the student's absence. The student and parents/carers, where appropriate, will be informed by letter of decisions made by the Panel and given information about procedures for making an appeal.

At any point, the Panel Chair may suspend the panel and invite the student to attend at a future date. The Panel should be reconvened with its original members within 5 working days. The student's suspension will be extended until the new panel date. If the student fails to attend the reconvened Panel, the Panel may reach a conclusion in their absence.

Outcomes open to the Disciplinary Panel are as follows:

1. To readmit the student with no further sanctions.
2. To exclude the student permanently: the Disciplinary Panel may consider the offence to be of such severity that the student is excluded from the College without leave to return.
3. To exclude for the remainder of the academic year. The student can re-apply to the College for the following academic year. Any application will be subject to Admissions Panel consideration.
4. Exclusion for other periods together with other conditions may be applied if appropriate to the issue or where mitigating circumstances exist.
5. To readmit the student with specific performance and behaviour criteria, breaking of which will lead to exclusion at the discretion of the Director of Curriculum, Quality and CIS (or other member of SMT). The Commitment Triangle may be used to secure support from parents/carers. (see appendix 6)

6. To issue a final warning that if the student offends subsequently they will be excluded with immediate effect. The exclusion to be authorised and actioned by the Chair of the Disciplinary Panel or another member of SMT.
7. To refer to the Local Channel Panel if there are concerns about possible radicalisation.

Any exclusion, except a permanent exclusion, may include terms or conditions that would enable the student to continue their studies from home with support from his/her tutors. This option can only be taken with the full support of the relevant staff.

**If the decision is to exclude the student, then the Chair of the Disciplinary Panel will instruct the note taker to inform CIS in order that the student is withdrawn on the College systems and if relevant, removed from exam entries. Exclusions will be recorded on ProMonitor with use of the 'E' badge. The PA to the Principal will keep all records of Stage 3 or above disciplinary issues and exclusions. They will be analysed for equality impact. Any exclusions will also need a flag message added to EBS to confirm whether this is permanent or for Admissions Panel consideration in another academic year.**

## **Appendix 2: Students with Additional Support Needs**

The expectation for standards of behaviour to be adhered to is the same for all students; however the college recognises that there may be some instances where students with additional learning support needs require additional consideration on a case by case basis (such as those with literacy difficulties; English as a second language; learning difficulties or disabilities; vulnerable young people or adults and those with mental ill health).

At every stage of the disciplinary process, all members of staff must be conscious of the needs of students who may be disadvantaged by a process which relies on written communication and formal interviews.

Members of staff must consider the individual needs of such students and adapt the process, with advice from the Additional Support Manager, in order to ensure that they are treated fairly and equitably. Adaptations may include:

- adapting the language in any written communication;
- providing any written communication in alternative formats or languages;
- providing additional advice to ensure that the student understands every stage of the process;
- providing interpretation services at any disciplinary interview or hearings;
- considering, in deciding what disciplinary action to take, the student's ability to understand the College code of conduct and the degree to which the student has been supported to understand and follow it. This may be particularly relevant in cases involving students with learning difficulties, who may in a minority of cases need support in ensuring that they are able to follow the College Code of Conduct.

At Stages 3 or above of the Disciplinary Procedure, members of staff should consider whether issues are better dealt with using the **Fitness to Study** procedures.

## **Appendix 3: Attendance, Behaviour and Commitment (ABC)**

The following standards and procedures will be followed to monitor and respond to any ABC related issues.

- I. A minimum of three reviews of all full time students' progress will occur each academic year (scaled down for students on shorter courses).
- II. All full time students whose overall attendance falls below 90% (after the Post Induction Review Day) and/or have unacceptable patterns of punctuality and/or fail to meet course targets set can move straight to Stage 2 of the Disciplinary Procedure.
- III. All students interviewed for **ABC** concerns will be set improvement targets with appropriate timescales and monitoring.

#### Appendix 4: Students not based at the main campus

The main principles and procedures outlined in this Policy are applicable to all New College students. The following adaptations for students who are not based at the main campus may apply:

- i. The recording of disciplinary processes will not involve the use of ProMonitor for students based away from the main campus and so alternative electronic or hard copy records will be used.
- ii. Off site centres should adjust the staff participants to their own appropriate circumstances, eg a Head of Centre may replace the Director of Curriculum, Quality and CIS.
- iii. If other examples of gross misconduct are particularly applicable to the learning centre or context then these should be made aware to students in their induction.

#### Appendix 5: Timescales for disciplinary stages

All notes related to disciplinary warnings will be retained in the student record and could inform reference requests by employers or other educational providers.

The indicators of disciplinary stages on ProMonitor for students based at the main campus will have a typical timescale as shown below:

Stage	Timescale
Stage 1 – informal warning (can be originated by any member of staff)	Remove badge indicator if targets have been met at discretion of member of staff recording the warning. Automatic removal of badge by ProMonitor Coordinator at start of new academic year. Warnings stay on the record however.
Stage 2 – First written warning (Tutor)	Remove badge indicator if targets have been met at discretion of tutor recording the warning. Automatic removal of badge by ProMonitor Coordinator at start of new academic year. Warnings stay on the record however.
Stage 3 – Second written warning (CM/FM)	Retained for complete academic year or until student leaves College. Reviewed by CM/FM at start of academic year for decision to remove badge indicator. Warnings stay on the record however.
Stage 4 – Final Disciplinary panel (D of C)	Retained on student record if upheld. Removed if successfully appealed or at discretion of Director of Curriculum, Quality and CIS at the Admissions Panel. Warnings stay on the record however.

## Appendix 6 – Commitment Triangle



### Contract of Attendance, Behaviour and Commitment

Read the terms and conditions of this contract very carefully before signing.

Student Name: ..... Student Number: .....

Terms and conditions of this contract (tick relevant boxes):

- To attend **ALL** classes.
- To use the absence hotline by 9.30 am if I cannot attend. (Tel 01793 732888)
- To adhere to the College Standards of Behaviour
- To be punctual to classes and to return on time from any breaks
- To meet **ALL** deadlines for handing in work
- Other – please state:

I understand that if I break this contract, my place at College may be withdrawn.

**(Where attendance is affected by an on-going medical condition this should be discussed with relevant college staff.)**

**COMPLETE THE COMMITMENT TRIANGLE WITH THE MEMBER OF STAFF CARRYING OUT THIS INTERVIEW.**

**This contract, along with my attendance, behaviour and commitment, will be reviewed during the week of:**

Signed: ..... (Student) Date: .....

Signed: ..... (Tutor) Date: .....

(Please print)

**Copy to:** Student, Personal Tutor & Record on Pro-monitor

#### THE ABC OF SUCCESS



= ATTENDANCE



= BEHAVIOUR



= COMMITMENT

**Commitment Triangle for .....**

**Student Commitment Statement**

What I will do to meet the terms and conditions of this contract:

- 
- 
- 
- 
- 
- 

Signed:

**Parent / Carer Commitment Statement**

How will I support this commitment?

- 
- 
- 
- 

Signed:

**College Commitment Statement**

How will I check and support this commitment

- 
- 
- 
- 

Signed: