

**Policy Title:** Student Behaviour, Support and Disciplinary Policy and Procedures

**Created By:** Student Services Manager

**Approved By:** Vice Principal HE and Curriculum

**Date of Approval:** March 2022

**Review Date:** September 2022

**Responsible Manager:** Student Services Manager

**Policy Category:** Student

**Related Policies:** Equalising Opportunity – Celebrating Diversity Policy  
Student Anti Bullying Policy  
Safeguarding Children and Vulnerable Groups Policy  
Fitness to Study Policy  
Prevent Strategy  
Complaints Policy  
Substance Misuse Policy  
IT User Policy

**Policy Location:** SharePoint Central Storage Library

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## **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**

- To outline the principles underlying the Behaviour Support and Disciplinary procedures.
- 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.
- To set out the stages of the College Disciplinary Procedure.
- To clarify the appeals procedure associated with any disciplinary actions.
- To outline the sanctions which may be applied as part of the disciplinary procedure.

## **3. General Principles**

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.

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' Duty), 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, partnership students or students aged over 25 on small daytime programmes.

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.

A record of all concerns is to be kept by the relevant members of staff at different points of the procedure, using ProMonitor (or other student record systems for off - site provision) and records of disciplinary stage 4 should be recorded on ProMonitor by the note taker in the meeting. This will allow for analysis of disciplinary data. Each record is essential evidence for any subsequent stages of the disciplinary procedure.

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.

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.

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 placements, offsite visits, and other college sponsored trips and activities. It relates to any breach of acceptable behaviour including gross misconduct.

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. Their Personal Tutor will attend stage 3 or 4 meetings in an advocacy / supportive role.

The burden of proof applied to these procedures should be the 'balance of probabilities'.

#### **4. New College Swindon Student Code of Conduct**

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<sup>1</sup> 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.

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<sup>1</sup> *Fundamental British Values have been defined by the UK Government as:*

*Democracy*

*The Rule of Law*

*Individual Liberty*

*Mutual Respect and tolerance of those of different faiths and beliefs*

## Gross Misconduct

“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<sup>2</sup>:

- Violent, intimidating or abusive behaviour towards staff, visitors, fellow students or members of the public
- Indecent behaviour
- 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 or prevent other members of the College community from working or studying
- 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/visits
- 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 designated smoking areas
- Gambling on College premises
- Graffiti or vandalism on 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.

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

Stage	Likely Issues	Staff	Summary of Possible actions	Record
1 Informal warning	Minor problems concerning Attendance, Behaviour or Commitment.	Usually subject lecturer (but could be other relevant staff member) to give warning in person or via e-mail or text.	Time-bound target(s) to be set and monitored by initiating member of staff. <b>Possible application of fitness to study procedure.</b>	Record a warning on Pro Monitor under <b>Student Meetings - disciplinary ‘badge’ will update.</b>

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<sup>2</sup> This is not a complete list but is included as illustration of behaviours or actions that fall within the definition of “Gross Misconduct”.

<p><b>2</b> <b>Formal written warning (ideally including a meeting with Personal Tutor / Lecturer)</b></p>	<p>Repeated or unresolved <b>ABC</b> 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**.</p>	<p>Initiating member of staff completes ProMonitor stage 2 meeting note including issue and target(s) to improve requesting stage 2. Tutor rejects request or proceeds with letter signed and sent by Personal Tutor. Copy to parents*.</p>	<p>Request for stage 2 can be rejected if tutor aware of extenuating circumstances – check with Curriculum Manager. Reason to be provided. Specific time-bound targets to be set by Personal Tutor, Lecturer or other relevant member of staff and monitored by relevant person. ABC Contract /Commitment Triangle may be used. <b>Possible application of fitness to study procedure.</b></p>	<p>Upload copy of letter onto ProMonitor – <b>use ‘linked documents’ under stage 2 meeting. Record Disciplinary within Student Meetings - disciplinary ‘badge’ will update.</b></p>
<p><b>3</b> <b>Formal disciplinary meeting with Curriculum Manager</b></p>	<p>Failure to meet previous <b>ABC</b> targets or additional problems. A misconduct issue meriting escalation to this level (Curriculum Manager’s discretion). As a general rule, a tutor should escalate to stage 3 if 3 stage 2 warnings are received**.</p>	<p>Initiating member of staff completes ProMonitor stage 3 meeting note including issue and target(s) to improve requesting stage 3. Relevant Curriculum Manager rejects or arranges stage 3 meeting with student. Personal Tutor to attend as advocate. Copy to parents*.</p>	<p>Request for stage 3 can be rejected if Tutor/Curriculum Manager aware of extenuating circumstances. Reason to be provided. Specific time-bound targets to be set by Curriculum Manager. If the student still does not comply with conditions set, escalation to stage 4 will happen. ABC Contract /Commitment Triangle may be used. <b>Possible application of fitness to study procedure.</b></p>	<p>Upload copy of outcome letter and any targets/contracts onto ProMonitor under <b>Student Meetings - disciplinary ‘badge’ will update. Use ‘linked documents’ under stage 3 meeting.</b></p>
<p><b>Stage 4 will be relevant only in one of these cases – (a) an escalation from Stage 3 or (b) through a misdemeanour (gross misconduct) entirely separate from the above.</b></p>				
<p><b>4</b> <b>Disciplinary Panel</b></p>	<p>Gross misconduct issues or escalation from stage 3 for failure to meet the agreed targets</p>	<p>Disciplinary Panel chaired by a senior college manager (see appendix 1).</p>	<ul style="list-style-type: none"> <li>• Not upheld</li> <li>• Permanent exclusion</li> <li>• Exclusion for shorter period</li> <li>• Return to college with conditions summarized in a letter to student and/or ABC Contract.</li> </ul> <p><b>Possible application of fitness to study procedure.</b></p>	<p>Notes of panel hearing with copy to student, parent / carer. Upload onto ProMonitor under <b>Student Meetings. Use ‘linked documents’ under stage 4 meeting. Appeal possible to Principal</b></p>

## 6. Appeals Procedure

In normal circumstances there is a right of appeal at Stage 4 of the disciplinary procedure.

The Stage 4 Appeal must be lodged in writing, using the email address provided on the outcomes letter, within 10 working days of any sanction being applied 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 collate and present evidence. The Principal will hear the appeal or Deputy Principal if they are unavailable. They can invite the original investigating manager or stage 4 panel chair at their discretion. A maximum of two parents/carers, or friends may accompany the student at the appeal. A social worker should be invited for a 'child looked after', in addition. A note taker will keep a record of the appeal meeting.

A student who is unhappy with any earlier stages of this process can use the College's formal Complaints Procedure.

**The Stage 4 Appeal outcome is final and further appeals will not be considered.**

## 7. Sanctions

SMART Targets and/or ABC Behaviour support Contracts including Commitment Triangles (see appendix 6) 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 initiating member of staff, as appropriate to the nature of the target(s). 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.

A Prevent or 'Channel' referral may be used in the case of a student whose behaviour indicates a concern regarding radicalisation. This will be organized by a member of the College Safeguarding Team or a relevant college manager if none are available.

Automatic Suspension - When a student has committed Gross Misconduct, all members of the SMT, Faculty Managers or Duty Managers (where no member of the SMT is available) should immediately suspend a student for up to 10 college working days (unless this would pose a significant risk to the individual). Within this period the matter will be dealt with at Stage 4 of the Disciplinary Procedures. Please see the Student Suspension Administration Process (Appendix 7).

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.

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.

Suspensions and exclusions will be formally notified in writing as per the procedures above (and those set out in Appendix 7).

Where a student has been suspended or excluded from College, a note will be kept on the college FMI system (ebs), to ensure any new application is referred to the College's Admissions Panel.

## Appendix 1: The Stages of the Disciplinary Procedure

### Stage 1: Informal Warning

*Note: This is not applicable if the behaviour is classified as Gross Misconduct*

#### Applicability

- First act of misconduct linked to ABC issues, Attendance/punctuality, Behaviour or Commitment
- The Fitness to Study Procedure may be a relevant alternative in a few cases

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

The Personal Tutor has the overview of their tutees' disciplinary position. They can choose to treat informal warnings and first formal 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 first 6 weeks 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: Formal Written Warning

*Note: This is 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.
- The Fitness to Study Procedure may be a relevant alternative in a few cases

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 requesting a stage 2 warning must help a tutor to shape the details of the letter using the ProMonitor meeting notes 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 can reject the request for a stage 2 disciplinary warning.

They should discuss this with their Curriculum Manager to back up their decision and they should inform the subject lecturer(s) concerned through ProMonitor. 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, possibly with relevant subject lecturers.

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 review meetings will be scheduled with the Personal Tutor or Lecturer as appropriate.

### Stage 1 and Stage 2 Outcomes

For Stage 1 and Stage 2, the Lecturer, Curriculum Manager and/or Personal Tutor may apply any (or any combination) of the following actions 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.

- Agree targets for improvement with the student for a specified period, with built in review dates by Lecturer and/or Personal Tutor as appropriate to the concerns raised.
- 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.
- Escalation to the next stage.

*Note: when a target is agreed it must be time bound e.g. improve attendance immediately to x% and maintain for two months. Review dates will be recorded on ProMonitor as appropriate. Lecturer and/or tutor should close completed targets.*

### Stage 3: Formal Disciplinary Meeting

#### **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 Curriculum Manager or other college manager
- 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 Curriculum Manager can implement a Stage 3 Disciplinary meeting.

This meeting will be chaired by the Curriculum Manager associated with the student's Personal Tutor and will include the student's tutor and/or relevant lecturer(s). The exception to this will be an 'acute' disciplinary incident, based on something that happens in a particular subject area, which should be dealt with by the Curriculum Manager for that team.

The student will be informed in writing or by email, 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 the Curriculum Manager. A student can request that their parent(s)/carer(s) are not involved. If the student is aged 18 years or older and requests that parents not be informed this will not normally be challenged.*

### Stage 3 Outcomes

- Conditions or targets which are lesser than permanent exclusion or removal from course. The Curriculum Manager will use SMART targets with a defined review period; the ABC Contract and/or the Commitment Triangle available for use – see appendix 6.
- The Stage 3 disciplinary badge will be retained on ProMonitor unless it is found that the student has no case to answer.

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

*Note: The Curriculum Manager and Tutor should ensure that the evidence for each stage of the Disciplinary Procedure is clearly documented on the student's record.*

### Stage 4: Disciplinary Panel

#### **Applicability:**

- Escalation from Stage 3 where targets have not been met.
- 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 Faculty Manager, Head of Student Services and Safeguarding or the Deputy Principal or another member of SMT in exceptional circumstances.
- The Fitness to Study Procedure may be a relevant alternative in a few cases.

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 a senior college manager. A Stage 4 Student Disciplinary Panel will comprise, at a minimum:

- Chair of Panel (Usually an Assistant Principal)
- An Investigating Manager (e.g. Curriculum Manager)
- Personal Tutor (acting as student advocate or another member of Student Services); and
- A note taker (usually the Curriculum Administrator, hereafter referred to as 'Stage 4 Administrator').

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 a member of NC Exec.

*Note: Legal Representation is not appropriate at Stage 4 Meetings.*

## Stage 4 Disciplinary Panel Procedure Guidelines

### Prior to the panel convening:

- The Stage 4 Administrator will identify Chair, IO, Student Advocate and note taker
- The Stage 4 Administrator will book a meeting with the above detailed members
- The Stage 4 Administrator will draft a letter to the student and one to the parent detailing the time and date of the stage 4. This letter should also note if the student has been suspended.
- The Stage 4 Administrator will set up a 'meeting' in Pro Monitor and assign the above named members to the distribution list, along with the Head of Student Services and safeguarding and the current Admissions Panel Link.
- The Stage 4 Administrator will update the student's 'badge' on Pro-Monitor.

An investigating officer will be appointed to interview those concerned with the incident; their report will be shared at the panel meeting.

Names of witnesses may be kept confidential at the discretion of the panel chair.

### On the day of the panel:

- The student should arrive 15 minutes prior to the start of the panel and will be met by the Personal Tutor or other student advocate.
- The panel will convene and the members and their roles at the panel made known to the students and their supporters.
- The Chair will clarify the reason for the panel and explain the possible outcomes of the hearing.
- The complaint/allegation report will be read by the Investigating Manager and the student asked for their statement relating to this.
- The Chair of the Panel will review the evidence submitted.
- Witnesses may be called by either party to support evidence as appropriate and at the discretion of the Chair of the Panel.
- All Panel members will be given the opportunity to ask questions they feel appropriate to the allegation or complaint.
- The Chair will then review the allegation or complaint to decide on the outcome that may be appropriate. The student and their supporters may be asked to leave the meeting.
- 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.
- 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 their 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.

*Note: 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.

After the panel:

- The Stage 4 Administrator will upload the minutes to the 'linked documents' of the meeting on Pro-Monitor.
- The Stage4 Administrator will send a letter to the student, copied to their parents or guardians where appropriate, detailing the outcomes of the Stage 4 and any appeal procedures.
- The Stage 4 Administrator will update all other details on the Stage 4 Meeting on Pro-Monitor.
- The Stage 4 Administrator will update the student's 'badge' on Pro-Monitor.

Outcomes from the Disciplinary Panel

- To readmit the student with no further sanctions.
- To readmit the student with specific performance and behaviour criteria, breaking of which will lead to exclusion at the discretion of the Faculty Manager (or Deputy Principal). The Commitment Triangle may be used to secure support from parents/carers. (see appendix 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.
- 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.
- Exclusion for other periods together with other conditions may be applied if appropriate to the issue or where mitigating circumstances exist.
- 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.
- To refer to the Local Channel Panel if there are concerns about possible radicalisation.

*Note: The stage 4 disciplinary badge will be retained on ProMonitor unless it is found that the student has no case to answer.*

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 Lecturers. 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 Stage 4 Administrator to inform FMI 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 Stage 4 Administrator will upload all records of Stage 4 disciplinary issues and exclusions to ProMonitor. 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.

#### Appeals for Stage 4

An appeal to a stage 4 decision must be made in writing to the Office Manager to the Principal using the email address on the outcome letter, within 10 working days with the reasons for the appeal need to be clearly stated.

## **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.

*Note: At all stages 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**

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

- A minimum of three reviews of all full time students' progress will occur each academic year (scaled down for students on shorter courses).
- All full time students whose overall attendance falls below 80% after 6 weeks 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.
- 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:

- 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, compliant with GDPR.
- Off site centres should adjust the staff participants to their own appropriate circumstances, eg a Head of Centre may replace the Faculty Manager or Head of Student Services and Safeguarding.
- 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.

Stage 1	Informal warning	Remove badge indicator if targets have been met at discretion of member of staff recording the warning.
	Can be issued by any member of staff	Automatic removal of badge by ProMonitor Coordinator at start of new academic year.
Stage 2	First Formal Written Warning	Remove badge indicator if targets have been met at discretion of tutor recording the warning.
	Requested to and issued by Progress Coach	Automatic removal of badge by ProMonitor Coordinator at start of new academic year.
Stage 3	Formal disciplinary meeting	Retained on student record unless there is no case to answer.
	Requested to and issued by Curriculum Manager	Can be reviewed by Curriculum Manager at start of academic year for decision to remove badge indicator.
Stage 4	Final Disciplinary Panel	Retained on student record if upheld.
	Requested to and issued by Assistant Principal	Removed if successfully appealed or if the panel find there is no case to answer.

## Appendix 6: ABC Contract and Commitment Triangle Templates



### 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)

<b>THE ABC OF SUCCESS</b>		
 = 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:

## Appendix 7: New college Student Suspension and Disciplinary Hearing Process (Administration)

Step 1: Student is formally suspended

- The suspending manager calls home to inform the parent/carer.

Step 2: The Stage 4 Administrator allocates:

- Chairperson<sup>3</sup>
- An Investigating Manager (IM)<sup>4</sup>
- Student advocate (SA) <sup>5</sup>
- Administrator<sup>6</sup>

Step 3: The Administrator (Team Assistant) will

- Arrange the hearing
- Book a room for the hearing
- Send an outlook invite to IM, Chair, SA and administrator if not the Team Assistant (administration to take minutes)
- Send an invite letter to student and their parent/carer including the date, time and reason (including the example which best fits the reason for suspension) for the hearing and a copy of this policy
- Upload the letter to ProMonitor Stage 4 Meeting
- Create a stage 4 disciplinary meeting on ProMonitor and update the disciplinary badge in Risk Indicators
- Send a comment via ProMonitor to all staff and managers and cc Head of Student Services and Safeguarding, Head of Facilities and a member of staff from the Absence Hotline advising of suspension and date of hearing for register marking purposes
- Update the disciplinary tracker on Office 365.

Step 4: Administrator will take minutes at the hearing.

Step 5: After the hearing the administrator will:

- Send a letter to the student and their parent/carer informing of the outcome of the hearing, including a copy of the disciplinary policy where appropriate
- Upload minutes and letter to ProMonitor and in the relevant case folder on Office 365
- Complete the meeting on ProMonitor
- Update risk indicator on ProMonitor accordingly
- Comment on ProMonitor informing all staff and managers and cc Head of Student Services and Safeguarding, Head of Facilities and a member of staff from the Absence Hotline advising of the outcome
- Update the disciplinary tracker on Office 365.

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<sup>3</sup> This will usually be the suspending manager

<sup>4</sup> This will usually be a Curriculum Manager or other member of the CCM Team

<sup>5</sup> This will usually be the progress coach

<sup>6</sup> This will usually be the Curriculum Administrator

## X. Version Control

### Document Location

*This document if printed can only be considered up to date on the day that it was printed.  
For a current version of this document please see the Central Storage Library.*

### Revision History

**Date of this Revision:** Mar 2022

**Date of next Revision:** September 2022

Version	Date	Author	Change Description
1.1	March 2022	Office Manager to Principal	Document Created

### Approvals

This document requires the following approvals:

Committee/Principalship	Date
Vice Principal HE and Curriculum	March 2022

### Distribution

This document has been distributed to:

Title/External Organisation/All Staff	Date of Issue	Version
All Staff	March 2022	1.1