

Student Behaviour & Disciplinary Policy 2018-19

Overall responsibility: Principal
Implementation: Deputy Principal
Date Issued: September 2018
Date for review: September 2019

Endorsed and approved by Strategy & Policy group: _____(signature)
Pat Brennan Barrett – Principal

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STUDENT BEHAVIOUR & DISCIPLINARY POLICY

Introduction/ overview

The purpose of the policy is to promote positive behaviour as a way of supporting student progress towards reaching their potential. In cases where support for students is unsuccessful, and/or the student displays unacceptable behaviour, this might involve applying appropriate sanctions to protect the interests and learning of other students and staff.

Policy statement

All students have the right to learn and a responsibility to allow others to learn in a safe, secure and respectful environment.

Northampton College also has a responsibility to provide staff with a safe, secure and respectful environment in which to work.

The aim of this policy/procedure is to ensure the provision of such an environment, to support the learning process and to promote acceptable conduct at all times.

Wherever possible, the College will work constructively with students to resolve disciplinary issues but implicit in this policy is the recognition of the need to disapprove of, formally record and, in certain circumstances, punish unacceptable conduct which disrupts learning or shows disrespect.

Should actions undertaken by students outside of the College premises impact upon maintaining good order within the campus, then disciplinary action will also be considered.

Quality statements

- During induction the Student Disciplinary Policy and Procedure will be explained to all students.
- The Student Disciplinary Policy and Procedure is posted on the College website.
- Parents/carers/employers of students will be provided with details of how to access the policy and procedure.
- This policy and procedure will be explained to all new staff at induction and details of how to access it through the websites will also be explained.
- All students will be made aware of this policy through printed materials such as College and Course Handbooks.
- All students will be entitled to advocacy support when subjected to the disciplinary process.
- Any disciplinary action will follow the procedures laid down in the accompanying document(s).
- The student is the responsibility of their curriculum area, irrespective of where any alleged offence took place.
- The principle underlying the procedures is that the investigation (and subsequent judgment) determines the seriousness of any offence, if found, and therefore the level (or stage) of warning.
- Standard college letters will be used where appropriate. An adjusted letter will be used for students who have learning difficulties and or disabilities.
- Disciplinary warnings will remain active for a twelve month period following a student completing or withdrawing from the College.

Definitions

Unacceptable Conduct

Any academic or non-academic conduct which adversely interferes with teaching and learning, is disrespectful to other members of the College community or property or breaches the Code of Conduct, which is:

- To not use a mobile phone in class unless directed by a member of staff.
- To engage with the College (e.g. through student forums) and be positive about it.
- To be respectful and considerate of each other and the College environment, avoiding causing nuisance to others.
- To speak to one another and staff calmly and politely, avoiding words and actions that may be interpreted as abusive, offensive or threatening.
- To carry college identification cards at all times.
- To remove caps and hoods whilst in College and ensure clothing does not obscure the face.
- To be punctual and properly prepared for classes.

Serious Misconduct

Any conduct that is a serious threat to the good management of the college or causes threat or harm to other members of the College community. Examples of such conduct, not exclusively, are:

- Physical or verbal assault on another student or member of staff or visitor, or threatening behaviour.
- The possession, use or dealing of any illegal substances including alcohol. (See Substance Misuse Policy)
- Incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs or solvents.
- The possession of any offensive weapon(s).
- Theft, fraud, deliberate falsification of records.
- Deliberate damage to property owned by Northampton College, its staff, student or visitors.
- Behaviour likely to be offensive to public decency (including swearing and offensive language).
- All forms of harassment whatever they are based upon (for example whether based on sex, race, sexual orientation, disability, age, health, appearance, background, personal or political beliefs or religion or any protected characteristic).
- Refusal to follow any instruction of College staff (or emergency services staff) relating to health and safety, or the orderly management of the College's business and its environment.
- Behaviour prejudicial to the good name of the College, whether on or off the College premises.
- Inappropriate use of technology or any of the College's computer equipment or facilities (see ICT Acceptable Use Policy).
- Failure to pay any outstanding debts to the College e.g. for trips, course fees, examination fees.

Failure to meet Academic Standards

All courses depend on a commitment and application to study and the production of required work. This will include, but not be limited to:

- Attendance at all parts of a study programme including Maths/English and Work Experience.
- Homework and research set to aid learning
- In class activities
- Assignments as part of the assessed Curriculum (submitted within required guidelines)

A student who fails to meet these requirements, without satisfactory explanation, will be regarded as neglecting their academic obligations. In the first instance this will normally be dealt with by the appropriate tutor / personal tutor / academic coach who will record actions on the eILP.

Where breaches of discipline occur such as a failure to comply with the Code of Conduct or any incident of academic misconduct, the following procedure will be used.

Every effort will be made to avoid the use of formal disciplinary action where problems can be remedied informally. All staff carry the responsibility for the informal disciplining of students and for ensuring that misconduct or poor academic performance on the part of students is consistently dealt with in accordance with this policy.

Where informal measures prove insufficient to establish a satisfactory standard of conduct, a verbal warning may be given. If there is no improvement, then four formal disciplinary stages may be invoked and may include the possibility of fixed period or permanent exclusion from the College.

Any disciplinary action must be logged electronically on the central disciplinary database.

In all cases staff should be aware of any learning difficulty or disability which may affect the student and seek advice and support as appropriate and always before implementing formal action.

Every disciplinary hearing should be preceded by investigation of the facts leading to the request for a disciplinary hearing. Where a staff member believes a Stage 1 or above disciplinary should occur, evidence should be presented to the Curriculum Manager first to determine whether or not disciplinary action should be taken.

The manager responsible for the disciplinary hearing should ensure they have considered all relevant information and documentation related to the cause for the disciplinary hearing. Where it is decided that a formal investigation is appropriate, the Assistant Principal/Assistant Principal of Apprenticeships should liaise with the Assistant Principal for Teaching, Learning and Quality to agree the terms of reference and agree who should carry out the investigation. If the student has a learning difficulty and/or any disability a reasonable adjustment will be made. The College reserves the right to engage an external (independent of the College) investigator where the risk to the College or student is deemed sufficient to warrant this action.

Students can be placed on any stage of disciplinary without having undergone the previous stage, the principle here being that the level of disciplinary action is determined by the alleged misconduct (see appendix 1 for guidance).

Please note: Before sending letters to parents, staff should be aware that students may have opted out of parental communication and therefore additional letters to parents will not be required.

Procedures (see Appendix 1)

Verbal Warning (F2) (see Appendix 2)

Can be issued to address first time or minor incidents of classroom management issues or behaviour concerns within College. This should be logged by the person issuing it on eILP within 24 hours, for Work Based (WB) or Work Placed (WP) Learners a record will be held in their personal file and a copy sent to their employer. Actions to be monitored by the person issuing the F2.

Stage 1

A formal hearing will be held between the Curriculum Manager/Employee Development Team Leader and the student normally within 7 working days. The hearing will be recorded on a Student Disciplinary Record form (SDR) and on the central disciplinary database, a copy of the SDR will be sent to the parent/carer/employer (where appropriate).

The hearing will have 1 of 3 outcomes:

- Stage 1 confirmed
- Lower level confirmed
- No disciplinary given.

Where a disciplinary is confirmed the SDR will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further misconduct or poor academic performance.

A meeting to review progress against the action plan will be conducted usually within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged on the eILP.

Stage 2

A formal hearing will be held between the Curriculum Manager/ Employee Development Team Leader and the student normally within 7 working days. The hearing will be recorded on a Student Disciplinary Record form (SDR) and on the central disciplinary database. Parents/carers/employers must be invited to attend the hearing (where student is under 19 at the start of their course and has not withdrawn permission).

The hearing will have 1 of 3 outcomes:

- Stage 2 confirmed
- Lower level confirmed
- No disciplinary given.

Where a disciplinary is confirmed the SDR will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further misconduct or poor academic performance.

A meeting to review progress against the action plan will be conducted normally within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged on the eILP.

Stage 3

A report will be prepared detailing the reasons for a stage 3 by the Curriculum Manager or investigating officer, this report will be presented to Assistant Principal.

Parents/carers/employers must be invited to attend the hearing (where student is under 19 at the start of their course and has not withdrawn permission), normally within 7 working days of the report being concluded.

An Assistant Principal will convene a panel hearing.

The panel will consist of the Assistant Principal/Assistant Principal of Apprenticeships to which the student belongs and if appropriate, another Assistant Principal or manager may also be in attendance.

The hearing will have 1 of 4 outcomes:

- Stage 3 confirmed
- Lower level confirmed
- No disciplinary given
- Recommendation for stage 4 hearing

Where a disciplinary is confirmed the SDR will contain a course of action for improvement within an agreed timescale (2/3 weeks) and outline the consequences of further misconduct or poor academic performance.

A meeting to review progress against the action plan will be conducted usually within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged on the eILP.

Stage 4

A report will be prepared detailing the reasons for a stage 4 by the Assistant Principal/Assistant Principal of Apprenticeships. This report will be presented to the Deputy Principal or the Director of Finance and Corporate Affairs.

A member of the college Executive Management Team (EMT) will convene a hearing.

Parents/carers/employers must be invited to attend the hearing (where student is under 19 at the start of their course and has not withdrawn permission), normally within 7 working days of the report being concluded.

The hearing will have 1 of 3 outcomes:

- Exclusion confirmed
- Lower level confirmed
- No disciplinary given

Notification of Disciplinary Hearings

For stages 2 – 4 inclusive, students will be given at least 7 working days' written notice to attend the hearing which will include the nature of the alleged misconduct.

Students will be advised that they may be accompanied by a parent/carer/relative/employer/fellow student if they wish. Students may request advocacy support from their Personal Tutor, Academic Coach or Student Services for any disciplinary hearing which may involve support to make a written statement of their version of events which may be subsequently used as evidence in any future hearings. Legal representation is not acceptable and will not be permitted.

Parents/carers/employers will be informed of the outcome of Stage 1 hearings and invited to attend stage 2, 3 and 4 hearings if they wish.

Suspension

Suspension may occur for a single incident without recourse to the early stages of the student disciplinary procedure. Northampton College suspends without prejudice and makes no presumption of guilt.

The following staff can suspend students:

Any member of the College Management Team may suspend a student for a period not exceeding 24 hours. (to be used as a “Cool down” period only).

Any Assistant Principal and the Assistant Principal of Apprenticeships may suspend a student for a period not exceeding 5 working days.

Any member of the College Executive Management Team can suspend a student for a period not exceeding 10 working days.

Where a request is made to extend a suspension beyond 10 working days, the Deputy Principal and the Head of Student Services will review the request and agree to either extend the suspension or refuse to extend the suspension. Where the suspension period is extended the length of time will be determined by the need for further investigation and reporting.

If the student being suspended is under 18 at the start of their course, their parent/carer must be informed immediately of the suspension and the reasons for the suspension (unless the student has actively removed permission to contact). If a work based/placed learner is being suspended under this policy their sponsor must be informed.

Police Involvement

Where any member of staff has reason to believe that a student may have committed a criminal offence, the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student.

The Head of Student Services will liaise with the police to confirm whether there is any reason why the disciplinary proceedings should not continue.

Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.

It is emphasised that in relation to the application of this procedure, the College is not bound by the results of any criminal proceedings against students.

Appeals

There is a right of appeal at all stages of the formal procedure. For stages 1, 2 & 3 the student should submit their appeal, in writing, to the Quality Office within 5 working days of their hearing. The Assistant Principal for Teaching, Learning and Quality will hear the appeal usually within 10 working days.

For an appeal against exclusion, the student should submit their appeal, in writing, to the Principal within 5 working days of their hearing. The Principal will hear the appeal usually within 10 working days.

This procedure lays down timeframes to which the College will seek to adhere to. However, there may be occasions where the time limits will slip. In that eventuality, the College will keep the student fully informed of the reasons for this and when the hearings will take place.

LINKED POLICIES/ PROCEDURES

- Assessment Appeals Procedures
- Grievance Procedure
- Assessment Policy
- Substance Misuse Policy
- Safeguarding Children and Vulnerable Adults Policy
- Student Assessment Policy
- Complaints/Comments Policy “Tell Us How We Are Doing”
- Plagiarism Policy

MONITORING PROCEDURE

All disciplinary action will be recorded on the approved college pro-forma and will be held on the student's digital file for inspection at any time.

All formal disciplinary records will be logged on a central disciplinary database.

The Assistant Principal for Teaching, Learning and Quality will present a summary report annually.

Appendix 1

STAGE	PROCESS	SANCTIONS	MISCONDUCT LEVEL	APPEAL
Verbal Warning	Course Tutor or Academic Coach /Employee Development Team Leader will issue verbal warning to student and log interaction on eILP/personal file (work based and work placed only – a copy of the warning must also be sent to the employer)	None other than advised that if behaviour is repeated it may lead to disciplinary	Incidents of classroom management issues such as those listed below at Stage 1 plus any additional behaviour concerns witnessed throughout the College	None
Stage 1	<p>A Curriculum Manager/ Employee Development Team Leader, will conduct the hearing, following investigation, with the student within 7 working days.</p> <p>Parents/carers/employers will be informed of action.</p> <p>Outcome will be logged on central systems</p>	<p>Stage 1 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks. Additional sanctions and reparation as appropriate (e.g. limited access to IT, apologies to any inconvenienced individuals). Class Tutors to comment on positive and negative behaviours on eILP during the action plan period. Personal tutors/Academic Coaches to monitor. This stage can be repeated once only if appropriate but then escalation to stage 2 is required</p>	<p>Issues such as continuous/repeated:</p> <ul style="list-style-type: none"> • disrespect towards staff or visitors • disruptive behaviour/unacceptable language • non-application to work in class • initial instance of bullying • unjustified absenteeism or lateness • poor attitude to completing work • regularly unprepared for lessons • minor breaches of College rules or the 	<p>In writing to the Quality Office within 5 working days. Appeal will be heard within 10 working days by the Assistant Principal for Teaching, Learning and Quality</p>

			code of conduct – eg smoking <ul style="list-style-type: none"> • inappropriate parking 	
Stage 2	<p>A Curriculum Manager / Employee Development Team Leader will conduct the hearing, following investigation, with the student within 7 working days.</p> <p>Parents/carers/employers will be informed of action.</p> <p>Outcome will be logged on central systems</p>	<p>Stage 2 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks</p> <p>Other sanctions and reparations as appropriate</p> <p>Class Tutors to comment on positive and negative behaviours on eLP during the action plan period.</p> <p>Personal tutors /Academic Coaches to monitor.</p> <p>This stage can be repeated once only if appropriate but then escalation to stage 3 is required</p>	<p>Failure to achieve a stage 1 action plan.</p> <p>Issues such as the following should come straight to this level:</p> <ul style="list-style-type: none"> • minor damage to property • minor levels of aggression/bullying/harassment • towards other students or staff • minor health and safety infringements • discriminatory behaviour/comments of any kind • abuse of any college facilities • unacceptable behaviour towards College neighbours or their property • plagiarism 	<p>In writing to the Quality Office within 5 working days.</p> <p>Appeal will be heard within 10 working days by the Assistant Principal for Teaching, Learning and Quality.</p>
Stage 3	Investigation for incidents of serious misconduct (in	Stage 3 warning and action plan issued or	Failure to achieve a stage 2 action plan.	In writing to the Quality Office within 5 working days.

	<p>agreement with Assistant Principal for Teaching, Learning and Quality), (may be external investigator if deemed appropriate). referral for failure to meet targets agreed at stage 2 Report prepared for reasons for stage 3 by Curriculum Manager/investigating officer, presented to Assistant Principal/Assistant Principal of Apprenticeships. Assistant Principal/Assistant Principal of Apprenticeships will convene a panel hearing. The panel will consist of the Assistant Principal/Assistant Principal of Apprenticeships to which the student belongs and another Assistant Principal/Assistant Principal of Apprenticeships or senior manager (member of EMT).</p> <p>Parents/carers/employers will be informed of action and invited to any formal meetings.</p>	<p>recommendation for permanent exclusion. Other sanctions and reparations as appropriate. Class teachers to comment on positive and negative behaviours on eILP during the action plan period. Personal tutors to monitor.</p>	<p>Issues such as the following should come straight to this level:</p> <ul style="list-style-type: none"> • Failure to engage in all parts of a study programme including, Maths, English and Work Experience (where relevant) • Physical or verbal assault on another student or member of staff or visitor, or threatening behaviour. • The possession, use or dealing of any illegal substances including alcohol. • Incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs or solvents (see Substance Misuse Policy) • The possession of any offensive weapon(s). • Theft, fraud, deliberate 	<p>Appeal will be heard within 10 working days by the Assistant Principal for Teaching, Learning and Quality</p>
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			<p>falsification of records.</p> <ul style="list-style-type: none"> • Deliberate damage to property owned by Northampton College, its staff, student or visitors. • Behaviour likely to be offensive to public decency (including swearing and offensive language). • All forms of harassment whatever they are based upon (for example whether based on sex, race, sexual orientation, disability, age, health, appearance, background, personal or political beliefs or religion or any protected characteristic). • Refusal to follow any instruction of College staff (or emergency services staff) relating to health and safety, or the orderly management of the 	
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			<p>College's business and its environment.</p> <ul style="list-style-type: none"> • Behaviour prejudicial to the good name of the College, whether on or off the College premises. • Inappropriate use of technology or any of the College's computer equipment or facilities (see ICT Acceptable Use Policy). • Failure to pay any outstanding debts to the College e.g. for trips, course fees, examination fees. 	
Stage 4	<p>Following a recommendation for exclusion, a member of the Executive Management Team (EMT) will meet with the student to consider exclusion.</p> <p>Parents/carers/employers will be informed of action and invited to any formal meetings.</p>	<p>Stage 4 warning and action plan issued or exclusion confirmed.</p>	<p>Will normally be preceded by a stage 3 hearing, however where the incident is deemed extremely serious a stage 4 hearing can be requested directly.</p>	<p>Appeal in writing to the Principal within 5 working days, appeal will be heard within 10 working days.</p>

Appendix 2

STUDENT 'ON REPORT' PROCEDURES

STUDENT REPORT CARD

<p>Personal Details of Student</p> <p>Name:</p> <p>Id:</p> <p>Personal Tutor/Academic Coach:</p>
<p>Reason for Disciplinary Action</p> <p>Poor attendance and missed deadlines with work.</p> <p>Date:</p>
<p>Period of time for enforcement and Agreed Actions</p>

Staff Member issuing F2.....

Appendix 3

Guidance for the investigation of serious incidents that could lead to disciplinary action being taken against a student

Investigations should always be carried out by a member of the College Management Team (CMT) who is not involved in the curriculum area to which the student belongs nor has called for or is connected to the cause for the request for the disciplinary action.

Any calls for an investigation will be sent to the Assistant Principal for Teaching, Learning and Quality who will appoint an investigating officer. In the absence of the Assistant Principal for Teaching, Learning and Quality another member of the EMT will assume this role.

The procedures for carrying out an investigation are as follows:

- The investigating officer will be provided with a preliminary statement of the facts leading to the call for investigation as soon as is reasonably practicable.
- The investigating officer will be provided with names, addresses and contact details of the student(s) and any other relevant parties involved at the same time.
- The investigating officer will attempt to arrange appointments with the person(s) involved within 7 working days of receiving the above information. Telephone appointments should always be backed up in writing.
- At all stages of the process, the student(s) will be advised of their right to have representation/ advocacy at any hearing.
- Hearings will be carried out with a view to ensuring the all relevant persons have the opportunity to present their view of events that led to the call for disciplinary action.
- A written summary will be made of the interview, with a written report being sent to the Assistant Principal responsible for the disciplinary hearing, with a copy to the Assistant Principal for Teaching, Learning and Quality
- It is not appropriate for any such interview to be recorded mechanically.
- It is not in the remit of the investigating officer to offer an opinion or recommendation regarding the outcome of any disciplinary action that may ensue. That responsibility lies with the manager responsible for the disciplinary hearing. It is their responsibility to state what, on the balance of probabilities, actually happened and who was responsible.
- The recommended timescale for the completion of the process is 10 working days from the start of the procedure.
- Investigating officers should retain their notes of any meetings for a period of one calendar month.

Appendix 4

The rules of natural justice

The following are guidelines of natural justice. If a member of staff is in any doubt as to the procedure, he/she is proposing to adopt he/she should take advice from the Student Services Manager.

The rules of natural justice consist of the following elements:

- The right to a fair hearing; and
- The rule against bias

The Right to a Fair Hearing

The right to a fair hearing requires that individuals shall not be penalised by a decision affecting their rights or legitimate expectations unless they have been given prior notice of the case against them, a fair opportunity to answer it and the opportunity to present their own case.

Each individual must have the opportunity to present their version of the facts and to make submissions on the relevant principles of the Code of Conduct and the allegations against them.

The right to a fair hearing involves the following:

Prior notice of the hearing

Natural justice generally requires that the person charged should be given adequate notice of the allegations against them and of the procedure for determining the alleged breaches of the Code of Conduct so that they may be in a position to make representations on their own behalf, to appear at the hearing, to effectively prepare their own case and to answer the case against them.

The time and location of the hearing must be notified to the person charged.

The opportunity to be heard

The person charged has a right to attend the hearing and be allowed to present their case.

The conduct of the hearing

The conduct of the hearing is a matter to be determined by the member of staff responsible for the conduct of the hearing. The overriding objective that should be borne in mind when deciding how the hearing should be conducted is that the person charged has a proper opportunity to consider, challenge or contradict any evidence, is fully aware of the nature of the allegations against them and has a proper opportunity to present their own case.

The right to representation

The person who is the subject of the hearing has an absolute right to be accompanied by a person of their choosing at all stages of the process. (Legal representation is not appropriate and is not permitted.)

The decision and the reasons for it

The member of staff responsible for the decision should give reasons for the decision and the sanctions being imposed.

The rule against bias

The two main aspects of this rule are that a person adjudicating on a dispute must have no pecuniary or proprietary interest in the outcome of the proceedings and must not reasonably be suspected, or show a real likelihood, of bias.

At all times, the member of staff responsible for conducting the hearing must be able to show that, having instigated the investigation, they have conducted a full enquiry into the circumstances involved before making their decision as to whether a breach of the Code of Conduct has occurred and, if so, what sanction should be imposed.

There should be no suggestion in the conduct of the hearing that prior to its commencement the member of staff has irrevocably decided the outcome.

Appendix 5

Work based students

Attendance

Work based students in some sectors attend college 1 day per week, some attend one week in six and others do not attend college at any time during their apprenticeship as all delivery occurs in the work place. If a student is absent from college which includes Functional Skills lessons without justification or they miss one appointment in the workplace the assessor will speak to the employer to make them aware of this. If this occurs on a second consecutive occasion, then the Course Leader will speak to the student and employer. If this occurs again then a Stage 1 investigation will be held. This may be carried out in the workplace by the Team Leader if the student and employer prefer it. If the student fails to respond to the letter or attend the meeting, then it will be held in their absence and a decision will be sent to the student and employer. Records of these interventions will be kept in the Learner File.

Completion of Work for Assessment

If a Work Based student fails to complete a piece of work by the deadline given without a reasonable explanation, then the assessor will speak to the employer and this will be noted on the visit report. If this occurs for a second time, then the Course Leader will intervene and speak to the student and employer. The Course Leader will then monitor this weekly with the assessor and if this is still a cause for concern it will be reported to the Team Leader. The Team Leader can then instigate a Stage 1 investigation meeting which can be carried out in the workplace if the student and employer prefer. If the student fails to respond to the letter or attend the meeting, then it will be held in their absence and a decision will be sent to the student and employer. Records of these interventions will be kept in the Learner File.

Attendance at Scheduled Exams

Work Based students are notified of an exam by letter and it is discussed during their sessions in college or the work place. If a student fails to attend an exam without justification, then the assessor will report this to their employer. A second date will be set and notification will be given as soon as possible, however in some cases the student may have to wait until the exam is scheduled to take place again. The college reserves the right to charge the student for exams that have been missed without reasonable justification.

Any other incidents that give cause for concern will be addressed through the Student Behaviour and Disciplinary Policy.

APENDIX-6

ABSENCE-1

Date:

Dear

I am writing to you as I have not heard from you for three weeks, and your absence is beginning to cause concern. Please contact me without delay to discuss the reason for your absence or any difficulties you have in relation to the course. You can reach me on Tel No . If I'm not available, ring Tel No to leave a message and I'll get back to you.

Please remember that you are supposed to ring in when you are absent, to give us some idea of the nature of the problem and when you expect to be able to come back to College. This helps us to plan for your return and support you, if necessary, to catch up.

If you are having problems with the course, or perhaps with being able to study or getting to College, but you would prefer to talk to someone else, then you can ring 01604 734066 and arrange to speak to someone from Student Services. This person will also be willing to talk with you about your future and how the College might be able to help you.

We have to assume that you have left the course if we have not seen or heard from you for four consecutive weeks. It is essential, therefore, that you contact us to let us know that you are still intending to complete the course. Secondly, we may have to withdraw you from the examination or final assessment if your attendance continues to give cause for concern.

Please get in touch without delay.

Yours sincerely

STAFF NAME

cc:
Parent/Carer/Sponsor
Student File

APPENDIX 7

CANCELLED -1-BUSINESS CENTRE

Date:

Dear

I am writing to you as several appointments have now been cancelled and your lack of progress is beginning to cause concern. Please contact your assessor by on to discuss the reason for this or any difficulties you have in relation to the course. If you would prefer you can contact me on Tel No or if not available please leave a message.

I am including a copy of your Student Report Card which can be discussed further when you contact your assessor.

If contact is not made by the date shown, we have to assume that you have left the course. It is essential, therefore, that you contact us to let us know that you are still intending to complete the course and we can discuss how we can support you to do this.

Please get in touch without delay.

Yours sincerely

Employee Development Team Leader

cc:

Employer

EDE

Student File

APPENDIX 8

CAUSE FOR CONCERN-1

Date:

Dear

I am writing to you as I am concerned about the number of classes you have missed. Our records show that your attendance has fallen below 95%. It is our experience that students whose attendance starts to fall, will find it difficult to keep up with work and make progress in their studies.

Please make an appointment with me to discuss your attendance during your next tutorial session.

If you are not able to attend your next tutorial please telephone me on 01604 73 or email me at [@northamptoncollege.ac.uk](mailto: @northamptoncollege.ac.uk).

You can then discuss any difficulties you are having and what we can do to help you improve your attendance, or consider any other options that will support you.

Yours sincerely

Personal Tutor /Academic Coach
School of

cc:
Parent/Carer/Sponsor
Student File

APPENDIX 9

CAUSE FOR CONCERN-1-BUSINESS CENTRE
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Date:

Dear

I am writing to you as I am concerned about the number of classes you have missed. Our records show that you have not attended classes relating to _____ for _____ weeks . This is now a serious cause for concern as our experience shows that students with attendance at this level are unlikely to be successful in their studies.

I must point out that failure to improve your attendance could result in you being subject to formal disciplinary action. It is essential therefore that you contact your me on _____ by _____ to discuss how we can support you.

I am attaching a copy of your Student Report Card which we can discuss further when you contact me.

Yours sincerely

Employee Development Team Leader/ Functional Skills Coordinator

Date:

Dear

I am writing to you as I am concerned about the number of classes you have missed. Our records show that your attendance has dropped to % . This is now a serious cause for concern as our experience shows that students with attendance at this level are unlikely to be successful in their studies.

I must point out that failure to improve your attendance could result in you being subject to formal disciplinary action. It is essential therefore that you make an appointment with me to discuss your attendance during your next tutorial session.

If you are not able to attend your next tutorial please telephone me on 01604 73 or email me at [@northamptoncollege.ac.uk](mailto: @northamptoncollege.ac.uk).

You can discuss any difficulties you are having and what we can do to help you improve your attendance, or consider any other options that will support you.

Yours sincerely

Course Tutor
School of

cc:
Parent/Carer/Sponsor
Student File

APPENDIX 11
DISCIPLINARY-1

Date:

Dear

I have received a report from a member of staff concerning . I now need to meet with you to discuss these issues.

The purpose of this meeting is to establish the circumstances, decide what action needs to be taken and to agree any action plan to support you in achieving your learning outcomes. Depending on the outcome of this meeting, you may also be issued with a disciplinary warning.

Please attend for a meeting with me on at in room . You have the right to be accompanied by a parent/carer, friend or representative. However, please note that unless they have a valid student ID card, they will need to report to the main reception to obtain a visitor's badge. They will then need to be escorted by you into the building. If you would like someone from Student Services to attend the meeting with you, please contact the Student Services Centre on 01604 734066.

If you fail to attend the meeting without good reason, then the meeting may be held in your absence and a decision will be sent to your home.

The College's Student Behaviour and Disciplinary Policy is available on the College website.

Yours sincerely

(CM)
(title)
(School)

cc:
Parent/Carer/Sponsor
Student File

Enc.

APPENDIX 12
DISCIPLINARY -1-BUSINESS CENTRE

Date:

Dear

I have received a report from a member of staff concerning . I now need to meet with you to discuss these issues.

The purpose of this meeting is to establish the circumstances, decide what action needs to be taken and to agree any action plan to support you in achieving your learning outcomes. Depending on the outcome of this meeting, you may also be issued with a disciplinary warning.

Please attend for a meeting with me on at in room . The outcome of this meeting will be recorded on your Student Disciplinary Record and a copy will be sent to your employer.

If you fail to attend the meeting without good reason, then the meeting may be held in your absence and a decision will be sent to you and your employer.

The College's Student Behaviour and Disciplinary Policy is available on the College.

Yours sincerely

Employee Development Team Leader

cc:
Employer
EDE
Student File

Date:

Dear

I have received a report from a member of staff concerning . I now need to meet with you to discuss these issues.

The purpose of this meeting is to establish the circumstances, decide what action needs to be taken and to agree any action plan to support you in achieving your learning outcomes. Depending on the outcome of this meeting, you may also be issued with a disciplinary warning.

Please attend for a meeting with me on at in room . You have the right to be accompanied by a parent/carer, friend or representative. However, please note that unless they have a valid student ID card, they will need to report to the main reception to obtain a visitor's badge. They will then need to be escorted by you into the building. If you would like someone from Student Services to attend the meeting with you, please contact the Student Services Centre on 01604 734066.

If you fail to attend the meeting without good reason, then the meeting may be held in your absence and a decision will be sent to you and your employer.

The College's Student Behaviour and Disciplinary Policy is available on the College website and a brief summary is included here.

Yours sincerely

STAFF NAME

cc:

Employer

EDE

Student File

APPENDIX 14

OUTCOME-1

Date:

Dear Parent/Carer/Sponsor

I am writing to you to let you know that we have some concerns about _____'s behaviour/attendance/academic standards (**delete as necessary**).

I have had to speak to _____ and issue a disciplinary warning. I enclose a copy of this warning for your information. I have set a number of targets for _____ and am confident that these will be achieved. If _____ does not achieve these, then I will have to consider initiating a further disciplinary hearing. Should this be necessary, I will inform you when the hearing will take place to allow you to attend should you so wish.

If you would like to discuss this matter, please do not hesitate to contact me.

Yours sincerely

(CM)
(School)

Enc.

cc:
Parent/Carer/Sponsor
Student File

APPENDIX 15
INVESTIGATION-1

Date:

Dear

I have been asked to investigate *{**details of incident**}* which took place on and which you may have some information about. To assist with my investigations into this matter I would like you to attend a meeting with me to discuss the incident.

You are entitled to be accompanied by a parent/carer, friend or representative. If you require support from Student Services, please contact them on 01604 734066.

This investigation does not presume guilt or involvement on the part of any individual but is an opportunity for me to gather information that will help any subsequent disciplinary hearing. You will have the opportunity to state your version of events surrounding the incident and to bring forward any facts that are relevant.

Please attend a meeting in Room at on .

Yours sincerely

(CM)
(School)

cc:
Parent / Carer/Sponsor;
Personal Tutor;
Student Services Manager
Student File

APPENDIX 16

SUSPENSION-1

Date:

Dear

I have received a report that (state involvement). The College takes very seriously any such act.

This letter confirms that you are being suspended with immediate effect {date}. This suspension will last for College days, including today and during this time you must not come on to the College premises without formal approval by me or the Principal. You are free to come back to College on {date}.

The fact that you have been suspended does not mean you will be disciplined. It is our normal procedure when a serious incident has taken place. It allows everyone to cool down and allows the college to carry out an investigation.

You will be given every opportunity to give your account of the incident and your involvement in it, and the College will appoint an Investigating Officer who will contact you to arrange to discuss the incident with you.

Suspension can be extended beyond this initial period. You will be informed no later than the last day of suspension if we believe this is necessary. The College will always try to keep the period of suspension as brief as possible in the interest of your studies. At the end of the period of suspension you may be asked to attend a College Disciplinary Hearing, or you may be permitted to return to College without further formal action within the procedures.

You have the right to appeal against suspension. I enclose a copy of the College's Student Behaviour and Disciplinary Policy which outlines the process.

If you are unclear about the significance of any detail of this letter, please contact Student Services via main reception.

Yours sincerely

cc:

Principal, Deputy Principal; Student Services Manager; Personal Tutor;
Parents/Carers/Sponsor; Student File

Encs.

Date:

Dear

Stage 4 Disciplinary Meeting

I have received a report concerning [redacted] (*state involvement*), it has been decided that you should attend a Stage 4 Disciplinary meeting where I will have to consider whether I can allow you to continue as a student at the College. I therefore ask you to attend a Stage 4 Disciplinary meeting under our Disciplinary Procedures. (a copy of which is enclosed).

I will consider the complaints made about you and you will have the opportunity to put your case. You have the right to be accompanied by a parent/carer or friend. I must inform you that, depending on the complaints and your comments, I may be forced to recommend your exclusion from the College.

Please report to the Reception at [redacted] *time*pm on [redacted] *{date}* at our [redacted] *{location}*. Campus, under Stage 4 of the Disciplinary Procedure. Until that time, you will be suspended from College and you will not be permitted to enter College grounds without the permission of the Principal or Deputy Principal. If you do not attend this meeting, I will proceed with a review of the complaints and consideration of the appropriate course of action in any case, unless there is a good reason for your absence.

I look forward to seeing you on [redacted] *{date}* at [redacted] *{time}*.

Yours sincerely

Patrick Leavey
Deputy Principal

Copies: Assistant Principal/Assistant Principal of Apprenticeships, Parents/Carers, Student File

STUDENT BEHAVIOUR MANAGEMENT

DISCIPLINARY INTERVIEW RECORD

To be completed by interviewer and signed and initialled where indicated by interviewer and student.

Student _____ Course _____
 Student ID _____ School _____
 Date _____

Present _____

Please print clearly

Reason for Disciplinary Interview: (Interviewer to summarise behaviour causing concern)

Student Response

Outcome – Please summarise student responses and agreed action

What has been agreed?	Who will do this?	By when?

Does the outcome include a Disciplinary Warning :

NO YES (Tick Stage) Stage 1 2 3 4

Signed (college)

Signed (student)

Interview Checklist

Date notice of interview was given
 Disciplinary interview procedures explained
 Student’s right of appeal explained

DATE	Student Initials	Staff Initials

COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY:	DATE APPROVED BY EMT/CORPORATION:
Student Behaviour and Disciplinary Policy	4/09/2017

AUDIENCE (select appropriate with ✓)					
Managers		Curriculum teams		Business Support teams	
All staff	✓	Suppliers		Partners	✓
Other (please state)					

CHANNEL (select appropriate with ✓)					
Policy & Strategy Team (PST)		Quality Improvement Network (QIN)		Marketing team	
e.g. Meeting Email	✓	e.g. Meeting Email	✓	e.g. NC Update Managers' Update Intranet Website	✓ ✓
Individual team		Suppliers		Partners	
Document Library Noticeboards Team meeting Email	✓	Letter or email Meeting		Letter or email Meetings	
College Management Team		JCNC		CORPORATION	
Meeting Email		Meeting Email	✓ ✓	Meeting Email	✓

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Mark Owen	Job title: Student Services Manager	Date: 1/09/2016

Appendix 20

EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics including: Age, Sex, Disability, Gender/Trans, Racial or Ethnic Group, Religious Belief and Sexual Orientation.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

1. Name of policy

Student Behaviour and Disciplinary Policy 2017-2018

2. What is the aim(s), objective(s) and/or purpose of the policy?

3. Who is the policy lead?

Patrick Leavey

4. Which of the following groups could be affected by this policy? (Tick all that apply)

Students Staff Wider community

5. Team

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Patrick Leavey	Deputy Principal
Jenny Thorpe	Assistant Principal
Mark Owen	Student Services Manager

Date EDIA undertaken: 10/06/2016

EDIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other Please state _____

Date of last EDIA (if applicable) _____

6. Complaints

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

N/A

7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Use the guidance provided above and complete the following table:

Gender/ Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		x		
Men		x		
Age		x		

Disability	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Visually impaired		x		
Hearing impaired		x		
Physical disability		x		
Specific Learning difficulties		x		
Global learning difficulties		x		
Autistic Spectrum Disorder		x		
Any other disability - various		x		

Race or Culture	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
White		x		
Other minority groups		x		

Other Factors	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Religious Belief		x		
Sexual Orientation		x		
Trans				

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.
 Policy has been updated to reflect changes in legislation and procedure. The procedure ensures a fair process is carried out for all staff and as such has a positive impact.

8. Is there anything that cannot be changed?

What cannot be changed?	Can this be justified?	If so, how?

e.g. Disabled people can be treated more favourably under the 2005 DDA. If a policy appears to treat disabled people more favourably than other equality groups, the disadvantage may be justifiable.

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility.
 (Continue on separate sheets as necessary)

EQUALITY & DIVERSITY IMPACT ACTION PLAN FOR INCLUSION IN QUALITY IMPROVEMENT PLAN

Area for Improvement and expected impact (linked to Corporate Objectives)	N/A
SMART actions/activities	N/A
Staff development or Resources required	N/A
Timescale including Milestones	N/A
Success Indicators and evaluation	N/A

DISTRIBUTION: Copies of the final E&dIA and QIP should be sent to:

Jan Hutt -Director of HR, Patrick Leavey - Deputy Principal – Teaching, Learning & Success and Caroline Banning/Jo Daly Executive Team Administrator

And to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum