

# Academic Disciplinary Procedures

September 2023





# 1. Academic disciplinary procedures

## Aims and principles

Academic disciplinary procedures aim to:

- Enable the student to review his/her academic and classroom performance and to bring about change to an agreed standard within a specified time.
- Ensure the student receives help and support to continue on their chosen programme of study or an acceptable alternative.

For these procedures to be effective, all curriculum areas will ensure that:

1. An effective system for guidance, tutorial and academic support is in place for all students.
2. An effective system is in place for the referral of students to careers for guidance.
3. Academic standards and 'ground rules', e.g. punctuality and attendance, are stated clearly at the start of each course or programme.
4. Students are made aware of progression criteria at the start of any course.
5. Students' academic and classroom performance is reviewed regularly to provide feedback on progress. This will be provided formally through the learning review and individual learning plan and informally through contact with subject teachers and interaction with SLAs.

## The procedures

The following stages should be used when implementing disciplinary procedures on the grounds of **unsatisfactory academic performance**.

### A10 (weeks 1-6)

This disciplinary process is used within the first 6 weeks of a student starting a course for the following reasons:

- Poor or non-attendance
- Late for lessons
- Continuous disruptive classroom behaviour
- Submitting work late
- Unprepared for lessons resulting in lateness and disruptive behaviour
- Cheating or plagiarism.

The student will be given adequate time within the first 6 weeks to improve. The CQTM and the SLA will both meet with the student to review their progress. If there has been no improvement, the student can be withdrawn from the course.

### Stages 1-3 (after week 6)

- **Stage 1** Academic cause for concern
- **Stage 2** Academic review with Curriculum and Quality Team Manager (CQTM)
- **Stage 3** Academic disciplinary hearing with Director

### Notes

Failure by the student to achieve standards agreed in the disciplinary process will result in their case being referred up to the next stage.

Any student absent for an extended period of time without the permission of their SLA will be required to attend a disciplinary hearing (Stage 3). The Director may recommend to the Principal that the student be withdrawn from the college.

The minimum period of withdrawal will be until the following September. A guidance interview with the appropriate Director or member of the Executive Team will be required before re-admission.

### **Stage 1: Cause for concern**

(issued by subject teacher and SLA)

1. Academic concerns regarding a student's progress will be brought to the attention of the student by their subject teachers.
2. If the progress of the student continues to cause concern, the teacher will formally record a concern in writing to the student (including parent or carer if student is under 19 years old at the start of their course).
3. If a student continues to be a cause for concern and based on the maximum number (3) of A1s received, the SLA or teacher will decide if a Stage 1 Academic Review Meeting with the student is needed.  
Academic performance standards will be set out in a letter sent to the student's home (including parents/carers as appropriate) and a date set for a review (normally within 2 weeks). The teacher will log the letter and concerns on ProMonitor and provide a copy to the student.
4. If a Stage 1 Academic Review Meeting is held, the SLA will meet with the student to discuss the issues. A2 must be completed and additional support may also be offered.  
Targets will be set along with a date for review (normally within 2 weeks). Targets and other outcomes will be logged on ProMonitor by the SLA or teacher and students will receive a copy. If the student is absent they will be informed of the academic performance standards required and the review date in writing.
5. Targets are reviewed with student at the previously set date and time by the SLA. If the student has met the targets and is no longer a cause for concern this will be recorded on ProMonitor. If the student fails to meet the targets and there is still cause for concern, the student moves up to Stage 2 of the Academic Disciplinary Procedures as set out in the next section.

Teachers, SLAs, CQTM's and Directors will be alerted of the outcome of Stage 1 meetings.

### **Stage 2: Academic review meeting with CQTM**

1. Following a review of academic targets set under Stage 1, if a student fails to meet the targets set and continues to be a cause of concern, then a Stage 2 Academic Review Meeting is called by the CQTM.  
The request to attend will be made in writing to the student and recorded on ProMonitor. Parents and carers will also be informed and invited (with reasonable notice given) if a student is under the age of 19.
2. At this Stage 2 meeting, revised targets and a review date (normally within 2 weeks) will be made in writing to the student (and parent or carer if student is under 19) and a written warning issued. Additional support may also be offered at this stage. Students will be informed that failure to meet the performance standards will result in a Stage 3 disciplinary hearing and may lead to their withdrawal from the college by the Principal.  
The targets, review date and warning will be recorded on ProMonitor and all staff concerned will be alerted.  
A Stage 2 Academic Review Meeting may be held in the student's absence and an A5 issued following the discussions.
3. Targets will be reviewed with the student at a meeting on the appropriate date by the CQTM. If the student has met the targets and is no longer a cause for concern this will be recorded on ProMonitor.

The SLA, Director and Vice Principal will be alerted of the outcome of Stage 2 meetings.

### **Stage 3: Academic disciplinary hearing**

(chaired by the Director or designated deputy)

1. Following a review of academic targets set under Stage 2, if a student fails to meet the targets set and continues to be a cause of concern, then a Stage 3 Academic Disciplinary Hearing is called by the Director.
2. The request to attend will be made in writing to the student and recorded on the student's file. Parents/guardians/carers will also be informed in writing and invited if a student is under the age of 19 on the previous 1 September.
3. The student will be given 5 working days' notice of the meeting. The student has the right to be accompanied by a friend. In the case of students under 19 on the previous 1 September, it is expected that this would be a parent, guardian or other adult, for example a social worker.
4. Legal representation is not permitted unless agreed by the Principal in writing in advance of the Stage 3 Academic Disciplinary Hearing.
5. The Stage 3 Academic disciplinary hearing may take place in the absence of the student, if the student has been informed of the date and time and is not prevented by certificated ill health from attending.
6. The hearing will be chaired by the Director and attended by an adviser and note taker where deemed necessary by the chair.
7. The Director will review evidence from the subject teacher(s), SLA, CQTM and the student. When the presentation of evidence is complete, the Director or designated deputy will reach a decision and inform the student.
8. The Director or designated deputy will keep a record on the student's file of the hearing and the decision reached.

Outcomes of a Stage 3 Academic Disciplinary Hearing could be as follows:

- The student continues the programme without further action.
- The student continues on their programme for a trial period (not more than 4 weeks) with specified academic performance standards (normally reviewed within 2 weeks).
- The student is transferred to a more appropriate programme.
- The student is provided with additional learning support.

- The Director recommends to the Principal that the student be withdrawn from attending the college. The minimum period of withdrawal will be to the following September and a guidance interview will be required before re-admission.

The decision will be confirmed to the student (and parents/guardians/carers if the student is under 19 on the previous 1 September) in writing along with details of the appeals procedure if appropriate.

### **Withdrawal within the first 6 weeks (42 days) of a course**

In addition to the Academic Disciplinary Procedures, there is a procedure in place that allows for students to be withdrawn within the first 6 weeks of joining the college.

This can happen if a student is unable to meet the required standards regarding attendance, punctuality, coursework and general classroom behaviour, all of which are made clear to a student during induction.

If for some reason a student does have problems in any of the above areas, he/she will be asked to attend a review meeting to discuss any concerns that are affecting the student's ability to succeed and will be logged on ProMonitor.

At this point targets will be agreed, however if a student does not achieve the required improvements within the 6 week period, he/she may be withdrawn from the course. This decision must be made in writing to the student and a copy will be sent to the parent/carer if the student is under 19 years of age on 1 September preceding the start of the course.

Details will be recorded on ProMonitor and must be approved by the relevant Director.

### **Note**

*If a student wishes to appeal against this decision she/he will need to write to the Director for the area of the course they are enrolled on.*

### **Student contract**

Students for whom attendance was not in line with expectations in the previous academic year will have been issued with a student contract, which details expectations for the first 6 weeks of the course.