

**DOCUMENT DETAILS**


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Applicability	All staff of Nottingham college
Summary	The Disciplinary Policy applies to all students at the college and is used to deal with a minority of cases where informal intervention is not successful or appropriate.

**DOCUMENT CONTROL**


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Version history			
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1.1	19/10/21	Update re exclusion.	

**DOCUMENT APPROVAL**


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Approving person/body	Job Role (where applicable)	Date Approved
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**COMMUNICATION**


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<b>Publication required on External Website?</b>	Yes
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**Policy Flow Chart (This flow chart is hyperlinked to supporting documents)**

The starting point for disciplinary action will depend on the gravity of the situation. Most issues relating to student academic performance should be resolved at stage 1 or stage 2 of the Policy. Stage 3 will be used when stages 1 or 2 have been unsuccessful, or at any point when it is deemed that serious misconduct has occurred. The Passport to Study is used to monitor attendance, punctuality, behaviour and standard of work prior to the first review during PD Central week.

<u>ACTION</u>		<u>EVIDENCE</u>
<p><b><u>Informal Resolution</u></b></p> <ul style="list-style-type: none"> <li>• Discussion and issue of the Cause for Concern form will take place between Personal Tutor/Subject Tutor and the student at a review meeting. The two will set and agree an action plan with timescales for review.</li> <li>• The Personal/Subject Tutor and student will meet and review whether action plan has been achieved generally within two working weeks' time but no longer than four weeks.</li> <li>• All staff involved with the student will be informed of outcome.</li> </ul> <p><b>Responsibility: Personal Tutor</b></p>	<p><b>Stage 1</b></p>	<ul style="list-style-type: none"> <li>• Cause for Concern online form through their eILP</li> <li>• Subject Tutor / other member of staff must raise initial concern with Personal Tutor if local actions have not resolved the issues.</li> <li>• An action plan will be completed and reviewed by the Personal Tutor.</li> <li>• A verbal warning is issued.</li> <li>• Outcome of review meeting is recorded on the eILP.</li> </ul>
<p><b><u>Case Conference</u></b></p> <ul style="list-style-type: none"> <li>• Student to attend a case conference, chaired by relevant Faculty Area Manager. Personal Tutor / Achievement Coach and parent / guardian (if under 18) invited to attend.</li> <li>• At the case conference an action plan and timescales are agreed.</li> <li>• Faculty Area Manager and student review whether action plan has been achieved within an appropriate timescale but no longer than four weeks</li> <li>• All staff involved with the student will be informed of outcome.</li> </ul> <p><b>Responsibility: Faculty Area Manager</b></p>	<p><b>Stage 2</b></p>	<ul style="list-style-type: none"> <li>• Action plan with timescales is recorded on the Case Conference Form</li> <li>• Progress is reviewed using the Review Meeting Form (Stage 2).</li> </ul>
<p><b><u>Formal Disciplinary Policy</u></b></p> <ul style="list-style-type: none"> <li>• Investigating Officer, usually the Faculty Area Manager, is appointed to undertake a thorough investigation of the facts.</li> <li>• A panel will be formed, normally chaired by the Head of Centre, and the student invited to attend a disciplinary hearing.</li> <li>• The hearing will take place after which a decision will be made by the panel.</li> <li>• All staff involved with the student will be informed of the outcome.</li> <li>• If the recommendation is to exclude, this will be forwarded to the Deputy Principal of Curriculum and Quality for authorisation.</li> </ul> <p><b>Responsibility: Head of Centre</b></p>	<p><b>Stage 3</b></p>	<ul style="list-style-type: none"> <li>• The panel will have access to the full evidence gathered throughout the disciplinary policy.</li> <li>• A note taker will record discussion at the hearing.</li> <li>• A formal letter will be sent informing the student of the outcome. The parent / guardian (if under 18) and employer (if apprentice) are informed as appropriate.</li> <li>• If the student returns, conditions may be set and monitored on the eILP.</li> </ul>
<p><b><u>Appeal Process</u></b></p> <p>A student may appeal to the CEO and Principal within 10 working days of the notice of the outcome of the disciplinary hearing, giving grounds for appeal.</p> <ul style="list-style-type: none"> <li>• All staff involved with the student will be informed of the outcome.</li> </ul> <p><b>Responsibility: Director of Curriculum</b></p>	<p style="text-align: center;">↓</p> <p><b>Appeal</b></p>	<ul style="list-style-type: none"> <li>• New evidence supporting the case.</li> <li>• Following an appeal a letter will be sent informing the student of the outcome. This decision is final.</li> </ul>

## **1. PURPOSE AND OBJECTIVES**

- 1.1 Nottingham College aims to provide a safe and supportive learning environment for students and staff. At induction, students will work through and sign up to the Nottingham College Student Professional Standards ([SD1](#)). This identifies the professional standard of student conduct expected by the college.
- 1.2 Most minor breaches of the Student Agreement are addressed and successfully resolved at a local level, by swift and effective informal intervention by the member of staff witnessing low level misconduct or low level classroom disruption.
- 1.3 During the first six weeks of a full time 16-18 student's programme of study (PoS), the Passport to Study is used to monitor attendance, punctuality, behaviour and standard of work. There will be 3 passport to study review points to ensure learners are set on the correct course, week 2, 4 & 6, at any of these points if the learner is deemed at risk an action plan will be implemented, recorded intervention on student track and parents notified where applicable.  
The first progress review is completed by week 6, at which point the Personal Tutor will review the student's overall performance. Based on performance at this stage, a student may remain on the chosen PoS or be transferred onto a different level or subject area if it is agreed that this PoS is not appropriate. For a small number of students, it may be decided that a PoS at Nottingham College is not appropriate, and the student is withdrawn at this point.
- 1.4 The Disciplinary Policy applies to all students at the college and is used to deal with a minority of cases where informal intervention is not successful or appropriate. It consists of three stages; a student can enter the process at stage 1, 2 or 3 depending on the nature and severity of the case:
- Stage 1 – Cause for concern referral- verbal warning issued on the eILP
  - Stage 2 – Case conference – written warning recorded in the eILP
  - Stage 3 – Formal disciplinary interview - paperwork to be scanned to eILP
- 1.5 The first two stages of the procedure are primarily designed to encourage the student to improve attendance, work and/or behaviour with help from their Personal Tutor or Achievement Coach and therefore will avoid reaching stage 3 of the Policy.
- 1.6 Stage 3, the formal disciplinary interview, will be immediately implemented in cases of serious misconduct, without first going through stages 1 and 2 of the Disciplinary Policy, including during the Passport to Study period.
- 1.7 Where a student is under the age of 18, the parent / guardian and any associated employer will be advised in writing of any cause for concern about academic or non-academic behaviour and performance, and will be invited to any meetings arranged to address concerns.
- 1.8 Where there is reason to believe that a student has committed a criminal offence, the college may continue disciplinary proceedings under this procedure and/or may refer the matter to the police.

## **2. THE DISCIPLINARY PROCEDURE**

- 2.1 Where there are persistent issues or failure to comply with the Student Code of Conduct a cause for concern will be issued to the student.
- Stage 1: Cause for Concern – Verbal Warning**
- 2.2 Where the academic performance and/or non-academic conduct of the student is giving cause for concern and local resolution is not achieved, the Subject Tutor or other member of staff will report

this concern to the Personal Tutor, completing the Cause for Concern Referral Form on the eILP. The Personal Tutor will know whether the student is receiving support and will take advice / representation from support staff as appropriate.

- 2.3 The Personal Tutor in conjunction with the subject tutor, will discuss matters with the student. If appropriate, a verbal warning will be issued specifying the reasons for the warning and the consequences of further misconduct. The Personal Tutor will agree an action plan with the student and targets will be set, to be achieved normally within two working weeks. In certain circumstances this can be extended to four weeks. Support will be offered, where appropriate, to help the student achieve the necessary improvement. The action plan and any verbal warning will be recorded on the cause for concern in the eILP.
- 2.4 A copy of the cause for concern referral ([eILP](#)) will be:
- Given to the student; and,
  - Reviewed by the Personal / Course Tutor.

An action plan will be completed, logged within the eILP and agreed with the student.

- 2.5 At the end of the agreed period (maximum of four weeks) a meeting will take place with the Personal/subject Tutor and the student to review the action plan.
- 2.6 If the action plan is completed satisfactorily and signed off by the student and Personal/subject Tutor, the disciplinary procedure stops at stage 1 and evidence is recorded on the student eILP. The outcomes will be recorded on the Review Meeting Form ([SD3](#)), which will be scanned and attached to the eILP.
- 2.7 If the student has failed to show the required improvement, the Personal Tutor will advise the Faculty Area Manager, who will call a case conference.
- 2.8 All staff involved in the teaching and support of the student will be informed of the outcome of stage 1.

### **Stage 2: Case Conference – Written Warning**

- 2.9 Three days' notice of the date, time & place of the case conference, together with an invitation to attend will be given to:
- The student;
  - The parent / guardian and employer (if the student is under 18); and,
  - The Personal Tutor.
- 2.10 The Faculty Area Manager will chair the case conference. Issues giving rise to the case conference will be discussed. If appropriate, a written warning will be issued specifying the reasons for the warning and the consequences of further misconduct. An action plan will be agreed and recorded on the Case Conference Form ([SD4](#)) which is signed by the Faculty Area Manager and student, and scanned to the eILP behaviour file.
- 2.11 The Faculty Area Manager will send written confirmation of any written warning and the agreed action plan, using the Case Conference Form ([SD4](#)), to:
- The student;
  - The parent / guardian and employer (if the student is under 18);
  - The Personal Tutor; and,
  - The Subject Tutors and other members of staff as appropriate.

- 2.12 After four working weeks, a review of the actions agreed at the case conference will take place with the student and the outcome will be recorded on the Review Meeting Form ([SD3](#)), which is circulated to:
- The student;
  - The parent / guardian and an associated employer (if the student is under 18);
  - The Progress Tutor; and,
  - The Subject Tutors and other members of staff as appropriate.
- 2.13 If the action plan is completed satisfactorily and signed off by the student and Faculty Area Manager, then the disciplinary procedure stops at stage 2 and evidence is recorded on the student's eILP within the student behaviour file.
- 2.14 If after four working weeks there is no evidence of improvement / progress:
- The student may decide to withdraw from the subject / course and be referred to the Admissions / Guidance Team; or,
  - The formal disciplinary interview (stage 3) may be invoked by the Head of Centre.
- 2.15 If the student has made some progress towards complying with the agreed course of action, the Faculty Area Manager may agree a two working week extension to allow for completion.
- 2.16 Written notice of the decision to grant an extension will be given to:
- The student;
  - The parent / guardian and any associated employer (if the student is under 18);
  - The Progress Tutor; and,
  - The Subject Tutors and other members of staff (if applicable).
- 2.17 If at the end of the two working week extension the student has failed to comply with the agreed course of action, the student may decide to withdraw from the subject / course. Otherwise, the Faculty Area Manager will inform the Head of Centre and the formal disciplinary interview will be invoked (stage 3). Note: In cases where more than one department is concerned, it is advised that there should be consultation between the relevant Heads of Centre.
- 2.18 All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

### **Stage 3 Formal Disciplinary Interview**

- 2.19 This will be followed when stages 1 and 2 of the disciplinary procedure have not been successful and/or when it is alleged that serious misconduct has occurred and a student is immediately moved into the formal process, without going through stages 1 and 2.
- 2.20 The following lists some examples considered to be serious misconduct, but is not comprehensive or exclusive:
- Failure to comply with stages 1 and 2.
  - Conduct which constitutes a serious breach of the college safety regulations and which puts / might have put staff and/or students at risk.
  - Conduct of a violent or potentially violent nature, either in person or on-line.
  - Being intoxicated on college premises.
  - Supplying or in possession of intoxicating substances.
  - Serious harassment, discrimination (e.g. racial or sexual) or bullying / online bullying or contravention of the Equality, Diversity and Inclusion Policy.
  - Illegal computer misuse / hacking.

- Serious plagiarism / cheating.
  - Theft of college or other students' property.
  - Damage to college property.
  - Carrying and use of weapons that could be used in a threatening manner.
  - Other conduct, which might be damaging to the reputation of the college.
- 2.21 Serious misconduct alleged to have occurred on college premises, on college educational visits or on college transport is covered by this procedure.
- 2.22 A criminal conviction, whether or not it occurred on college premises, could also lead to a formal disciplinary interview being invoked. There is the potential for a Head of Centre to make the decision to immediately suspend a student where there has been a potential criminal offence committed and the police to be notified. Where a student is suspended pending the outcome of police enquiries, the college reserves the right to commence proceedings under the Student Disciplinary Policy when the results of the enquiries into any criminal proceedings are known. The Head of Centre will inform the student in writing of any such suspension.
- 2.23 If a student has failed to comply with stages 1 and 2, or serious misconduct has taken place, then the following procedure will be implemented by the Head of Centre.
- 2.24 In some cases, the student will be suspended pending a formal investigation into the allegations. The Head of Centre must inform the Deputy Principal Curriculum, Quality & Student Experience, or their nominee (who will be a member of the Senior Leadership Team) of any suspensions and their reasons. The Head of Centre will inform the student in writing of any such suspension within two working days.
- 2.25 The Head of Centre will appoint an Investigating Officer, normally the Faculty Area Manager, who will undertake a thorough investigation into the facts and compile related evidence.
- 2.26 The student shall be notified in writing that they are required to attend a formal disciplinary interview ([SD5](#)). Students should normally be given a minimum of five working days between receipt of the letter and the date of the interview to enable them to prepare.
- 2.27 The letter will:
- set out the allegations made;
  - enclose copies of all reports, statements and other evidence arising from the investigation, which will be considered at the interview;
  - advise the student (and their parents and any associated employer, if under the age of 18) of their right to be accompanied by a person of their own choosing, but that that person may not be acting as a legal representative;
  - advise the student of the Investigating Officer's right to call witnesses at the interview and, if so, supply names of such witnesses and the statement from each such witness;
  - advise the student of their right to call witnesses, in support of their case and that names of witnesses must be supplied to the college in advance of the interview; and,
  - attach a copy of or include a signpost to the Student Disciplinary Policy.
- 2.28 The student must indicate, prior to the date of the meeting, that they will attend the interview and inform the college of the name of the person who will be accompanying them and the names of any witnesses. If the student and their representative fail to attend the interview without good reason, the hearing may proceed in their absence.

- 2.29 The formal disciplinary interview will be conducted by a panel of at least two members of the Faculty Management Team who have not been involved in the investigation. This will include the Head of Centre who will chair the meeting. If they are not available, another member of the College Leadership Team may be nominated by the Deputy Principal Curriculum, Quality & Student Experience to chair the interview. For students on a higher education course, the Head of Access and HE will also attend the interview. A detailed note of the interview will be taken and retained as part of the documentation of the case.
- 2.30 It is the responsibility of the Investigating Officer and student respectively to arrange for their witnesses to be present, if desired.

### **3. Format of Formal Disciplinary Interviews**

- 3.1 The Head of Centre will be responsible for convening the interview and for ensuring that the meeting is recorded. The Head of Centre will chair the meeting and may exclude any person who behaves unreasonably or disregards the instructions of the chair.
- 3.2 The meeting will normally take place within a maximum of 10 working days of the student being notified of the interview.
- 3.3 The Investigating Officer will be responsible for presenting the evidence to the panel. They will state the case in the presence of the student (and representative if present). Witnesses (arranged prior to the interview) may be called individually by the Investigating Officer in support of the case.
- 3.4 When the Investigating Officer and any witnesses called have given evidence, they may be questioned about the evidence by the student (or representative if present).
- 3.5 The panel may also ask questions of the Investigating Officer and witnesses on the submitted evidence. Note: After completion of the above stages, any witness(es) will be:
- (a) instructed not to discuss the case with anyone until after the interview has been concluded;
  - and,
  - (b) asked to leave the meeting.
- 3.6 The student (or representative) will state their case in the presence of the Investigating Officer. Witnesses (arranged prior to the hearing) may be called by the student (or representative) in support of the student's case.
- 3.7 When the student and any witnesses called have given evidence, they may be questioned by the panel. Note: After completion of these stages, any witnesses will be:
- (a) instructed not to discuss the case with anyone until after the interview has been concluded;
  - and,
  - (b) asked to leave the meeting.
- 3.8 The Investigating Officer will have the opportunity to summarise their position.
- 3.9 The student (or representative) will have the opportunity to summarise their position.
- The student (and representative if present) and the Investigating Officer will withdraw.
  - The panel will deliberate in private. If recall of the Investigating Officer or student (and representative) is necessary to clarify points then they will be called. The decision is that of the panel alone.
  - To ensure the disciplinary penalty is reasonable, account will be taken of:
    - the student's previous disciplinary and academic record;



- the penalty imposed in similar cases in the past, though each case will be decided on its specific evidence and the panel will exercise discretion; and,
- any mitigating circumstances which might make it appropriate to lessen the severity of the penalty.
- The Head of Centre will communicate the outcome of the formal disciplinary interview to the student (and representative), the Investigating Officer and the Deputy Principal Curriculum, Quality & Student Experience. To be in writing, within three working days, with reasons.
- If the student is permanently excluded, the letter will be sent from the Deputy Principal Curriculum, Quality & Student Experience and will indicate the student's right to appeal against the decision ([SD6](#)).
- Where a student is not permanently excluded following stage 3, the Record of Outcome ([SD7](#)) will be completed and placed on the student eILP within the student behaviour file. Failure to comply with the agreed conditions will result in immediate permanent exclusion until an agreed date, at least after the end of the current academic year, as decided by the Head of Centre and confirmed by the Deputy Principal Curriculum, Quality & Student Experience.
- Any temporary exclusion from the college during this process should not result in the student losing the opportunity to take part in any public examinations or external assessment for which the student is entered as a candidate.
- Students will be provided with work to complete during the period of temporary exclusion from the college by the faculty team, to ensure they are not disadvantaged and miss learning opportunities.
- If the student is permanently excluded they will be withdrawn with immediate effect, the right to participate in external assessment is forfeited and the exclusion will be recorded on the student file. The Deputy Principal Curriculum, Quality & Student Experience will keep a record of exclusions and ensure that they are recorded on the college's student record system until the agreed exclusion date has expired.
- All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

#### **4. Appeal Procedure**

4.1 The student will have the right to appeal in writing to the CEO & Principal within 10 working days of the notice of exclusion.

- Normally appeals are permitted only be on grounds that:
  - New evidence has come to light which supports the student's case.
- The written appeal will be considered by the CEO & Principal who will make a decision on whether there are sufficient grounds for convening an appeal panel
- The Deputy Principal Curriculum, Quality & Student Experience will convene the appeal panel as soon as it is reasonably possible to do so, and within 15 working days. The CEO & Principal will inform the student of their right to be accompanied at the appeal meeting by a person of their own choosing, but that that person may not be acting as a legal representative.
- The appeal panel will consist of at least three people, of whom:
  - One will be the CEO & Principal, or if unavailable another member of the Senior Leadership Team;
  - Two will be members of the College Leadership Team; and,
  - A note-taker will be present.
- The panel membership should reflect any equal opportunities issues of the case in question, where possible.
- The panel and student shall have access to the notes of the student disciplinary interview.
- At the appeal meeting, the student and/or their representative will present the grounds for appeal and evidence to the panel. The panel will be required to consider new evidence.

- 4.2 On hearing the grounds for appeal and examining the related evidence, the panel may decide to uphold or amend the decision of the formal disciplinary interview. In the event of the panel not being able to reach agreement, the majority view will prevail, with the CEO & Principal having the casting vote.
- 4.3 The appeal panel's decision is final.
- 4.4 Within five working days of the appeal meeting, the CEO & Principal will confirm the outcome of the appeal in writing to the student with a copy placed on the student's file.
- 4.5 Where a student is not permanently excluded following an appeal meeting, the Record of Outcome Form ([SD7](#)) will be completed and placed on the student's file. Failure to comply with the agreed conditions will result in immediate permanent exclusion until an agreed date at least after the end of the current academic year as decided by the Head of Centre.
- 4.6 All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

## **Appendices**

- SD1 Student Professional Standards
- SD2 Review Meeting Form
- SD3 Case Conference Form
- SD4 Formal disciplinary interview sample letter
- SD5 Permanently excluded / exit from college sample letter
- SD6 Record of Outcome Form

**Student Professional Standards**

<b>College Commitments</b>		<b>Student Commitments</b>	
<p>At Nottingham College every student is valued as an individual. Nottingham College promises to do its best to:</p> <ul style="list-style-type: none"> <li>• Treat you respectfully;</li> <li>• Help you choose the right programme of study;</li> <li>• Help you fulfill your potential as a student;</li> <li>• Deliver so much more than your qualifications ensuring you leave the college with professional and employment skills to support your successful progression;</li> <li>• Develop productive working relationships with you;</li> <li>• Give you the support that you need to succeed;</li> <li>• Set targets for you which are challenging but achievable;</li> <li>• Ensure assessments and reviews are clear and regularly carried out, with feedback provided;</li> <li>• Provide resources which meet your needs in college;</li> <li>• Liaise with parents, employers and outside bodies to support your progress and provide information;</li> <li>• Offer advice on further opportunities when course finishes; and,</li> <li>• Deal promptly with any complaints you have.</li> </ul> <p>All the college's policies, including those on health &amp; safety and equality, diversity &amp; inclusion, are available on StudentNet. Forms for comments, commendations and complaints are available on StudentNet and from the college receptions.</p> <p><b>Plagiarism</b> The college and exam boards will not tolerate plagiarism or other forms of academic cheating. In addition to the normal checks, the college will be actively sampling student work with anti-plagiarism software. Those caught cheating will face stage 3 disciplinary procedures.</p>		<p>We want you to succeed on your programme of study with Nottingham College, developing your professional skills and preparing for employment along the way. Therefore it is expected that you:</p> <ul style="list-style-type: none"> <li>• Follow all college policies and procedures;</li> <li>• Attend all sessions;</li> <li>• Arrive in good time for the start of all sessions;</li> <li>• Wear the college identity card at all times;</li> <li>• Remove, and store safely, all outdoor wear and bags;</li> <li>• Bring all necessary equipment to sessions;</li> <li>• Use IT and electronic devices responsibly and respectfully and only when authorised by the teacher;</li> <li>• Behave in a way that shows respect for others and their right to learn productively;</li> <li>• Listen carefully to your teacher and peers and respect other people's views and opinions;</li> <li>• Avoid the use of swearing and bad language;</li> <li>• Seek help when you need it and take the support offered;</li> <li>• Complete all work to the best of your ability and within the timescale agreed;</li> <li>• Follow assessment guidelines and avoid plagiarism and cheating;</li> <li>• Play an active part in promoting equality, diversity and inclusion by: <ul style="list-style-type: none"> <li>➤ Refusing to take part in behaviour which degrades others; and,</li> <li>➤ Reporting inappropriate behaviour</li> </ul> </li> <li>• Make Nottingham college a safe learning environment by: <ul style="list-style-type: none"> <li>➤ Following health and safety guidelines;</li> <li>➤ Taking care of college buildings, furniture and equipment; and,</li> <li>➤ Leave your learning space tidy and ready for use by the next group.</li> </ul> </li> <li>• Respect the local community and represent the college in a positive manner.</li> </ul> <p>I will meet these expectations to the best of my ability.</p>	
<b>Personal Tutor Name:</b>		<b>Student Name:</b>	
<b>Signed:</b>		<b>Signed:</b>	
<b>Date:</b>		<b>Date:</b>	

**Review Meeting Form for Stages 1 and 2**

This form is to be completed by the Personal Tutor with the student

<b>Student Name</b>		<b>Name of Personal Tutor</b>	
<b>Programme</b>		<b>Faculty Area</b>	
<b>Student ID Number</b>		<b>Date</b>	

<b>Outcome of Stage 1 – Cause for Concern (2-4 weeks)</b>	
Satisfactory	Y
Extension given	Y (If 2 weeks given can extend the period for another 2 weeks)
<b>Comments</b>	
	Signed: _____ (Personal Tutor)
Unsatisfactory	Y
	Signed: _____ (Student)
<b>Outcome of Stage 2 – Case Conference (4-6 weeks)</b>	
Satisfactory	Y
Extension given	Y (If 4 weeks given can extend the period for another 2 weeks)
<b>Comments</b>	
	Signed: _____ (Faculty Area Manager)
Unsatisfactory	Y
	Signed: _____ (Student)

If unsuccessful, please attach copies of relevant documents (e.g. tutorial records, progress reviews, cause for concerns, action plans) to a copy of this form and send to Head of Centre. Retain copies for student file. Copies to: Student, parent / guardian and associated employer (if student under 18 yrs), Personal Tutor, Subject Tutor and any other staff member concerned as appropriate.

**Case Conference Form**

<b>Student Name</b>		<b>Student ID Number</b>	
<b>Programme</b>		<b>Date</b>	
<b>Written warning issued?</b> (Please circle)	<b>YES</b>	<b>NO</b>	

This form is to be completed by the Personal Tutor with the student.

<b>Date</b>	<b>Action/Targets Set</b>	<b>Review Date (4-6 weeks)</b>

**I agree to meet the targets outlined above by the date specified.**

**Signed:**

<b>Student</b>		<b>Personal Tutor</b>	
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Use the Review Meeting Form (SD3) to record outcomes against these actions.

### Sample Letter for 'Notice of Disciplinary Interview'

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(Date)

(Name and address)

X  
X  
X  
X

Dear .....

Following an allegation of ..... and a subsequent investigation into this allegation, I am writing to inform you that a disciplinary interview will take place on .....in room .... at .....

You may bring a representative to this hearing; a friend, relative or a student representative. This person may not act as a legal representative. You are also entitled to call witnesses in support of your case, provided that you inform us in advance of the hearing.

<IF RELEVANT> The investigating officer will be calling the following witnesses:

- Name
- Name

Their statements are enclosed.

I have enclosed a copy of the Student Disciplinary Policy and all documentation from the investigation. These will be considered at the interview.

Prior to the interview taking place, please confirm your attendance and the names of any person(s) accompanying you or acting as a witness.

Yours sincerely

(Head of Faculty)

Cc Personal Tutor  
Faculty Area Manager  
Parent / Guardian (if under 18)  
Employer (if an apprentice)

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**Sample Letter for 'Exit from College'**

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(Date)

(Name and address)

X  
X  
X  
X

Dear .....

At the disciplinary interview held on ..... the panel considered all evidence presented and concluded that ..... (insert outcomes/reasons for exclusion, from notes of meeting).

Therefore, it is with great regret that this has resulted in you having to leave the college.

As you know, we have detailed notes of all the stages and meetings held in an attempt to encourage you to get back on track. If however, you disagree with our decision to ask you to leave the college, you have a right to appeal.

A copy of the college's Student Disciplinary Policy, including the appeals procedure, is enclosed.

We wish you well in the future.

Yours sincerely

(Head of Faculty)

cc: Personal Tutor  
Faculty Area Manager  
Parent / Guardian (if under 18)  
Employer (if an apprentice)

**Record of Outcome**

<b>Student Name</b>		<b>Student ID Number</b>	
<b>Programme</b>		<b>Date of Interview</b>	
<b>Panel Members:</b>			

**Outcome**

Withdrawn	Y/N	Excluded until:	
Unconditional return	Y/N		
Conditional return	Y/N	Conditions as below	
<b>Conditions</b>		<b>Monitored By</b>	<b>Review Date (within 6 weeks)</b>
Signed.....(Head of Centre).....(Student)			
<b>Outcome of Review</b>			
Taken out of Student Disciplinary Process <input type="checkbox"/>			
Excluded from college <input type="checkbox"/>			
Signed: .....(Head of Centre)			
Signed: .....(Student)			

This form is to be completed by the Head of Centre with the student.

**I agree to comply with the conditions outlined above. Failure to do so will result in instant exclusion.**

cc: Student (with letter if excluded), Personal Tutor, FAM / CL, HoC, Deputy Principal / Director of Quality