



Student Disciplinary Policy

Document Owner	Head of Sixth Form
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This document is published in English but we will consider any request for the policy in different languages or formats. We review our policies regularly to ensure they are accessible and fair to all.

The document is has been reviewed for equality in terms of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Policy Statement

The ethos of the Sixth Form stresses the development of self-discipline, and all students are expected to behave in a polite and courteous manner to each other and to staff. We will not tolerate:

- Bullying (including cyber)
- Smoking, matches or any illegal substances
- No dangerous weapons or knives of any kind
- No physical or verbal assault against another student or member of staff.

This is not an exhaustive list but provides examples of behaviour or actions that will result in significant sanctions being taken against the student(s) involved.

Senior management reserves the right to determine the level of sanction based on the severity of the actions or behaviours and will operate a transparent a fair policy in dealing with students. In addition, these sanctions can be used where attendance is good but attitude and commitment to a subject does not meet the schools expected levels.

Verbal Warning

A verbal warning will be issued where the student's behaviour or effort fall below expected standards either for a prolonged period, academically, or in terms of a single incident.

The student will be issued a warning by the Head of 6th Form or Learning Leader and it will be kept on the student record for a period of 6 weeks. If there are no further incidents or attitude/effort has improved to the required standard then it will expire. No letter will be issued home at this stage.

Written Warning

If an incident is considered to be more serious, or effort/attainment continues to be poor **and** a verbal warning has already been issued, then a written warning will be issued following a meeting with the student.

The written warning will consist of a letter home outlining the reasons for the warning, any actions agreed (if appropriate) and the length of time the warning remains in force (recommended to be between 8 and 10 weeks). A regular review period may be set up to during this time to monitor improvements if required.

Final Warning/Suspension/Withdrawal

If the incident is deemed to be a major breach of school ethic after a full investigation (e.g. assault, theft, cyber bullying) or rules or if the student has been through the previous stages of disciplinary and is still within the review period then the following actions can be taken by the Head of 6th Form and/or Head teacher:

- 1) A final warning will be issued and the student placed on contract. Any breach of the terms of the contract may result in the student being asked to leave.
- 2) A suspension for a fixed term. A letter confirmation the length of suspension will be issued to parents/carers who will be offered a meeting to discuss the suspension.
- 3) The student may be asked to leave school with immediate effect. A meeting will be held with the parents/carers to explain the reason for the withdrawal and a record will be kept on the student file of these reasons and meetings. A letter will be sent home confirming the decision.

In the case of point (3) the student and parents/carers will have a right of appeal to the governors where they may present their case. The decision of the governors is final.

Summary

In all circumstances, the school wants to support and encourage our students and it is the ethos of the school that students be allowed to make mistakes and learn from them. However, it must also be clear that over stepping boundaries comes with consequences and students must take responsibility for their actions in the 6th Form and beyond.