

Student Disciplinary and Appeals Procedure			
Current Status:	Operational	Last Review:	August 2025
Procedure Owner:	Group Head of Pastoral Support and Administration	Next Review:	August 2026
Roles Responsible for Review:		Originated:	September 2018
Approved by:	SET Curriculum	Committee:	EEG Sixth Form Excellence Committee
Type of Procedure:	Staff	Quality Assured by:	

1. General/Purpose

1.1 This policy applies to the college settings with Eastern Education Group (EEG), which includes:

- Abbeygate Sixth Form College
- One Sixth Form College
- West Suffolk College

1.2 To outline the procedure to be used when there are concerns about a student's failure to meet the required standards of the College – whether the academic requirements or disciplinary standards.

1.3 Where there are persistent concerns about a student's failure to meet the required standards of the College, this could lead to the student's permanent exclusion.

1.4 Where there is an extreme case of misconduct, the College may issue no warning and escalate the concern directly to the Head of Pastoral Support, Deputy or Assistant Principal for consideration.

2. Exception for where staff identify concerns about a student's ability to meet course requirements within the first 6 weeks

2.1 We recognise the difference between a student's genuine struggle to meet academic course requirements and a deliberate choice not to do so. For example, a student might start a course and later find they are unable to consistently meet the required academic standards.

2.2 To best support the student to succeed, where we have concerns we must take action within the first six weeks to transfer the student to a more appropriate level or course. This should be a mutual decision of the Personal Progress Tutor, Head of Faculty/Head of School, and the student.

Core Principles

- 2.1 At all stages, the student must be advised of the nature of our concerns and be given the opportunity to state their situation before any decision is made.
- 2.2 At all stages, for students under 18, their parents/carers must be involved in this process.
- 2.3 At all stages, for students who are being funded/supported by employers, the employer must be informed.
- 2.4 If the student has an identified additional learning need, the Personal Progress Tutor must work in conjunction with SEND services to ensure the student receives appropriate guidance and support.
- 2.5 Before issuing any warning, the student's electronic records must be checked for previous concerns on performance that may affect the level of warning to be given.

If a further concern arises within a 6-month period, the student will progress to the next stage of the Disciplinary Procedure.

- 2.6 No warning can be issued without a thorough investigation of the facts, to establish the nature of the allegation(s), gather evidence from relevant parties and review all information collected. A thorough investigation should be undertaken, with any evidence/statements collected in advance of a disciplinary meeting. All relevant facts must be gathered promptly but allowing sufficient time to gather relevant evidence and speak to relevant parties.
- 2.7 The disciplinary procedure may be implemented at any stage if the student's alleged conduct warrants such action.
- 2.8 If a student fails to attend any meeting regarding this procedure without valid reason, then the matter will be decided *in absentia*, and the outcome confirmed in writing within 5 working days of the date of the meeting.

3. Initial Supportive Process - Positive Support Plan

- 3.1 Wherever possible and appropriate we will work with the student in a supportive way to address concerns. We will issue up to 3 Positive Support Plans, dependant on the severity of the issues.
- 3.2 Staff issuing the Positive Support Plan must print out a copy of it and give it to the student.
- 3.3 For students under 18 (or under 25 if they are a vulnerable adult), parents/carers will be sent a copy of the Positive Support Plan (usually by e mail) and will be contacted by the staff member in person or by telephone.

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- 3.4 Where an employer is funding/supporting the student, they must be informed.
- 3.5 The staff member must agree an action plan review date and record this on the student's electronic record, following the issue of a Positive Support Plan. After this stage, or if the situation is considered sufficiently serious, the following procedure will apply:

4. Verbal Warning

- 4.1 Verbal warnings are given verbally by the Teacher, staff member or the Personal Progress Tutor for either:
- a) persistent failure to meet academic requirements i.e. unsatisfactory standard of work, plagiarism, or
 - b) persistent unsatisfactory behaviour e.g. absenteeism, lateness, indiscipline, bullying, etc. (see [examples in Appendix B](#))

The warning will then be confirmed in writing and will be placed on their file in the student's electronic record and

- 4.2 For students under 18 (or 25 if they are a vulnerable adult), a copy will be emailed to their parent/carer and they will be spoken to by the staff member in person or by telephone.
- 4.3 Where an employer is funding/supporting the student, they must be informed.
- 4.4 During the formal verbal warning meeting, the student must agree an action plan and be informed of the expectations of the College, and support will be discussed and put into place if necessary. The action plan and review date must be recorded within the warning.
- 4.4 After this stage, if the action plan is not followed or if the situation is considered sufficiently serious, the following procedure will apply:

5. First Written Warning

- 5.1 First written warnings are given verbally by the Head of Faculty/Head of School, or the Senior Personal Progress Tutor and followed up with a confirmation formal letter. This level of warning:
- a) draws attention to continued failure to meet academic requirements, and/or
 - b) sets out the circumstances of the complaint e.g. repeated absenteeism, lateness, indiscipline, and/or
 - c) identifies the possible consequences if the issues continue.
- 5.2 A record of the warning will be placed on the student's electronic record.

5.3 For students who are under 18 (or under 25 if they are a vulnerable adult), parents/carers will be invited to the meeting and subsequently sent a copy of the First Written Warning (usually by email). If the parent's chose not to attend, staff will speak to them about the warning. Where an employer is funding/supporting the student, they must be informed.

5.4 During the First Written Warning meeting, the student must agree an action plan with the staff member issuing the warning and be informed of the expectations of the College, and support will be discussed and put into place if necessary. The action plan must be recorded within the warning.

If a student complies with their agreed action plan and shows a marked improvement in meeting the expectations of the College over a twelve-week period, the staff member who issued the warning can deem the warning to be 'spent' and no longer active on the student's record and not to be taken into account if further concerns are necessary.

5.5 Copies of formal warnings must be sent to the appropriate Deputy/Assistant Principal and the Head of Pastoral Care, the Personal Progress Tutor and the Programme Lead /Work-Based Learning Coordinator where applicable.

5.6 If a student subsequently fails to meet the required College standards, then they will automatically proceed to the next stage of the procedure.

6. Final Written Warning

6.1 If a student still fails to meet the required standards, the case will be escalated to the Head of Pastoral Support who has discretion to use their judgement on the level of warning required. If it is deemed appropriate, the Head of Pastoral Support will issue a Final Written Warning and inform the student that any further breaches could result in the student being excluded from the course and the College.

6.2 The warning will be given verbally to the student and confirmed in writing. The warning will be placed on their file in the student's electronic record.

6.3 For students who are under 18 (or under 25 if they are a vulnerable adult), parents/carers will be invited to the meeting and subsequently sent a copy of Final Written Warning (usually by e mail).

6.4 Where an employer is funding / supporting the student, they must be informed.

6.5 During the Final Written Warning meeting, the student must agree an action plan with the Head of Pastoral Support and the teaching team to inform them of the expectations of the College, and support will be discussed and put into place if necessary. The action plan must be recorded within the warning.

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- 6.6 Copies of Final Written Warnings must be sent to the appropriate Deputy/Assistant Principal, Principal Sixth Form Provision, the Personal Progress Tutor, the Head of Faculty/Head of School and Programme Lead/Work-Based Learning Coordinator where there is one.
- 6.7 If a student complies with their agreed action plan and shows a marked improvement in meeting the expectations of the College during the rest of the academic year, the Head of Pastoral Support can deem the warning to be 'spent' and no longer active on the students record and not to be taken forward into a new academic year within the college.
- 6.8 If a student subsequently fails to meet the required College standards, then they will automatically proceed to the next stage of the procedure.

7. Disciplinary Hearing

- 7.1 Students can only be suspended/excluded from the College by the Deputy/Assistant Principal following a Disciplinary Hearing. There may be occasions when this will occur without any previous concerns being issued, for extreme misconduct, as outlined below.
- 7.2 Upon exclusion, the student's college ID card must be collected from the student by the Deputy/Assistant Principal at the time of dismissal. The Deputy/Assistant Principal must also confirm that all due fees have been paid, library books returned etc. In cases where a student is excluded from the College, an appeal may be made in writing to the Group Sixth Form Principal.

8. Extreme Misconduct

- 8.1 In cases of alleged extreme misconduct (see [examples in Appendix C](#)) the Deputy/Assistant Principal will initiate an investigation by the appropriate Head of Faculty/Head of School.
- 8.2 A meeting will be arranged for the Deputy/Assistant Principal to hear the results of the investigation in the presence of the student concerned.
- 8.3 If an exclusion is not warranted then other stages of the disciplinary procedure may be applied at the discretion of the Deputy/Assistant Principal, depending on the findings of the investigation and the offence committed.
- 8.4 If appropriate, a student may be suspended immediately by a Deputy/Assistant Principal/Deputy Head of Centre or Head of Pastoral Support (or if unavailable by the Head of Welfare and Safeguarding or a Senior Personal Progress Tutor).
- 8.5 For students who are under 18 (or under 25 if they are a vulnerable adult), their parents/carers will be contacted to inform them of the circumstances of the suspension, and this will be confirmed in writing.

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- 8.6 A suspension would normally lead to a level 3 concern meeting, which will take place within 10 working days of the completion of the suspension. This suspension does not represent an implication of guilt and is a neutral act.

9. Appeals Procedure

- 9.1 The student has the right of appeal against exclusion to the Group Sixth Form Principal. Notice of appeal must be sent to the Group Sixth Form Principal, within 7 working days of receipt of the decision.
- 9.2 The letter of appeal must give brief particulars of the grounds for appeal.
- 9.3 If a notice of appeal is lodged within the time allowed, an Appeals Panel will be arranged to take place within 15 working days of the notice of appeal being lodged. The student will be given at least 5 working days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend or relative.
- 9.4 At the Appeal Panel, the student will be invited to explain the grounds of the appeal and to state their case.
- 9.5 The Deputy/Assistant Principal who took the decision to exclude will be asked to respond to the appeal and explain the reasons for the decision. The Group Sixth Form Principal may ask questions of the student and the Deputy/Assistant Principal and will then consider whether to uphold or dismiss the appeal.
- 9.6 If the appeal is upheld, the Appeal Panel may decide that disciplinary action lesser than that recommended by the Deputy/Assistant Principal should be taken (including a period of suspension) and may also revoke all disciplinary outcomes.
- 9.7 If the appeal is dismissed, the decision of the Deputy/Assistant Principal will stand. The Appeal Panel may not impose any greater sanction against the student than that taken by the Deputy/Assistant Principal.
- 9.8 The final decision by the Panel will be confirmed in writing to the student by the Group Sixth Form Principal within 5 working days of the Appeal Panel.

10. Informing Key Staff

- 10.1 A student withdrawal form must be completed by the Person Progress Tutor assigned to the student and processed in the usual way so that relevant staff members are notified of the exclusion.

Warning	Form of Implementation	Parental Involvement	Appeal to:
<i>Informal Positive Support Plan (PSP)</i>	Issued by any member of staff for a failure to meet required academic standards or for unsatisfactory behaviour. Up to 3 may be given.	Copy of PSP sent to student, uploaded to the student electronic record and parent/carer informed in person or by telephone	n/a
Verbal Warning (FVW)	A verbal warning will be issued at a meeting and formalised in writing as a Formal Verbal Warning.	Parents/carers informed in person or by telephone. Copy of FVW sent home and uploaded to the student electronic record	n/a
First Written Warning (WW)	A first written warning will be issued by Head of Faculty/School at a meeting, to which the student's parents will be invited, if applicable.	Parents invited to meeting and copy of First WW sent home and uploaded to the student electronic record	n/a
Final Written Warning (WW)	A final written warning will be issued by the Head of Pastoral Support at a meeting, to which the student's parents will be invited, if applicable.	Parents invited to meeting and copy of Final WW sent home and uploaded to the student electronic record	n/a
Disciplinary Hearing	In the event of a further breach of discipline the student will be required to attend a disciplinary hearing with the Deputy/Assistant Principal, to which the student's parents will be invited. Referral to a Disciplinary Hearing will usually result in a significant sanction such as a recommendation for exclusion from the College.	Parents invited to meeting and copy of findings sent home and uploaded to the student electronic record	Principal Sixth Form Provision

Revision History – Student Disciplinary and Appeals Policy

Revision date	Reason for revision	Section number	Changes made
July 2023	Change to sat	Throughout	Change of person responsible
		All Appendices	Change of appendices letters
		Appendix H	removed
July 2024	Change to EEG Procedure	Throughout	Re-standardised to become EEG Procedure.
		Procedures 2.1	Wording edits to paragraph.
		Procedure 2.2	Wording edits to paragraph.
		Principals 3.2	Wording edits to paragraph to include SEND services.
		Principals 3.3	Wording edits to paragraph to amend academic year to six-month period.
		Principals 3.6	Addition of Initial Supportive Process – Positive Support Plan.
		Principals 4.1	Additional information added to paragraph two relating to warning information.
		Principals 5.3	Additional information added to paragraph relating to Frist Written Warning.
		Principals 5.5	Additional information added regarding copies of formal warnings.
		Principals 6.2	Additional information added to paragraph relating to students under 18.
		Principals 6.4	Additional information added to paragraph relating to copies of Final Written Warnings.
		Warning Chart	Implemented Form of Implementation Process Chart.
August 2025	Change to job titles	Throughout	Added the name Deputy Principal and removed Deputy Head of Centre. Changed Principal to Group Sixth Form Principal
	Removed levels from the warnings	Throughout	Took out Level 1, Level 2, Level 3 and Level 4

Appendix A - PROCEDURE FOR THE DISCIPLINARY HEARING MEETING

Any written evidence relevant to the allegation must be provided to the student and the Deputy/Assistant Principal prior to the panel meeting, in sufficient time to enable the student to make reasonable arrangements for attendance and for the attendance of any witnesses. It is the student's responsibility to ensure that any witnesses called on their behalf are informed of the date, time, and venue of the hearing.

The student is entitled to be accompanied by relatives or friends but only 1 designated representative is permitted to speak on behalf of the student.

A note taker will be appointed as a neutral party to record the discussions and ensure adherence to the procedures.

The meeting will be chaired by a Deputy/Assistant Principal who will ensure that all people required are present and they understand the purpose of the meeting.

The Head of Faculty/Head of School (or their designate) will outline the evidence to hand, calling witnesses if appropriate and checking detail/accuracy/veracity as far as reasonable.

The Deputy/Assistant Principal will:

1. question those providing the evidence.
2. allow the student and/or their accompanying representative, friend or relative to question those providing evidence, and to raise queries concerning evidence provided.
3. allow the student and/or their accompanying representative, friend or relative to reply to the allegations, calling witnesses as previously notified.
4. summarise the case against the student.
5. invite the student or their accompanying representative, friend or relative to summarise the student's position/situation.
6. postpone the hearing to resume later, to consider the arguments and decide on the *balance of probabilities* as to whether the allegation(s) is/are proved.
7. reconvene the panel and inform the student verbally of their decision and reasons for that decision.

If the decision of the panel is to exclude, then the Deputy/Assistant Principal will indicate the means of appeal.

The Deputy/Assistant Principal will close the hearing, confirming in writing the decision and reasons, giving details of the means of appeal, and enclosing an Appeals Form. If the student is under 18, their parents/carers will also receive a copy of the written confirmation within 5 working days of the decision.

Appendix B - Examples of Misconduct

The following offences are examples that are normally regarded as misconduct:

- Refusal to comply with a request / instruction from a member of staff.
- Disruptive behaviour (including inappropriate use of mobile phones/media)
- Inappropriate behaviour to other members of the College community
- Unacceptable language
- Criminal offences including theft.
- Victimisation and bullying
- Harassment
- Substance abuse, including alcohol.
- Non-compliance with College Smoking Regulations
- Violence
- Breaches of Health and Safety
- Tampering with fire equipment
- Damage and defacement of property or resources
- Littering
- Vehicle offences including unauthorised parking.
- Misuse of IT equipment
- Supply of alcohol to students under 18
- Any conduct which denigrates the College reputation
- Condoning the gross misconduct of others

This list is not exhaustive.

Appendix C - Examples of Extreme Misconduct

The following offences are examples of offences that are normally regarded as extreme misconduct:

- Fighting. Physical abuse, or threats of physical abuse.
- A serious criminal offence or an alleged serious criminal offence committed at college, or at a work placement, or in a place not connected with the College if the offence would adversely affect the College's reputation or has a bearing on the life of the student at college (see appendix F).
- Harassment (including bullying & victimisation) committed at college, or at a work placement that contravenes the College's Equality Policy.
- Victimisation of a person who has complained of harassment.
- Non-trivial theft, or unauthorised possession of any property or facilities belonging to the College, or work provider, member of staff, visitor, or student.
- Serious damage deliberately sustained to the College, or work providers, property.
- Serious negligence which causes unacceptable loss, damage, or injury.
- Actual or attempted bribery, corruption, or fraud, including the deliberate falsification of College documents (which includes claims forms).
- Serious incapacity at timetabled activities as a result of being intoxicated by reason of alcohol or illegal drugs.
- Serious violation of the College's rules and procedures concerning health and safety.
- Malicious and serious interference with any item of fire protection equipment or systems.
- Deliberate misuse of the College's Information Technology (IT) systems (both hardware and software), for example: downloading socially unacceptable, or inappropriate, material from the Internet; computer hacking – of other sites and/or of the College systems; sending/posting inappropriate material, or messages, through the Internet, Intranet, or email systems.
- Possession of, use of or dealing in illegal drugs.

The above examples are not exhaustive, or exclusive, and offences of a similar nature will be dealt with under this procedure.

Appendix D - PROCEDURE FOR THE CONDUCT OF APPEALS

Introduction

An Appeal is heard and Chaired by the Group Sixth Form Principal and is normally administered by their Executive Assistant.

The College's position will be presented by a member of the original Disciplinary Hearing. The student may be accompanied by a friend or relative who is designated to speak on their behalf (hereafter referred to as the Representative).

Procedure

The Group Sixth Form Principal will:

- introduce all people present at the appeal.
- ensure that all people required at the appeal are present and they understand the purpose of the meeting.
- ensure that the student has an accompanying representative to speak on their behalf, if they so wish.
- invite the College representative to present the College position, calling witnesses if appropriate.
- question those providing the evidence for the College position.
- allow the student and/or their accompanying representative to question those providing evidence, and to raise queries concerning evidence provided.
- allow the student and/or their accompanying representative to reply to the allegations, calling witnesses as required.
- allow questions to the witnesses and/or the student.
- invite the College representative to summarise the situation against the student.
- allow the student or their accompanying representative to summarise the student's position.

The Group Sixth Form Principal as Chair can either:

- a) uphold the decision of the disciplinary hearing.
- b) overturn the decision of the Deputy/Assistant Principal and, where appropriate, commute that decision to that of a Final Written Warning.
- c) dismiss the decision of the Deputy/Assistant Principal and decide that no action should be taken against the student.

After the appeal, the Group Sixth Form Principal as Chair will inform the student of the decision and reasons and confirm it in writing.

The decision of the Group Sixth Form Principal as Chair is final and cannot be revoked.