

## STUDENT DISCIPLINARY POLICY

### 1.0 INTRODUCTION

1.1 This policy provides the framework within which student behaviour and indiscipline will be managed. The policy aims to clarify:

- a. the standards of conduct expected from all students
- b. behaviour which is unacceptable or inappropriate
- c. disciplinary action and appeals procedures

1.2 The policy aims to ensure that a working environment, conducive to learning, for staff and students, is provided and maintained.

1.3 The policy will endeavour to ensure consistent, fair and equal treatment for all students when the college Commitment to Study, Learning Agreement or Academic Misconduct Policy are broken.

### 2.0 BEHAVIOUR EXPECTATIONS

2.1 The Student Agreement, Commitment to Study and Academic Misconduct Policy clearly explain the standards of conduct, attendance, behaviour and performance expected from all students. Students agree to abide by these conditions when they sign the Student Agreement and Commitment to Study Forms.

2.2 The commitment to study behavioural expectations are applicable at all times whenever students are involved or engaged in college activities irrespective of where those activities take place. Failure to observe the college behavioural expectations laid out in this policy may lead to disciplinary action being taken.

### 3.0 GROSS MISCONDUCT

A student suspected of behaviour deemed as gross misconduct will be suspended from the college immediately pending an investigation unless violent behaviour of any kind has been witnessed, in these cases immediate exclusion will be implemented. The following are indicative examples of gross misconduct, the list is not exhaustive:

- a. Deliberate or reckless behaviour that endangers others
- b. Bullying and harassment of others, including harassment via electronic means
- c. Threatening behaviour towards, or assault upon, staff, students or members of the public on college grounds, including sexual, racial and verbal abuse or threats
- d. Misusing, damaging or vandalising college property
- e. Theft
- f. Being in possession of an offensive weapon (as defined by the 1996 Offensive Weapons Act)
- g. Fraud and falsification of college records and data
- h. Cheating in examinations and plagiarism
- i. Committing any criminal offence whilst on a college site, college transport or during any offsite college activity

- j. Seriously unruly or disruptive behaviour in a classroom, refectory, learning centre, workshop, etc.
- k. Repeated disregard of the Commitment to Study
- l. Being under the influence or in possession of alcohol, illegal drugs or other nonprescribed mood or behaviour altering substance
- m. Abuse of car parking facilities, including dangerous and reckless driving on college grounds

#### 4.0 CRIMINAL OFFENCES

If a member of staff has a genuine reason to believe that a student has committed a criminal offence, he / she should refer such issues to a senior post holder who will decide if the Police will be called. The college will then suspend the student until the outcome of police enquiry is available. However, the college is not bound by the results of any criminal proceedings against students in terms of the way it implements its own disciplinary procedures.

#### 5.0 COLLEGE ROLES

5.1 Directors: Will become involved at any stage in the disciplinary process, including the issuing of warnings, suspending and excluding students. All recommendations for permanent exclusion are made to the Directors who makes the final decision.

5.2 Directors: Are responsible for safeguarding matters where students under 19 (or vulnerable adults) are at risk of serious harm as defined in the Safeguarding Policy. The Directors will take the lead at the exclusion stage and undertake investigations where violence has been witnessed and students recommended for permanent exclusion. The Directors will issue written permanent exclusion letters where supported by the evidence collated.

5.3 Directors: Have responsibility for issuing verbal and written warnings and working with students to ensure that further or more serious disciplinary incidents do not occur. They are also responsible for setting and reviewing behavioural targets. Directors also have responsibility for ensuring that the necessary staff receive appropriate information. Directors are able to suspend students and chair disciplinary meetings.

5.4 All Members of Staff: Have responsibility for issuing reprimands and for compliance with the procedures outlined in this document.

5.5 Curriculum Administrators (CA): Arrange disciplinary meetings, prepare and send letters and liaise with students and practices by telephone. If a learner is under the age of eighteen they may liase with parents. Administrators will also collate report information, attendance registers and witness statements. CAs will minute all disciplinary meetings.

## 6.0 PROCEDURE FOR DISCIPLINARY ACTION

Process	Action to be taken	Responsibility
Informal	<ol style="list-style-type: none"> <li>1. Any member of staff can issue an informal caution</li> <li>2. Meet with student and create improvement action plan</li> <li>3. Set and review plan and update targets if necessary</li> <li>4. Refer to Cause for Concern</li> </ol>	All All All All
Cause for Concern	<ol style="list-style-type: none"> <li>1. Carried out by Director/CA</li> <li>2. Verbal warning issued by Director /CA</li> <li>3. Complete Cause for Concern</li> <li>4. A suitable disciplinary action may be</li> <li>5. Action plan with targets and review date</li> <li>6. Review outcomes</li> <li>7. No further action due to improvement</li> <li>8. If no improvement refer to Stage 1</li> </ol>	Director/CA
Stage 1	<ol style="list-style-type: none"> <li>1. Carried out by Curriculum Operational Manager (or if unavailable a</li> <li>2. Director)</li> <li>3. Letter to inform student of Stage 1 process and why, with reasonable notice of disciplinary. Parent / Guardian informed unless 19+</li> <li>4. Chaired by Director</li> <li>5. Evidence assembled by Director</li> <li>6. Student is accompanied, not represented, by relevant support</li> <li>7. Make judgement based on evidence</li> <li>8. Write to relevant parties and record outcome. Possible</li> <li>9. outcomes:               <ul style="list-style-type: none"> <li>• No further action</li> <li>• Written Warning with conditions to adhere to for continuing study</li> <li>• A suitable disciplinary action may be imposed (see 7.3 h)</li> </ul> </li> <li>10. Action plan with targets and review date.</li> <li>11. Following review: no further action due to improvement or no improvement and refer to Stage 2</li> <li>12. If the student fails to attend the disciplinary hearing, they will be given one opportunity to attend a re-scheduled hearing. If they fail to attend the re-scheduled hearing, then a decision will be made in their absence.</li> </ol>	Director
Stage 2	<ol style="list-style-type: none"> <li>1. Carried out by Director</li> <li>2. Letter to inform student of Stage 2 and why, with reasonable notice of interview. Parent / Guardian informed unless 19+</li> <li>3. Evidence assembled by Director (if not chair, 24 hours in advance) and presented</li> <li>4. Student accompanied, not represented, by relevant support</li> <li>5. Make judgement based on evidence</li> <li>6. Possible outcomes:               <ul style="list-style-type: none"> <li>• No further action</li> <li>• Final Written Warning with conditions to adhere to for continuing study</li> </ul> </li> </ol>	Director

	<ul style="list-style-type: none"> <li>• A suitable disciplinary action may be imposed (see 7.4 n)</li> <li>• Recommend permanent exclusion</li> </ul> <ol style="list-style-type: none"> <li>7. Further action plan with targets and review date</li> <li>8. Write to relevant parties. Record outcome.</li> <li>9. If the student fails to attend the disciplinary hearing, they will be given one opportunity to attend a re-scheduled hearing. If they fail to attend the re-scheduled hearing, then a decision will be made in their absence.</li> </ol>	
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## 7.0 STAGES OF DISCIPLINARY ACTION

### 7.1 Informal Action Stage: Informal Reprimand

It is the responsibility of all members of staff to challenge minor incidents e.g. boisterous behaviour in corridors, being unnecessarily loud, littering. Mention should be made of the inappropriateness of that behaviour in public places for example and a reprimand should be given by the member of staff. Where this occurs more than once it must be recorded as a “note” in the learners file and an appropriate action be set and subsequently reviewed.

### 7.2 Formal Action Stages: Cause for Concern

a. Director will meet with a student who is persistently receiving informal reprimands or whose behaviour is considered a cause for concern. If appropriate a Verbal Warning will be issued by the Director or Curriculum Administrator.

b. The details must be recorded as a “Cause for Concern” and should contain the reason for the disciplinary action and include SMART target to address and arrest the problem.

c. The target(s) will be reviewed within the timescales set and this may result in no further action or an escalation if targets are not met.

d. If appropriate a suitable disciplinary action may be imposed. For example this may be a temporary (24 hour) suspension, classroom tidying etc. There could also be some form of restorative justice action, such as apologising, replacing damaged items etc. Such punishments will be proportionate and time limited.

### 7.3 Formal Action Stages: Stage 1

a. If the student continues to contravene the Commitment to Study, fails to meet any conditions attached to a previous warning or if further indiscipline occurs then they will move to Stage 1.

b. Students and parents / guardians (if under 19) will be invited by the CA to a Stage 1 disciplinary meeting chaired by the Director. Their role is a supportive one and they are not a representative. If a student’s parent / guardian is unable to attend then the student can bring another adult or suitable support. If requested in advance, a member of staff may attend to support an under 19 student.

c. If the student fails to attend the disciplinary hearing, they will be given one opportunity to attend a re-scheduled hearing. If they fail to attend the re-scheduled hearing, then a decision will be made in their absence.

d. The CA will prepare a pack to include any written evidence, student attendance report and copies of letters sent. The pack must reach the chair 48 hours before the meeting is scheduled.

e. The Curriculum Operational Manager or Director will chair the meeting and present evidence as well as an overall description of the student's behaviour, attendance and progress on the programme.

The student will be allowed to respond to the Director's comments, present any mitigating circumstances and explain their desired outcome. Consideration must be taken for the student admitting wrong-doing and showing remorse. This meeting will be minuted by the Director or Curriculum Administrator.

f. In all cases the student and parent / guardian / employer will receive a copy of the outcome decision in writing, together with any requirements or conditions for return. Possible outcomes will be: no action, a verbal or a written warning being issued. The Curriculum Administrator will prepare and send the letter to the student and copy the parent / guardian / employer (if appropriate).

g. A copy of all the letters, investigation report, meeting notes and any other relevant paperwork to be given to the Curriculum Administrators for recording and uploading in the Disciplinary Log to provide a clear evidence trail. The Curriculum Operational Manager or Director and student will meet to discuss the conditions for the Stage 1 meeting outcome and produce an action plan, which will be required to address the problem.

h. The action plan will be reviewed by the Director and the student, within the specified deadline set and this may result in no further action or an escalation if targets are not met.

i. If appropriate, a suitable disciplinary action may be imposed. For example this may be a temporary (24 hour) suspension, classroom tidying etc. There could also be some form of restorative justice action, such as apologising, replacing damaged items etc. Such punishments will be proportionate and time limited.

#### 7.4 Formal Action Stages: Stage 2

a. All potential acts of gross misconduct will be dealt with directly as Stage 2, bypassing Cause for Concern or stage 1.

b. If a student persists in contravening the college Commitment to Study, fails to meet the conditions associated with a Stage 1 meeting or a serious misbehaviour has occurred, then a further disciplinary meeting will be held.

c. All students involved will be suspended by the Director with immediate effect pending investigation, informing parent / guardians of any students under 18 by telephone.

d. Students and parents / guardians (if under 18) will be invited by the CA to a disciplinary meeting chaired by the Director. Their role is a supportive one and they are not a representative. If a student's parent/guardian is unable to attend then the student can bring another adult or suitable support. If advised in advance a member of staff may attend to support an under 18 student. If appropriate an CA may chair this meeting in the absence of the Director.

e. If the student fails to attend the disciplinary hearing, they will be given one opportunity to attend a re-scheduled hearing. If they fail to attend the re-scheduled hearing, then a decision will be made in their absence.

f. The Director will carry out an investigation and the Curriculum Administrator will include it in a pack along with any evidence, student attendance report and copies of letters sent. The pack must reach the chair 48 hours before the meeting is scheduled.

g. The Director will chair the meeting and present evidence as well as an overall description of the student's behaviour, attendance and progress on the programme. The student will be allowed to present their case, any mitigating circumstances and their desired outcome. Consideration must be taken for the student admitting wrong-doing and showing remorse. This meeting is minuted by the Curriculum Administrator.

h. Following the meeting the student may be asked to leave the room (with any accompanying parent / guardian support) or be sent home pending a decision. Following considerations the chair will invite the student (and accompanying adults) back to the room to hear the outcome if they are waiting.

i. Possible outcomes will be: no further action, a further written warning, a final written warning or a recommendation to the Director for exclusion. All of this information must be recorded and uploaded onto the disciplinary log prior to any decisions being made regarding the outcome of the process. A clear precise chronology to include:

- Days, dates, times of the incident or reason for the disciplinary action
- Day, dates, times of interviews with the student who is subject to the disciplinary process
- Day, dates, times of interviews with any witnesses

Minutes of meetings to include:

- Days, dates, times.
- Names of those present.
- Question asked – and who asked them
- Responses to questions

Copies of any correspondence:

- Suspension letters
- Disciplinary meeting letters

Any other relevant information including:

- Witness statements
- Reports
- Any previous disciplinary issues and the actions taken

j. Recommendations for permanent exclusion or summary exclusion will not be considered by the Deputy Principal without this information being available.

k. In cases of alleged violence the Safeguarding Manager will carry out the investigation and collate the evidence.

l. Recommendations for exclusion are presented by the Director. The Director will make the final decision.

m. In all cases the student and parent / guardian / employer will receive a copy of the outcome decision in writing, together with any requirements or conditions for return and whether there is no action, a verbal, written or final written warning being issued. The Curriculum Administrator will prepare and send the letter to the student and copy the parent (if appropriate) unless it is an exclusion which will be prepared by the Director.

n. Where a warning has been issued the Director and student will meet to discuss the conditions for the Stage 2 meeting and produce an action plan which will be required to address and arrest the problem.

o. A copy of all the letters, investigation report, meeting notes and any other relevant paperwork to be given to the Director for flagging and recording and uploading in the Disciplinary log to provide a clear evidence trail.

p. The details will be recorded. The action plan will be reviewed by the Director and the student within the timescales set and this may result in no further action or a further Stage 2 meeting if targets are not met.

q. If appropriate a suitable disciplinary action may be imposed. For example this may be a temporary (24 hour) suspension, classroom tidying etc. There could also be some form of restorative justice action, such as apologising, replacing damaged items etc. Such punishments will be proportionate and time limited.

#### 7.5 Formal Action Stages: Permanent Exclusion

a. If a student commits an act of violence on college property or on a college supervised trip, fails to meet the conditions associated with a final written warning, or their behaviour and actions are deemed to be gross misconduct, the student may be permanently excluded.

b. Students can only be excluded by the Director. Acts of violence will be investigated by the before final decisions are made. The reason for the exclusion will be explained to the student in writing with a copy also going to parents / guardians / employers where appropriate.

c. In exceptional circumstances the Directors may summarily exclude, or cancel the enrolment of a student. Cancellation of enrolment will be where extreme unacceptable behaviour is displayed within two weeks of first attendance on their study programme. Summary exclusion will only occur where there is clear, incontrovertible evidence of an act of such serious gross misconduct that it would only result in permanent exclusion. A student who has been summarily excluded may lodge an appeal to the CEO.

#### 7.6 Excluded Students re-applying to the college

A student excluded from the college may be re-admitted, but not usually until the commencement of the next academic year. Re-admission will depend upon authorisation from the appropriate Director after a interview and consultation has taken place. If the student is accepted to study, a formal agreement will be issued with criteria clearly stating the conditions that must be met by the student. Should the student not meet the criteria after a review of the agreement then the student will be asked to leave the college. An excluded student must not attend any Abbeydale Vetlink Veterinary Training Ltd site during the term of the exclusion. Failure to comply with this condition will be taken into account when any subsequent re-admission application is considered.

### 8.0 APPEALS PROCEDURE

8.1 Students can appeal against disciplinary action taken, for example if they believe they have not been treated fairly. Appeals should be made in writing within 10 working days of the date of the warning, stating the reason for appeal, to the Directors. An appeal hearing will be convened and the Director will decide on the appeal outcome and give his/her decision in writing within 10 working days.

8.2 The student, in her / his letter, should clearly state the grounds for the appeal which must be additional evidence, mitigation, unfair treatment or a failure to follow process.

8.3 A student who has appealed against exclusion is not allowed to attend the college, or to enter onto any college site or vehicle whilst awaiting his / her appeal. Any breach of this condition will be taken into account at any subsequent appeal meeting.

### 9.0 EXCEPTIONS

9.1 The college reserves the right to make exceptions to this policy where the Directors deem it to be in the best interest of the student or the college.



Suspension Letter under 19 (insert date)

Stage 1

Our Ref: Initials/ pathway where document is saved

Day, Month, Year

## Private & Confidential

Name

Address

Dear Name

I am writing to inform you that you have been suspended from college with immediate effect (or date if different from date of letter), for your reason e.g.

- Suspected breach of the Assessment Misconduct Policy
- Persistently disruptive behaviour
- Poor attendance and / or punctuality
- Failure to make sufficient progress on the study programme
- Failure to meet targets set

You are required to attend a Stage 1 formal disciplinary meeting on date at time. Please report to reception on your arrival. The hearing will be chaired by an appropriate member of staff and you must be accompanied by a parent or guardian. If your parent / guardian is not present you may bring a suitable supportive adult or advise us if you would like a member of staff to be present, subject to their availability.

Please note that if you fail to attend this meeting, you will be given one opportunity to attend a re-scheduled hearing. However, if you fail to attend the re-scheduled hearing, then a decision will be made in your absence. Following the disciplinary hearing you will remain suspended until you receive formal notification of the outcome which will be confirmed in writing.

Whilst you are suspended you must not attend any Abbeydale Vetlink Veterinary Training sites, other than for your disciplinary hearing.

Please find enclosed a copy of the student disciplinary policy.

Yours sincerely

**Name of Director**

**Job Title**

Copy: Employer

Parent / Guardian



Our Ref: Initials/ pathway where document is saved

[Day, Month, Year](#)

**Private & Confidential**

[Name](#)

[Address](#)

Dear [Name](#)

I am writing to inform you that you have been suspended from college with immediate effect ([or date if different from date of letter](#)), for your [reason e.g.:](#)

- [Suspected breach of the Assessment Misconduct Policy](#)
- [Persistently disruptive behaviour](#)
- [Poor attendance and / or punctuality](#)
- [Failure to make sufficient progress on the study programme](#)
- [Failure to meet targets set](#)

You are required to attend a Stage 1 formal disciplinary meeting on date at time. Please report to reception on your arrival. The hearing will be chaired by an appropriate member of staff and you may bring a suitable supportive adult or advise us if you would like a tutor to be present, subject to their availability.

Please note that if you fail to attend this meeting, you will be given one opportunity to attend a re-scheduled hearing. However, if you fail to attend the re-scheduled hearing, then a decision will be made in your absence.

Following the disciplinary hearing you will remain suspended until you receive formal notification of the outcome which will be confirmed in writing. Whilst you are suspended you must not attend any Abbeydale Vetlink Veterinary Training sites, other than for your disciplinary hearing.

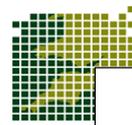
Please find enclosed a copy of the student disciplinary policy.

Yours sincerely

**Name of Director**

**Job Title**

Copy: Employer



Our Ref: Initials/ pathway where document is saved

[Day, Month, Year](#)

## Private & Confidential

[Name](#)

[Address](#)

Dear [Name](#)

I am writing to inform you that you have been suspended from college with immediate effect ([or date if different from date of letter](#)), for your [reason e.g.:](#)

- [Involvement in a violent incident whilst on college premises on DATE](#)
- [Suspected breach of the Assessment Misconduct Policy](#)
- [Persistently disruptive behaviour](#)
- [Poor attendance and / or punctuality](#)
- [Failure to make sufficient progress on the study programme](#)
- [Failure to meet targets set or to comply with stage 1 conditions](#)

You are required to attend a Stage 2 formal disciplinary meeting on date at time. Please report to reception on your arrival. The hearing will be chaired by a Director and you must be accompanied by a parent or guardian. If your parent / guardian is not present you may bring a suitable supportive adult or advise us if you would like a tutor to be present, subject to their availability.

Please note that if you fail to attend this meeting, you will be given one opportunity to attend a re-scheduled hearing. However, if you fail to attend the re-scheduled hearing, then a decision will be made in your absence.

Following the disciplinary hearing you will remain suspended until you receive formal notification of the outcome which will be confirmed in writing.

Whilst you are suspended you must not attend any Abbeydale Vetlink Veterinary Training sites, other than for your disciplinary hearing.

Please find enclosed a copy of the student disciplinary policy.

Yours sincerely

Name of Director

Job Title

Copy: Employer

Parent / Guardian

Our Ref: Initials/ pathway where document is saved

[Day, Month, Year](#)

**Private & Confidential**

[Name](#)

[Address](#)

Dear [Name](#)

I am writing to inform you that you have been suspended from college with immediate effect ([or date if different from date of letter](#)), for your [reason e.g.:](#)

- [Involvement in a violent incident whilst on college premises on DATE](#)
- [Suspected breach of the Assessment Misconduct Policy](#)
- [Persistently disruptive behaviour](#)
- [Poor attendance and / or punctuality](#)
- [Failure to make sufficient progress on the study programme](#)
- [Failure to meet targets set or to comply with stage 1 conditions](#)

You are required to attend a Stage 2 formal disciplinary meeting on date at time. Please report to reception on your arrival. The hearing will be chaired by a Director and you may bring a suitable supportive adult or advise us if you would like a tutor to be present, subject to their availability.

Please note that if you fail to attend this meeting, you will be given one opportunity to attend a re-scheduled hearing. However, if you fail to attend the re-scheduled hearing, then a decision will be made in your absence.

Following the disciplinary hearing you will remain suspended until you receive formal notification of the outcome which will be confirmed in writing. Whilst you are suspended you must not attend any Abbeydale Vetlink Veterinary Training sites, other than for your disciplinary hearing.

Please find enclosed a copy of the student disciplinary policy.

Yours sincerely

Name of Director

Job Title

Copy: Employer



Our ref: initials/ pathway where document is saved

Day, Month, Year

## Private & Confidential

Name

Address

Dear Name

Following your Stage 1 disciplinary meeting on date, this letter is to confirm that you have been issued with a written warning. This is due to your (reason i.e unacceptable attendance rate)

The conditions attached to this written warning are as follows:-

- There must be a significant and immediate improvement in your behaviour.
- You must attend every timetabled session and be punctual.
- Your behaviour in and around the college must adhere to the Commitment to Study agreement.

If there is a breach of these conditions the college will have to consider taking further disciplinary action which will lead to you being withdrawn from the course. However, I am confident that you will be able to put this matter behind you and continue to make progress on your course.

If you wish to appeal against this decision you should write to insert name, Director at the college. This should be received no later than 10 working days of the date of this letter and should state the reasons for your appeal.

Yours sincerely

Name of Director

Job Title

Copy: Employer

Parent / Guardian (if applicable)

Our ref: initials/ pathway where document is saved

Day, Month, Year

**Private & Confidential**

Name

Address

Dear Name

Following your Stage 2 disciplinary meeting on date, this letter is to confirm that you have been issued with a final written warning. This is due to your (reason i.e unacceptable attendance rate)

The conditions attached to this final written warning are as follows:-

- There must be a significant and immediate improvement in your behaviour.
- You must attend every timetabled session and be punctual.
- Your behaviour in and around the college must adhere to the Commitment to Study agreement.

If there is a breach of these conditions the college will have to consider taking further disciplinary action which will lead to you being withdrawn from the course. However, I am confident that you will be able to put this matter behind you and continue to make progress on your course.

If you wish to appeal against this decision you should write to insert name, at the college. This should be received no later than 10 working days of the date of this letter and should state the reasons for your appeal.

Yours sincerely

Name of Director

Job Title

Copy: Employer

Parent / Guardian (if applicable)



Our ref: initials/ pathway where document is saved

Day, Month, Year

**Private & Confidential**

Name

Address

Dear Name

You were invited to attend a disciplinary hearing on date, to discuss your involvement in a violent incident on date. The College Student Disciplinary Policy and the Commitment to Study guidance, clearly sets out the expectations the college has of learners. [CCTV footage clearly shows your excessive violent behaviour towards another student and you also admitted your involvement in your disciplinary hearing.](#) This constitutes Gross Misconduct and due [to this level of violence](#), your continued presence on the campus would, therefore, represent a serious threat to the safety and security of staff and students.

The exclusion does not mean that you will never be re-admitted to Abbeydale Vetlink Veterinary Training but you will not be able to re-apply until [insert date](#) at the earliest and you will need to be interviewed by [insert name](#).

As an excluded student you must not enter onto any college premises or car parks. Failure to conform to this requirement may lead to further action being taken. If you feel that you have been unfairly treated, you have the right of appeal. This appeal must be submitted in writing to the Directors, and this must be received no later than 10 working days from the date of this letter. Your letter must clearly state the grounds on which you are making your appeal.

Yours sincerely

Director

Copy: Employer

Parent / Guardian (if applicable)