



Bucks University Technical College

Student Disciplinary Procedure

2016-17

Responsible Officer: Vice Principal
Date: August 2016
Review Date: July 2017
Procedure Available: Website/VLE
Authorised by: Governing Body

Introduction

The Student Disciplinary Procedure aims to ensure that all students are able to study and achieve success, free from interruption, and encourage positive behaviour and responsibility for learning.

This procedure provides a framework for the boundaries of acceptable and unacceptable behaviour, the hierarchy of rewards and sanctions which can be seen in the student guide and how they are fairly and consistently applied as outlined in the School Behaviour Policy. This is written with due regard to the Department for Education guide on exclusion which can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

This procedure applies to all students on all programmes at Bucks UTC.

All our students are entitled to:

- High quality training and education that meets their needs and enables them to enjoy their learning; be safe and healthy and make a positive contribution to the UTC and the wider community
- Learn in an environment that is conducive to learning and free from interruption and disruption
- Learn in an environment free from bullying, ridicule or discrimination
- Have their voices heard, to be listened to and to know where to go to share their concerns

Our students have an individual and collective responsibility to:

- Come to the UTC to learn, be fully prepared and work to the best of their ability
- Be punctual to all learning sessions and activities including work experience and employment forming part of an apprenticeship
- Achieve 100% attendance
- Show through their behaviour and their language, respect and consideration for all staff, other students and visitors
- Complete and hand work in that meets the requirements of the course and on time
- Take proper care of the UTC environment including equipment and books
- Never use technology as an instrument for bullying or harassment directed against students and staff
- Always wear and be able to produce a valid UTC ID badge

- Work safely and ensure that their behaviour does not compromise the safety of others

Teachers have the responsibility to:

- Respect and value the students they teach
- Be committed and have high expectations and standards of students' learning
- Provide stimulating lessons where students are actively involved
- Encourage good behaviour and respect for others
- Prevent all forms of bullying amongst students
- Keep their students safe
- Seek support, advice and training about how to promote positive behaviour
- Keep students and parents (where appropriate) informed of their progress
- Work as part of a team with other teachers and support staff
- Understand and adhere to the UTC Student Disciplinary Procedures when appropriate

Implementation of the Procedure

The Procedure is divided into 3 sections:

- 1) Procedures for dealing with student disciplinary under student participation and academic progress
- 2) Procedures for dealing with student disciplinary under student misconduct
- 3) Procedures for dealing with student disciplinary under serious and single acts of student misconduct

It is vital that at all stages of the disciplinary process that accurate records are maintained and that the standard student disciplinary letter templates are used.

For any type of exclusion, this procedure **must be** implemented in conjunction with and with due regard to the Department for Education guide on exclusion which can be found at: <https://www.gov.uk/government/publications/school-exclusion>

The Bucks UTC Exclusions and Reintegration Officer from Bucks County Council is:

Jan Underhill
Exclusions and Reintegration Officer
Tel. 01296 382879

Email: exclusions@buckscc.gov.uk

Section 1: Procedures for dealing with student disciplinary under student participation and academic progress

This procedure should only be used once all normal classroom management measures have been exhausted:

1.1 Informal Stage – Strike 1, 2, 3 Informal Warnings

A student whose attendance, punctuality or progress fails to meet the required standard will be reported to his/her course tutor who will discuss and agree with him/her how the problem will be resolved.

At this point the student will be reminded of the disciplinary procedure and issued with a 'Strike 1' informal verbal warning and set targets and deadlines for improvement. These deadlines should be short (no longer than two weeks) and followed up by the course tutor. The student then has two further opportunities to improve their behaviour (strike 2, 3) before continuing to the formal disciplinary procedures. A student that reaches strike 3 should be informed that they will now be placed on formal disciplinary procedures. Parents and employers should be involved at the appropriate stage. The student should be referred to the 'At Risk' tutor for monitoring

Notes for strikes will be recorded centrally. These will be valid for the academic year in which they are issued

1.2 Formal Stage 1 - Verbal Warning

If following the informal verbal warnings (strike 1,2,3) a student continues to fail to meet the required standard a formal verbal warning will be issued by the course tutor with time-specified targets for improvement (timescale to be no more than 2 weeks).

At this stage the student must be informed of the consequences for non-improvement. The student's parents/carers, and/or employers (where applicable) will be informed in writing that a formal verbal warning has been issued.

Notes for formal verbal warnings will be recorded centrally on the MIS central system. This will be valid for the academic year in which they are issued

1.3 Formal Stage 2 - Written Warning

A student who consistently fails to meet the required standard will be interviewed by the Head of Department and a written warning issued. Parents will be encouraged to attend this meeting. The warning will include a summary of the standards not being achieved, the agreed actions and specify a time-scale (timescale to be no more than 4 weeks) within which these improvements should be made. A follow up monitoring and review meeting should be arranged.

A letter summarising these arrangements will be sent to the student, the student's parents/carers and/or employers (where applicable).

A copy of the written warning will be placed on the student's file and will be recorded centrally on the MIS central system. This will be valid for the duration of time the student attends Bucks UTC.

1.4 Formal Stage 3 - Final Written Warning

A student who continues to fail to meet the required standard will be interviewed by the Head of Department who will issue a final written warning. Parents will be encouraged to attend this meeting. The warning will include a summary of the standards not being achieved, the agreed actions and the timescale in which these improvements should be made (timescale to be no more than 4 weeks). Students should be reminded at the meeting that failure to achieve the improvements may lead to unsuccessful completion of the course.

A letter summarising these arrangements will be sent to the student, the student's parents/carers and/or employers (where applicable).

A copy of the final written warning will be recorded centrally on the MIS central system. This will be valid for the duration of time the student attends Bucks UTC.

1.5 Formal Stage 4 – Fixed Term Exclusion

Bucks UTC will take the decision to sanction fixed term exclusion for a specific period if:

- there has been a serious breach of the Behaviour Policy
- allowing the student to remain in the UTC would seriously harm the education or welfare of the students or of others in the UTC.

In most cases a range of alternative strategies (see 1.1 to 1.4) should also have been tried. Only the Principal has the legal power to exclude a student, or the Vice Principal acting in the Principal's absence, with the appropriate authority being granted. The maximum number of exclusion days in one academic year is 45 days.

Fixed term exclusions totalling five or fewer UTC days, or 10 or fewer lunchtimes or half days, in any one term must be reported to the Governing Body and Local Authority once per term or as soon as is practicable.

For any type of exclusion, this procedure **must be** implemented in conjunction with and with due regard to the Department for Education guide on exclusion which can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

1.6 Formal Stage 5 –Possible Withdrawal from a specific subject

If, following a final written warning, the student continues to fail to meet the required standard; he/she will be interviewed by the Principal. Prior to the interview, a letter will be sent to the parents, carer, or employer (as applicable) summarising the reasons for the interview, the possible outcomes of the interview, and encouraging them to attend this meeting.

Following the interview the Principal may extend the time-scale for improvement outlined in the final formal written warning letter or recommend immediate withdrawal from a subject.

The student, the student's parents/carers and/or employers (where applicable) will be informed in writing of the outcome of the interview.

1.7 Rights and Appeals

A decision to withdraw a student from their course through the Student Disciplinary Procedure shall be subject to a right of appeal to the Governing Body. The student should write to the Principal, within 10 working days of the decision to withdraw from the subject, stating the reasons for appeal. The Principal will review all evidence submitted during the investigation. The Principal will make the final decision as to whether the student will be withdrawn from the subject. The decision of the Principal will be final.

1.8 Future and Subsequent Applications

A student who has been withdrawn from a subject through the Student Disciplinary Procedure may apply for a future subject/course at the Bucks UTC but will be required to be interviewed by the Vice Principal Curriculum and Quality prior to any offer being received and may be subject to additional conditions. Any student returning to the UTC will automatically be monitored by the 'At Risk' tutor.

Section 2 – Procedures for dealing with student misconduct

Bucks UTC has a set of values that it expects students, staff and visitors to adhere to at all times. These are:

- Exceeding expectations
- Can do attitude
- Mutual respect in all that we do
- Integrity, honesty and openness
- Goal driven one team approach

Student misconduct normally occurs when these values are ignored or disregarded. The UTC behaviour policy can be found at:

<http://www.buckinghamshireutc.co.uk/info/policies>

The student misconduct disciplinary procedures will be used when a student;

- Behaves in a way that disrupts any activity or antagonises other members of the UTC community
- Behaves in a way that disrupts the activity of an employer providing work opportunities, placement or apprenticeship training,
- Damages the property of the UTC, its staff, students or other users
- Behaves in an offensive manner towards other UTC users
- Is involved in instances of harassment, bullying (including cyber bullying or abuse)
- Commits an offence outside of the UTC such as fighting, bringing the establishment into disrepute
- Commits any criminal offence whilst attending the UTC, bringing the establishment into disrepute or for which a student is arrested and charged
- Drives without due care and attention whilst on UTC property
- Behaves in a way that compromises their and/or others safety
- Misuses or fails to produce a valid UTC ID card
- Fails to adhere to the UTC's Smoking Policy
- Alcohol or substance misuse on any premises or activities that come under the responsibility of Bucks UTC

2.1 Formal Stage 1 – Verbal Warning

A student whose conduct fails to meet the required standard will be reported to his/her course tutor who will discuss and agree the standards of conduct required. The student, the student's parents/carers and/or employers (where applicable) will be informed in writing that a verbal warning has been issued. At this stage the student will be reminded of the stages of the Student Disciplinary Procedures and possible consequences including possible exclusion from programme. A follow up monitoring and review meeting should be arranged

2.2 Formal Stage 2 – Written Warning

A student whose conduct consistently fails to meet the required standard will be interviewed by the Head of Department and a written warning given. The warning will

specify the standards of conduct not being achieved with clear timescales for improvement (timescale to be no more than four weeks) within which improvements should be made. A follow up monitoring and review meeting should be arranged.

A letter summarising these arrangements will be sent to the student, the student's parents/carers and/or employers (where applicable).

A copy of the letter will be placed on the student's file and will be recorded centrally on the MIS central system. This warning will be valid for the duration of time the student attends Bucks UTC.

2.3 Formal Stage 3 – Final Written Warning

A student whose conduct continues to fail to meet the required standard will be interviewed by the Head of Department who will issue a final written warning. Parents/carers will be encouraged to attend this meeting. The warning will include a summary of standards not being achieved, the agreed actions and the timescale in which improvements should be made. The student should be reminded that failure to improve the required conduct may result in permanent exclusion from the UTC.

A letter summarising these arrangements will be sent to the student, the student's parents/carers and/or employers (where applicable).

A copy of the final written warning will be placed on the student's file and will be recorded centrally on the MIS central system. This warning will be valid for the duration of time that the student attends Bucks UTC.

2.4 Formal Stage 4 – Fixed Term Exclusion

Bucks UTC will take the decision to sanction fixed term exclusion for a specific period if:

- there has been a serious breach of the Behaviour Policy
- allowing the student to remain in the UTC would seriously harm the education or welfare of the students or of others in the UTC.

In most cases a range of alternative strategies (see 2.1 to 2.3) should also have been tried. Only the Principal has the legal power to exclude a student or the Vice Principal acting in the Principal's absence, with the appropriate authority being granted. The maximum number of exclusion days in one academic year is 45 days before the exclusion will automatically convert into a permanent exclusion.

Fixed term exclusions totalling five or fewer UTC days, or 10 or fewer lunchtimes or half days, in any one term must be reported to the Governing Body and Local Authority once per term or as soon as is practicable.

For any type of exclusion, this procedure **must be** implemented in conjunction with and with due regard to the Department for Education guide on exclusion which can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

2.5 Formal Stage 5 – Possible Permanent Exclusion

If following a final written warning the student's conduct fails to meet the required standard, he/she will be interviewed by the Vice Principal Curriculum and Quality. Prior to the interview, a letter will be sent to the student, the student's parents/carer and/or employer summarising the reasons for interview and encouraging them to attend this meeting. Following the interview the Vice Principal Curriculum and Quality may either extend the timescale for improvement or recommend to the Principal permanent exclusion. The student, the student's parents/carers and/or employers (where applicable) will be informed of the outcome of the interview in writing.

The Principal makes the decision to exclude a student permanently.

For any type of exclusion, this procedure **must be** implemented in conjunction with and with due regard to the Department for Education guide on exclusion which can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

2.5 Rights and Appeals

A decision to exclude a student permanently shall be subject to a right of appeal to the Governing Body and the meeting will take place regardless of the parent/guardians decision to appeal. If parents/guardians wish to make representations to the Governing Body and wish to be accompanied by a friend or representative, they should contact the Clerk to the Governing Body, Bob Carvey at rcarvey@buckinghamshireutc.co.uk, parents/guardians will, whether they chose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting.

2.7 Smoking/Vaping Policy

Any student caught smoking or vaping on UTC premises will have their name and ID number recorded by UTC reception. If a student is caught smoking on site three times (Strike 1, 2, 3) within an academic year, this will automatically result in the student being placed on the **Formal Stage 1 – Verbal Warning** of the Student Disciplinary Procedure. If, when challenged about smoking on site, any student resists the challenge or is verbally abusive to any member of the staff, this will result in an automatic **Formal Stage 2 – Written Warning**.

Section 3: Procedures for dealing with serious and/or single acts of student misconduct

Serious misconduct includes but not exhaustive;

- Violence to students, staff or visitors
- Theft of property
- Vandalism
- Threats to students, staff or visitors
- Racial or sexual harassment
- Discrimination of any form,
- Bullying or harassment (including cyber-bullying)
- Possession of drugs or weapons,
- Alcohol or substance misuse on any premises or activities that come under the responsibility of Bucks UTC
- Acts of behaviour that could endanger the health and safety of others
- Similar offences that take place outside of Bucks UTC, bringing the establishment into disrepute or for which a student is arrested and charged

3.1 Fixed Term Exclusion: Misconduct in the UTC

For single serious acts of misconduct in the UTC a student will be issued immediately with a fixed term exclusion by the Principal, pending an investigation.

The investigation will normally be undertaken by a senior manager who will interview all relevant parties. As part of the formal investigation, the Designated Safeguarding Lead (DSL) must be informed to ensure additional student support needs are considered. The student's parents/carers) and/or employers (where applicable) will be informed.

At the time of the fixed term exclusion the student will have their ID card withdrawn/blocked and be told not to return to the UTC until the fixed term exclusion is lifted, unless they are required to do so as part of the investigation.

The PA to the Principal will inform the Head of Department/Course Tutor of the disciplinary action taken. The PA to the Principal will also inform Reception/Security, MIS, DSL and the Learning Centre who will temporarily suspend the student's IT access and membership of the Learning Centre. At the same time, the student will be told that they should contact their tutor to receive UTC work to complete at home during their fixed term exclusion.

Whilst under fixed term exclusion, the student will be treated as a UTC visitor and when attending an interview will be requested to sign in as a visitor.

Following the outcome of the investigation, the student will be interviewed by the Vice Principal Curriculum and Quality. Following the interview the Vice Principal Curriculum and Quality may recommend a warning or permanent exclusion. The student, student's parents/carers and/or employer (where applicable) will be notified of the outcome of the interview.

Students who are permanently excluded are not permitted access to the UTC as a visitor or to use the UTC's services.

If following the end of the fixed term exclusion and investigation the student is not permanently excluded, the PA to the Principal will inform the Head of Department, the course tutor, Reception/Security, MIS, DSL and the Learning Centre. The student will regain all rights removed with his/her fixed term exclusion.

3.2 Fixed Term Exclusion – Misconduct resulting in police involvement

For serious acts of misconduct that take place, which result in arrest and charges being made, a student will be issued with a fixed term exclusion by the Principal, pending a risk assessment. The student's parents/carers and/or employers (where applicable) will be informed. The risk assessment will be under-taken by a senior manager who will determine if there has been a breach of the behaviour policy, taking into account the health, safety and welfare of other students, staff and visitors is at risk by the return of the student. This should be carried out in liaison with the DSL. The student, student's parents/carers and/or employer (where applicable) will be informed of the findings of the risk assessment.

Alongside this, normal UTC procedures will apply for investigating an incident and determining the level of sanction.

At the time of fixed term exclusion the student will have their ID card withdrawn and be told not to return to the UTC until the fixed term exclusion is lifted, unless they are required to do so as part of the investigation.

Following the issuing of the fixed term exclusion by the Principal, the PA to the Principal will inform the Head of Department/Course Tutor of the disciplinary action taken. The PA to the Principal will also inform Reception/Security, MIS, DSL and the Learning Centre who will temporarily suspend the student's IT access and membership of the Learning Centre. At the same time, the student will be told that they should contact their tutor to receive UTC work to complete at home during their fixed term exclusion.

Whilst under fixed term exclusion, the student will be treated as a UTC visitor and when attending an interview will be requested to sign in as a visitor

3.3 Permanent Exclusion

If the outcome of the risk assessment is that the student has breached the behaviour policy and presents a tangible risk to others, the likely recommendation is permanent exclusion. The student will be interviewed by the Principal, who may confirm the recommendation to permanently exclude or issue a final written warning. The student, the student's parents/carers and/or employers (where applicable) will be informed of the outcome of the interview.

For any type of exclusion, this procedure **must be** implemented in conjunction with and with due regard to the Department for Education guide on exclusion which can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

Students who are permanently excluded are not permitted access to the UTC as a visitor or to use the UTC's services.

3.4 Rights and Appeals

A decision to exclude a student permanently shall be subject to a right of appeal to the Governing Body and the meeting will take place regardless of the parent/guardians decision to appeal. If parents/guardians wish to make representations to the Governing Body and wish to be accompanied by a friend or representative, they should contact the Clerk to the Governing Body, Bob Carvey at rcarvey@buckinghamshireutc.co.uk Parents/guardians will, whether they chose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting.

4. Associated Policies and Procedures

The Student Disciplinary Procedure 2016-17 should be read in conjunction with:

- School Behaviour Policy
- Safeguarding Policy, Procedure and Guidelines
- Student Companies Guide (rewards and sanctions)
- Equality and Diversity Policy
- Anti-bullying and harassment Policy
- Student Substance and Alcohol Misuse Policy
- Social Media Policy
- Acceptable use of Computing Facilities Policy

5. Equality and Diversity Monitoring

The implementation of the formal stages of the Student Disciplinary Procedure will be monitored with regard for equality and diversity. An annual report will be produced for monitoring by the UTC's Equality and Diversity group and Governing Body.

UTC Procedure Fixed Term Exclusion

- Maximum number of exclusion days in one school year is 45 school days.

The Governing Body and the LA must, without delay, be informed of:

- all permanent exclusions (including where a fixed term exclusion is made permanent).
- exclusions which will result in the pupils being excluded for more than 5 UTC days or more than 10 lunchtimes in any one term
- exclusions which will result in the pupil missing a public examination or national curriculum test.

Notifications must include the reasons for the exclusion and the duration of any fixed term exclusion.

Fixed period exclusions totalling 5 or fewer UTC days, or 10 or fewer lunchtimes or half days, in any one term must be reported to the Governing Body and LA once a term or as soon as is practicable.

Principal decides to exclude:

- Inform parents by telephone
- Inform parents in writing using appropriate letter (without delay)
 - Letter 1 – Fixed period exclusion of less than 6 UTC days in one term and where a public examination is not missed. (*Parents' right to make representations*)
 - Letter 1a - Lunchtime half-day exclusions totalling less than 6 days in one term. (*Parents' right to make representations*)
 - Letter 2 - 6-15 UTC days in one term or where a public examination is missed. (*Meeting of Governing Body Committee no later than 50 UTC days if parents request it*)
 - Letter 3 - 16-45 UTC days in one term. (*Governing Body Committee must meet no later than 15 UTC days*)
- Arrange for work to be sent for excluded pupil during days 1-5. Arrange suitable full-time education from day 6.
- Send completed Form **X1** to the Exclusions & Reintegration Team, 1st Floor, County Hall, Aylesbury HP20 1UZ.



Meeting of Governing Body Committee convened:

- Clerk to Chair of Governing Body Committee sends **Letter 5** (inviting parents)
- LA representative may be invited (in the case of a maintained school or PRU) if UTC considers it appropriate

Governing Body Committee consider Principals action:

- At conclusion, Clerk sends **Letter 7** without delay

UTC Procedure Permanent Exclusion

The Governing Body Committee and the LA must, without delay, be informed of:

- i) all permanent exclusions (including where a fixed term exclusion is made permanent).
- ii) exclusions which will result in the pupil missing a public examination

Principal decides to exclude permanently:

- (a) Contact Exclusions & Reintegration Team on 01296 382835
- (b) Inform parents by telephone
- (c) Inform parents in writing without delay **Letter 4** (Copy to LA – Exclusions & Reintegration Team and the Headteacher, Pupil Referral Unit)
- (d) Arrange for work to be set for excluded pupil for days 1-5
- (e) Send completed Form X1 to the Exclusions & Reintegration Team, 1st Floor, County Hall, Aylesbury HP20 1UZ.– without delay



Meeting of Governing Body Committee convened no later than 15 UTC days from notice of exclusion:

- (a) LA representative invited (liaise over date and time) in the case of a maintained school or PRU. A parent may invite a representative of the LA to attend a meeting of an Academy's governing body as an observer; that representative may only make representations with the governing body's consent.
- (b) Clerk to Chair of Governing Body Committee invites parents to meeting **Letter 6**



Governing Body Committee considers Principals action:

- (a) At conclusion of meeting Clerk sends **Letter 8** (if upheld) or **Letter 9** (if overturned) Confirms Principals action or directs reinstatement.



Exclusions & Reintegration Team respond to actions of Headteacher/Governing Body :

- (a) Team writes to parents informing them of their right to an Independent Review - copy to Principal and Chair of Governing Body.



If Governing Body confirm permanent exclusion, parents may appeal to an Independent Review Panel within 15 UTC days of notice being served by the governing body of their decision to uphold a permanent exclusion . Where the notice is sent by first class post, it is treated as having been given on the second working day after it was posted.

- (a) If appeal unsuccessful, pupil permanently excluded. Pupil referred to Fair Access Board.
- (b) UTC to ensure that they have sent relevant information to the PRU relating to the excluded pupil including educational achievements, special needs and steps taken to address the pupil's behavioural problems.

Governing Body Procedure Exclusion

- For any exclusion, which would result in a pupil missing a public examination, the Governing Body must be informed.

Principal excludes pupil



Fixed term exclusion		Permanent exclusion	
(a)	Clerk/Chair of Committee receive copy of exclusion letter from Principal	(a)	Clerk/Chair of Committee receives copy of exclusion letter from Principal.
(b)	Clerk arranges a meeting of the Governing Body Committee if appropriate and contacts all involved <ul style="list-style-type: none"> ◆ 1-5 days – Governing Body is not required to arrange a meeting. ◆ 6-15 UTC days' exclusion in one term - meeting no later than 50 UTC days – meeting only in event of parental request. ◆ 16-45 UTC days' exclusion in one term - meeting no later than 15 school days 	(b)	Clerk contacts all involved and arranges a suitable date for a meeting of the Governing Body (the meeting must take place no later than 15 UTC days of notice of the exclusion)
(c)	Clerk sends <ul style="list-style-type: none"> ◆ Letter 5 inviting parents to the Governing Body Committee meeting ◆ Order of proceedings ◆ Any evidence to be considered at the meeting 	(c)	Clerk sends <ul style="list-style-type: none"> ◆ Letter 6 inviting parents to the Governing Body Committee meeting ◆ Order of proceedings ◆ Any evidence to be considered at the meeting
(d)	Clerk takes notes of meeting and records the decision of the Governing Body Committee. None of the parties, with the exception of the Clerk, should be alone with the Governing Body Committee at any time.	(d)	Clerk takes notes of meeting and records the decision of the Governing Body Committee. None of the parties, with the exception of the Clerk, should be alone with the Governing Body Committee at any time.
(e)	At the conclusion of the meeting, Clerk sends Letter 7 (without delay) informing parents of the decision with copy to Exclusions & Reintegration Team, 1 st Floor, County Hall, Aylesbury HP20 1UZ.	(e)	At the conclusion of the meeting, Clerk sends without delay Letter 8 (if upheld) or Letter 9 (if overturned) informing parents of the decision, with copy to Exclusions & Reintegration Team, 1 st Floor, County Hall, Aylesbury HP20 1UZ.