

## Junior College 14-16 Direct Entry Student Disciplinary Policy

### POLICY STATEMENT:

The purpose of this policy is to support a culture that contributes to students in a Junior College, enjoying college and achieving in their studies in a way that ensures they are safe on an FE campus. The policy provides a consistent approach to matters of discipline and behaviour as well as clear guidelines for staff and students when dealing with student disciplinary matters.

The DFE exclusion legislation and statutory guidance for maintained schools, academies and pupil referral units in England does not apply to 14-16 enrolment in college, however the college will work closely with the local authority to enable best practice and support for the young person.

### APPLICATION OF THE POLICY:

The policy applies in cases where a student is failing to meet the required standards. However, the policy should be interpreted paying due regard to any **special circumstances** which may be relevant (refer to Disciplinary Policy - Student).

#### It applies to:

- all students studying fulltime within a Junior College, funded as a 14-16 direct entry student (Elected Home Educated Students do not follow this policy, as they follow the Student Disciplinary Procedure for FE);
- students at all times during the year;
- students' behaviour and conduct when not on a college premises or whilst representing the college during offsite activities.

#### Special Circumstances:

Refer to the EKC Group *Disciplinary Policy - Student* to establish special circumstances.

### 1.0 The Professional Learner

**All Junior College students are expected to be 'The Professional Learner' and follow the EKC student code of conduct. This can be found on the EKC Group website. In addition to the Code of Conduct, Pre-16 learners are required to:**

- Aim towards 100% attendance and punctuality;
- Wear the correct Personal Protective Equipment (PPE) and yellow lanyard at all times;
- Remain on the College site during school hours and keep to permitted pre-16 designated areas **as identified in the student induction.**
- **Demonstrate positive and professional behaviour at all times.**

## 2.0 – Disciplinary Processes

### 2.0.1 At Risk- Support and Intervention Plan

In cases where behaviour issues are beginning to present themselves, and before reaching the Formal Disciplinary stage, it would normally be expected that the Student Support Mentor and/or Junior College Lead would have attempted to support by placing the student on a support and intervention plan. There would be regular communication with parents to discuss the impact and next steps. An agreed timescale will be implemented between mentor, student and Leader of Junior College for improvement and progress to be seen. These actions will be set, monitored, and reviewed on pro monitor with access for parents and carers via pro portal. This action plan can include intervention such as behaviour report/contract, additional time checking in with a mentor and consideration over classroom interventions like seating plans etc. If a learner is successful on the support and intervention plan, they will be removed from this with a note placed on Pro Monitor to confirm.

### 2.0.2 Suspension (1 - 45 Days)

**(Persistent failure to meet the actions in a support and intervention plan OR an isolated serious breach as per *Disciplinary Policy - Student*)**

In cases where learners have repeated to not meet the actions within their support and intervention plan **OR** where there has been an isolated breach of the disciplinary policy, the Junior College lead can decide to suspend in consultation with the Pre 16 Senior Lead. In these cases, the parent/carer would be called to inform of the decision, and invited into a meeting within 24 hours. In cases where the duty manager feels the learner needs to be removed from the college premises immediately, this would be initially logged as an authorised absence and if suspension was given, would count as the first day(s) of any suspension period.

A parental meeting with Leader of Junior College and the Senior Leader in charge of Pre-16 provision would then take place to discuss the incident(s) and a decision given over the number of days suspension.

There should be a note on Pro Monitor confirming the number of days suspension given, a letter home from the Leader of Junior College and number of suspension days logged on the local authority digital front door within 48 hours of decision.

A bespoke reintegration programme should be implemented to support an effective return to college; with clear actions and targets to work with the mentor. In some cases, this may include a phased return if deemed suitable by the Leader of Junior College. Work will always be provided during a suspension for a student to complete independently at home. Students are required to remain home during a suspension and parents would be fined by Kent Police if found to be out of the home during the statutory school times of day.

For any suspensions over 5 school days, alternative education needs to be provided. The EKC Group Junior Colleges will work together to ensure suitable education is in place at another site.

### **Permanent Exclusion**

#### **Persistent suspensions (equal or more than 45 days) OR Gross Misconduct as per *Disciplinary Policy - Student***

The College Duty Manager has the authority to immediately suspend any student pending investigation where an incident of gross misconduct has taken place. Work will always be provided during a suspension. Students are required to remain home during suspension and could be fined by Kent Police if found to be out of the home during the statutory school times of day.

Once an investigation has been conducted to ascertain the facts of the incident (ideally within 48 hours), the Senior Leader in charge of Pre-16 will recommend if the incident warrants suspension (and a number of days will be agreed as per 2.0.2 of this policy) or to permanently exclude. If the decision is to recommend permanent exclusion, this needs to be heard by the College Principal within 1 week of the decision/incident. This meeting will be communicated to the parents and KCC will be made aware via the Junior Colleges KCC contact. A letter will be sent to parent/carer outlining the incident, along with the date in which the disciplinary hearing will take place. This will be chaired by the College Principal who is responsible for the final outcome. The Senior Leader in charge of Pre-16 will present the case along with recommendations and the College Principal will have the final say on the outcome. KCC will be invited to attend.

If the decision is to downgrade the recommendation and give a number of suspension days, any time out of school up until this point will count as part of the suspension days. All suspension days will then be logged with the local authority as 2.0.2 of this policy. If the decision is to permanently exclude, the decision will be confirmed in writing and logged on the local authority digital front door. KCC will then support with finding alternative education.

### **Appeal against Permanent Exclusion:**

A parent may request a review of the disciplinary action within 14 calendar days of the disciplinary meeting. The appeal will be heard, as soon as practical, by the Deputy CEO and/or Executive Director of Education). This decision will be final and binding.

### **DOCUMENTATION:**

**Standard letters** recording the incident are held by the student's department and uploaded to the student's online record.

**Suspensions and Exclusions** will remain on the student's file for the duration of their time at the College or for a maximum period of 2 years. After 2 years these warnings will be treated as 'spent' and will not be included in any reference provided by the Group (subject to the legal responsibilities of the Group).

### **Related Policies**

Disciplinary Policy Student

[Disciplinary Policy Student updated September 2021.pdf \(ekcgroup.ac.uk\)](#)

Equality and Diversity Policy

[Microsoft Word - Equality and Diversity Policy.doc \(ekcgroup.ac.uk\)](#)

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