

**When issuing a stage 4 Disciplinary to a student in an EKC Group Junior College, the following process must be followed.**

1. The decision to permanently exclude a student from an EKC Group Junior College can only be made by the Senior Lead in charge or Pre 16 or the College Principal. This is in line with the Policy;
2. A letter must be sent to the parent informing them of the reason to issue a stage 4 and a date and time for the hearing. The college would also inform any external agencies involved such as Early Help and Social Services as well as the Inclusion & Attendance Adviser at KCC. All parties will be invited to the Stage 4 hearing;
3. The hearing **MUST** be chaired by the College Principal (or another member of senior management, if it is issued by the Principal);
4. The Inclusion and Attendance Service from KCC will be invited, but the hearing will take place with or without them present;
5. The hearing must be voice recorded;
6. Only the student and the named parent/carer/guardian(s) on the system are allowed to attend. Requests for other parties to be present must be requested to the chair in advance;
7. The following format must be followed for the hearing:
  - Introduction of all people present
  - Senior member of staff who instigated the stage 4 initially (or Principal if appropriate) should present the recommendation along with findings, reasons and any evidence
  - Student and parent will have an opportunity to discuss the incident(s) and present any new information/evidence that they may have. Panel may ask questions
  - Principal or appropriate Chair will take a suitable contact number and inform parents a decision will be made in the next 48 hours.
8. The Principal or appropriate chair will have 48 hours to make a decision and inform the parent both by phone and letter of the outcome. The Inclusion and Attendance Service from KCC must be informed of the outcome immediately for them to be able to arrange alternative provision for the student.