



# Tudor Grange Academies Trust

## Tudor Grange Academy Solihull

### Sixth Form Disciplinary Policy

#### Expectations of students

1. Attend all timetabled lessons and all other timetabled requirements.
2. Attend every day.
3. Be punctual at the start of the day and for each lesson.
4. Be conscientious in her/his studies, working to the best of her/his ability in lessons and enabling others to do the same.
5. Be conscientious in completing homework and independent tasks to the deadlines set by staff.
6. Use independent study time to further her/his learning.
7. To always produce work that is their own and not engage in plagiarism.
8. To respond positively and appropriately to advice, feedback and other actions by staff which are designed to further her/his progress.
9. To at all times, in behaviour and dress, be a credit to the sixth form provision at Tudor Grange Academy Solihull (TGAS) and be a positive role model for the younger students by promoting an ethos based on maturity and mutual respect for all.

10. As learners at TGAS sixth form, students must comply with those parts of the Academy rules and Academy Behaviour Policy that apply to them and any other rules that are appropriate, for example those concerning Health and Safety in science rooms, practical subjects, TGAS ICT policies and the policy for cars on site. In particular, attention is drawn to the Respect Values (see appendix – from page 17 of the Behaviour and Discipline Policy) and the Confiscation of Property Policy (see appendix – from page 15). The principles and intent underlying the Anti-bullying Policy (pages 12-14) will be honoured, but the disciplinary actions taken will be in line with the formal stages of this procedure.

### **Behaviour which is liable to incur disciplinary action**

The following are examples of behaviour liable to incur disciplinary action. Reasons for taking action are not limited to this list.

1. Abusive (including sexist, racist, homophobic or religiously intolerant abuse), violent or threatening behaviour, or communications or any behaviour likely to cause harm to other students or TGAS staff whether through direct interaction or through the use of communication technology.
2. Any illegal activities, including any related to illegal drugs, misuse of the internet or digital technologies.
3. Gambling, including internet or electronic gambling.
4. Bringing a car on site without conforming to the procedures for student drivers.
5. Breaking any health and safety regulation, including those for student drivers.
6. Bringing unauthorised visitors on site or failing to follow the regulations for visitors to sign in.
7. Persistent failure to comply with dress, attendance and punctuality expectations.
8. Persistent failure to fulfil the expectation of working conscientiously to the best of her/his ability.
9. Failure to follow any safeguarding regulation, such as signing in and out or registering.

The above applies on the Academy site and on any Academy visit or event. Actions in category 1 are liable to be taken as grounds for disciplinary action regardless of where they take place.

Action by a student in categories 1 and 2 will be regarded as especially serious and may result in permanent exclusion. Students should be aware that serious or repeated actions referred to in the other categories may also lead to permanent exclusion.

### **Formal Three Stage Procedure.**

This formal procedure may be used if:

- a. A student has failed to improve her/his behaviour despite the use of informal actions.
- b. A student breaches the disciplinary policy in a serious manner.

#### **Stage One Meeting**



(a) Meeting between the Director of Sixth Form and/or Head of Year and student, and if appropriate, a parent/guardian. This will conclude with a formal contract with clear SMART targets

Or

(b) If a breach of expectations is shown to have happened, a formal stage one warning will be issued.



In the case of (a) a review meeting will be held to evaluate progress within four weeks.



If progress acceptable then policy ends but all details are documented.



If progress is insufficient then:

Either

Review period is extended and new review meeting arranged to be held within four weeks.

Or

#### **Stage Two Meeting**

Students may be required to attend a stage two meeting if:

Either

In the case of (a) they have failed to meet their targets set in stage 1 above,

Or

The issue is sufficiently serious to warrant a stage two meeting. This will include instances where a stage 1 warning has previously been issued and there is a further alleged breach of expectations.

Director of Sixth Form and/or Head of Year to invite student and parent/guardian to meeting.



At the meeting the following actions may be taken:

- In the case of (a) a new contract is concluded. A review meeting will be held to evaluate progress within four weeks. Failure to meet these requirements of this may lead to escalation to stage 3.
- If a breach of expectations is shown to have happened a formal stage two warning will be issued.

### **Stage Three**

Students may be required to attend a stage three meeting if:

They have failed to meet their targets set in stage two above

Or

The student has already been issued with a stage two warning and a further breach of expectations is alleged

Or

Investigation of the case provides reasonable grounds for believing it to be so serious as to warrant immediate consideration at stage 3.

### **Stage Three Meeting**

To decide whether to exclude, permanently or for a fixed term.

The Principal will invite the student and parent/guardian to the meeting. Student and parent/guardian will be advised, in advance of the meeting, of the members of staff due to be in attendance.

The Principal will explain the reasons why exclusion is being considered and parents will be given the opportunity to reply.

The Principal will then consider her/his decision and inform the parents of the outcome.

## **Notes on Permanent Exclusion**

- Any disciplinary action likely to lead to permanent exclusion must take into account the Department for Education 2012 Guide.
- The Principal is the only person with the power to permanently exclude.
- Where a serious situation arises, consideration must be given to seeking guidance from the MAT Executive Principal and the legal hotline.

## **Safeguarding**

- When implementing the disciplinary policy Academy actions must at all times conform to the requirements of the safeguarding policy.
- Behaviour by a student which threatens the safeguarding of another student or students will be considered a particularly serious issue, appropriate to be dealt with at stage 3.
- In deciding what action to take, the Academy must prioritise the safeguarding of the student(s) adversely affected by the alleged perpetrator's actions.
- Reasonable consideration should be given to the safeguarding of the perpetrator of such actions and in the event of permanent exclusion this should include:
  - A support meeting with a member of the Sixth Form Team to signpost support available from external agencies
  - Information on alternative education providers with reference provided as necessary

## **Academic Achievement**

Failure to reach certain academic standards, providing the student is meeting behavioural expectations, are not grounds for disciplinary action or for asking a student to leave (for example at the end of year 12). It is still permissible for the Academy to advise and make recommendations at any time that a student consider alternative provision.

## **Written Notification and Right of Appeal**

Where the Principal has decided to permanently exclude a student, parents will receive written confirmation of this and of their right of appeal, in line with Academy policy.

### **Emergency Temporary Steps**

In some cases it may be necessary to suspend a student with immediate effect pending an investigation. Such a suspension is not in itself a disciplinary action. It will only take place when there are reasonable grounds to suppose it is necessary to protect students, staff or property. Only the Principal or Associate Principal has the authority to issue such a suspension. The parents/guardians must be informed immediately of such a suspension, and it should last only as long as is absolutely necessary to complete the investigation or to move to the formal disciplinary procedure.

It may be necessary in some circumstances to insist that a student leave the Academy for the remainder of a working day. This is not in itself a disciplinary action. It may be taken to protect the safeguarding of students, staff and property, where there is a risk that an incident may escalate.

### **Failure to Attend Disciplinary Meetings**

If a student fails to attend a scheduled disciplinary meeting without good cause and without notifying the Academy in advance, he/she will be deemed to have shown that he/she is not co-operating with the disciplinary procedures and this may be prejudicial to the student. The Academy reserves the right under these circumstances to continue the disciplinary meeting in the absence of the student.

### **Students Aged 18 and Over**

Students aged 18 and over are not obliged to have their parents/guardians present at disciplinary meetings, but the Academy would strongly recommend that students would agree to their parents/guardians attending.