

Student Disciplinary Procedure

Role Responsible:	Deputy Principal
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1. Purpose

The purpose of the procedure is to promote and maintain high standards of personal conduct amongst students and to ensure fair treatment for all students in relation to disciplinary action.

2. Aims

The procedure aims to give a clear structure that supports staff and students in upholding high standards of student conduct. The procedure applies to students at Itchen College.

3. General Principles

- The need to implement the disciplinary procedure should be a rare occurrence in the college and the formal procedure should not be used in circumstances where relatively minor problems can be resolved by a conversation with the individual(s) or use of the support process.
- There should be a clear distinction between the implementing of the disciplinary procedure and routine intervention by teachers, tutors, Directors of Curriculum (DoCs), Head of Student Support and Senior Managers.
- It is acceptable for a DoC to remove a student from a learning environment for reasons of safety or to allow for a 'cooling off' period. In both cases the removal is temporary and the student should be instructed to return to college on the next working day unless the disciplinary procedure is invoked. Such removal would not constitute a formal suspension and the student concerned will not automatically become subject to the formal procedure.
- The disciplinary procedure relates to any behaviour that is contrary to the maintenance of good order, discipline or safety. It also relates to standards of work and absence in conjunction with the Support Process.

- Any allegation of a disciplinary offence is to be dealt with as a matter of urgency and no disciplinary action taken until the case has been fully investigated.
- Written records are to be maintained at each stage of the process.
- The Support Process should be used to manage incidents of misconduct. The Disciplinary Procedure should be used to manage incidents of gross misconduct.

Examples of misconduct which should be dealt with through the Support Process	Examples of gross misconduct can/should be dealt with by the Disciplinary Procedure
• Poor timekeeping • Unauthorised absence • Unauthorised or inappropriate use of college facilities • Incidents of bullying or harassment not sufficiently serious to fall into the category of gross misconduct • Verbally abusive language (the level of seriousness will need to be assessed by the member of staff managing the situation) • Any harassment under the Equality Act which is not deemed as gross misconduct • Abuse of college IT systems • Disrespect of British values	• Unauthorised removal of College property or theft of any nature • Serious harassment under the Equality Act which could include but is not limited to: sexual, racial, religious, or disability • Serious breaches of Health and Safety requirements • Sexual offences e.g. unwanted sexualised comments and language. • Deliberate malpractice during external exams. • Fighting or physical assault; including bring any form of weapon or potential weapon onto the College site • Any actions in contravention of the College Prevent duty. This includes promotion of views and/or participation in activities of an extremist nature • Actions which bring or may bring the college into disrepute • Being under the influence of alcohol or drugs on the College site • The sale, purchase or handling of drugs/ illegal substances for any reason • Malicious damage to College property • Incidents of verbal or emotional abuse including incidents of bullying or cyber bullying

4. Formal Procedure for Gross Misconduct

- Any allegation of serious misconduct is to be reported to a member of the Senior Leadership Team who will appoint an investigating officer to enquire into the facts of the case as soon as is reasonably practicable, producing an investigation report.
- If the allegation involves a criminal offence the complainant must be advised of their right to contact the police if not already involved.
- The Investigating Officer may decide that no further formal action is required and informal action can be taken. The Investigating Officer will determine whether allegations potentially constitute gross misconduct. In such cases, the student will be invited to a meeting with a member of the Senior Leadership Team to review the investigation and decide on appropriate action.
- In cases of gross misconduct, the Investigating Officer may suspend a student pending a disciplinary meeting. In such cases, suspension will not be regarded as a disciplinary sanction.
- The disciplinary meeting will normally be arranged as soon as possible following the completion of the investigation. The student will have the right to attend, be heard, and be accompanied by a fellow student or parent/guardian.
- There are four possible outcomes of the disciplinary meeting:
 - No further action
 - Written Warning –Targets/Expectations will be set using the Support Process, Support will be offered as appropriate and a review date will be identified. Failure to achieve or make progress towards targets could lead to a further disciplinary meeting and escalation to a final written warning or exclusion.
 - Final Written Warning –Targets/Expectations will be set using the Support Process, Support will be offered as appropriate and a review date will be identified. Failure to achieve or make progress towards targets could lead to a further disciplinary meeting and escalation to exclusion.
 - Notice of Exclusion –The student will be notified of immediate exclusion, a letter will be sent to confirm this. The college will offer careers advice and guidance as appropriate.

5. Right to appeal

- The student will have the right to appeal at each stage of the formal procedure. Appeals against a written and final written warning must be made to the Deputy Principal. Appeals against exclusion must be made to the Principal.
- Appeals should be made within 5 working days of the formal warning. They must be made in writing, stating the grounds for the appeal and submitted to the Principal's PA amerrin@itchen.ac.uk.
- The student will be asked to attend a disciplinary appeal meeting. The student will have the right to attend, be heard, and be accompanied by a fellow student or parent/guardian.
- At appeal the decision of the Deputy Principal/Principal will be final.

6. Linked Documents

- The Support Process for Students
- The Support Process for Staff