





All staff want to work productively and professionally with students of all ages. Disciplinary procedures are usually triggered by the Curriculum Director receiving 'Cause for Concern' forms from teachers and other staff members when they feel they can not deal with discipline issues alone.

STAGE 1 – Verbal Warning					
Disciplinary Issue	Who will take action?	Actions to be taken		Student's Progress	Options at Review
Poor attendance and/or punctuality	Course Leader, Curriculum Director or Principal	✓ Student to be advised that they have been placed on a Stage 1 – Verbal Warning		1 Student meets the requirements of their action plan fully	Student to be taken off Stage 1 Disciplinary
Poor attitude and/or behaviour in class		✓ Student Disciplinary Form to be completed with a clear action plan agreed		2 Student makes significant progress to complete their action plan	Student to continue on Stage 1 Disciplinary for a further 2 weeks
Not making deadlines for handing in work and/or attending practical assessments		✓ Student to be reviewed after 2 weeks		3 Student does not meet the requirements of the agreed action plan	Student to be placed on Stage 2 Disciplinary
STAGE 2 – Written Warning					
Disciplinary Issue	Who will take action?	Actions to be taken		Student's Progress	Options at Review
Non completion of the action plan from Stage 1	Course Leader, Curriculum Director or Principal	✓ Student to be advised that they have been placed on a Stage 2 – Written Warning		1 Student meets the requirements of their action plan fully	Student to be taken off Stage 2 Disciplinary
More serious discipline issue that warrants to go straight to Stage 2 i.e. Minor abuse of health and safety guidelines and/or disregard of academy and other students' property,		✓ Student Disciplinary Form to be completed with a clear action plan agreed		2 Student makes significant progress to complete their action plan	Student to continue on Stage 2 Disciplinary for a further two weeks or could be placed on a Stage 1
		✓ Letter to be sent home to parent/guardian/sponsor		3 Student does not meet the requirements of the agreed action plan	Student to be placed on Stage 3 Disciplinary and asked to seriously consider their place at the academy
✓ Student to be reviewed after 2 weeks					

STAGE 3 – Second Written Warning & Meeting

Disciplinary Issue	Who will take action?	Actions to be taken		Student's Progress	Options at Review
Non completion of action plan from Stage 2	Curriculum Director or Principal	<ul style="list-style-type: none"> ✓ A letter from the Curriculum Director will be sent to parents/guardians/sponsors asking for their attendance at a Stage 3 Disciplinary Meeting with the student and staff. The letter will include details of the student's misconduct and may (if appropriate) ask for the student to not attend school until the meeting ✓ The Stage 3 Disciplinary Meeting will be chaired by the Curriculum Director and any other staff relevant to the misconduct will attend 		<p>1 Student meets the requirements of their action plan fully</p>	Student to be taken off Stage 3 Disciplinary. A decision will be made by the Curriculum Director on whether the student should be placed on a Stage 1 or 2 for further monitoring and review
Gross misconduct i.e. Serious abuse of health & safety procedures that endangers life, violent and/or volatile behaviour that threatens other students and staff		<ul style="list-style-type: none"> ✓ The student will be asked to seriously consider their place at the school and asked whether they wish to leave ✓ If an action plan can be agreed upon the student will be reviewed after 2 weeks 		<p>2 Student makes significant progress to complete their action plan</p>	Student to continue on Stage 3 Disciplinary for a further 2 weeks, or the Curriculum Director may decide to place the student on a Stage 2.
		<ul style="list-style-type: none"> ✓ Where an action plan can not be agreed upon the meeting will end and the Senior Management Team will meet to agree action 			Student to be notified of Stage 4 – Expulsion Proceedings

STAGE 4 – Expulsion Proceedings			
Disciplinary Issue	Who will take action?	Actions to be taken	
Non completion of action plan from Stage 3	Principal	<ul style="list-style-type: none"> ✓ Letter will be sent to the student's Parents/Guardians/ Sponsors explain the reasons for expulsion from the school 	
Stage 3 action plan could not be agreed upon between student, parent/guardian/ sponsor and staff		<ul style="list-style-type: none"> ✓ The Senior Management Team's decision of a Stage 4 - Expulsion Proceedings is final ✓ Parents/Guardians/Sponsors may use the Complaints Procedures if they are unhappy with the Disciplinary Process 	