



# Suffolk New College

## Supporting Student Achievement Policy

Policy Title:	Supporting Student Achievement Policy
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Author(s):	Deputy Principal
Approved by:	SMT
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Related Policies & Procedures:	Student Attendance & Punctuality Strategy Admissions Policy Preventing Extremism & Radicalisation Safeguarding (PREVENT) Policy



## Equality Impact Assessment Tool

Name of Policy: **Student Performance and Behaviour Policy**

		Yes/No	Comments
1	<b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>		
	Race or ethnicity	No	
	Disability	Yes	Likely impact on some disabilities which lead to unusual and disruptive behaviour.
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	<b>Is there any evidence that some groups are affected differently?</b>	Yes	Disruptive behaviours due to learning disabilities are accommodated by tutors and support assistants as far as possible to minimise the impact on all learners. Standards of behaviour are agreed with students and carers when setting out support plans.
3	<b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b>	Yes	
4	<b>Is the impact of the policy/guidance likely to be negative?</b>	No	
5	<b>If so, can the impact be avoided?</b>	N/A	
6	<b>What alternatives are there to achieving the policy/guidance without the impact?</b>	N/A	
7	<b>Can we reduce the impact by taking different action?</b>	N/A	

## **Supporting Student Achievement Policy**

### **1. Introduction**

The College is committed to providing a safe environment where all students can work in order to enjoy and achieve their chosen goals. The Supporting Student Achievement Policy and procedures are designed to promote positive behaviour, set clear expectations for behaviour, and help students understand processes and sanctions for students whose behaviour falls below acceptable standards.

Students are expected to show respect for other students and staff and act in a polite and mature way. It is important for individuals to be able to learn, to be able to teach and to be part of the College community without fear of:-

- Disruption of, and interference with, learning;
- Actual or threatened violence from others;
- Bullying;
- Harassment, including sexual or racial harassment, or harassment on the grounds of religion, belief or disability;
- Illegal substances or alcohol being made available;
- Criminal behaviour (e.g. theft and the carrying of offensive weapons);
- Deliberate damage to property;
- Malicious behaviour including false allegations.

### **2. Scope**

This Policy applies to all students on further education programmes, including apprentices and adult learners. Students on Higher Education programmes are covered in the UoS Student Discipline Procedure or UoS Professional Misconduct/Professional Unsuitability Procedure.

School students (aged 14-16) are also covered by this Policy. The College will ensure that the home school is kept informed of any performance and behaviour issues. In the event that a student is suspended or excluded from College, we will ensure that the parent is notified and the home school informed.

The College will endeavour to engage the home school in any evidence collection and decision making in relation to exclusion but in some cases, where the health and safety of other students is primary issue, we may need to act without this engagement. In cases of direct 14-16 students' parents/guardians will be immediately informed and the Local Education Authority as required.

### **3. Application of Policy**

This Policy applies to all situations for students in scope, including travelling to and from College premises; representing the College away from the premises such as on work experience, or trips, and at all times whilst on College sites. It also applies in

situations where the activity takes place outside of College time and premises but brings the college into disrepute and causes damage to the College's reputation.

The Policy will be applied fairly, seeking to bring about a change to positive behaviour. Students subject to this Policy will be treated with courtesy, and are expected to fully engage in actions agreed. All cases are treated in the strictest confidence and only those who need to know the details will be informed.

#### **4. Expectations of Behaviour**

Students are expected to:-

- i) Comply with College rules and regulations;
- ii) Treat all staff and students with respect;
- iii) Punctually attend all sessions on timetable;
- iv) Complete homework and assignments on timetable;
- v) Actively participate in learning;
- vi) Act safely at all times.

#### **5. Unacceptable Behaviour**

Unacceptable behaviour is divided into 4 levels, to help students understand likely sanctions. These are:-

- i) Warning for minor misconduct;
- ii) Amber warning for repeated misconduct;
- iii) Red warning for serious or persistent misconduct;
- iv) Suspension for major misconduct or serious unacceptable behaviour.

There are no hard and fast rules regarding the categorisation of behaviour. Each incident is unique, as is the impact poor behaviour has on others. This impact will always be taken into account when determining the seriousness of the misconduct. See Pages 5-8.

Stage	Summary	Examples	Managed by	Process
Warning	Minor misconduct where a student does not respond positively.	<ul style="list-style-type: none"> <li>• Missing assignment deadlines without good reason.</li> <li>• Minor disruptive behaviour, e.g. horseplay, disobedience; unduly noisy or unruly behaviour; swearing.</li> <li>• Failure to follow reasonable instructions; or follow College rules and standards.</li> <li>• Minor inappropriate internet use including social media.</li> <li>• Minor damage to College property e.g. graffiti on desks.</li> </ul>	Class Tutor (vocational and/or English/Maths) Progress Tutor	<ul style="list-style-type: none"> <li>• Usually written via ProMonitor; in unusual circumstances may be verbal;</li> <li>• Will usually be issued by class Tutor if related to learning, or by Progress Tutor if other member of staff reports;</li> <li>• Will be recorded in ProMonitor;</li> <li>• Sanctions imposed will be clear in the action plan;</li> <li>• Outcome: SMART targets with a clear review date.</li> </ul>
Amber	Repeated misconduct; 3 warnings received.	<ul style="list-style-type: none"> <li>• Failure to respond to a warning as outlined above.</li> <li>• 3 warnings will result in moving to the Amber stage.</li> <li>• Poor behaviour in class; deliberate disruption of the learning; inappropriate language; inappropriate physical behaviour; verbal abuse to staff or students.</li> <li>• Inappropriate use of internet including social media – use of threats or bullying.</li> <li>• Any action likely to cause injury or impair the safety of others.</li> </ul>	Progress Tutor	<ul style="list-style-type: none"> <li>• Meeting with Progress Tutor;</li> <li>• Will listen to student's explanations they believe to be impacting on behaviour;</li> <li>• Support offered (if required);</li> <li>• Action plan for improvement agreed;</li> <li>• Consequences if behaviour does not improve explained;</li> <li>• Details of the meeting will be recorded on ProMonitor;</li> <li>• A copy of the record of meeting will be sent to next of kin where student is under 19 years of age; or to Employer where student is on an Apprenticeship programme.</li> </ul>
Red	Serious or persistent misconduct	<ul style="list-style-type: none"> <li>• Failure to complete 2 or more action plans set and agreed with Progress Tutor.</li> <li>• Poor progression against study programme.</li> <li>• Failure to observe Health &amp; Safety requirements.</li> </ul>	Head (vocational and/or English/Maths)	<ul style="list-style-type: none"> <li>• Student will be contacted giving details of the reason for the Red meeting and a clear time and date for the meeting;</li> <li>• Next of kin will be contacted (if student under 19) to inform them of the meeting and invite them to attend;</li> <li>• The meeting will take place within 5 days of</li> </ul>

		<ul style="list-style-type: none"> <li>• Disruptive behaviour which takes up significant teaching time to manage.</li> <li>• Plagiarism.</li> <li>• Minor damage to College property.</li> <li>• Unwanted attention to a fellow student, including persistent contact through mobile phone, email etc.</li> <li>• Making false or malicious allegations against a fellow student or a member of staff.</li> <li>• Violent behaviour including threats of violence.</li> <li>• Bullying or coercive behaviour including racist, sexist or homophobic language.</li> <li>• Serious misuse of the internet.</li> <li>• Letting unauthorised students into the building.</li> </ul>		<p>the incident/failure to comply with action plans being notified;</p> <ul style="list-style-type: none"> <li>• At the meeting the student will be given the opportunity to put their views;</li> <li>• The Head of Area must ensure all views and facts are reasonably established before the meeting, and is required to consult with Student Support to identify any additional external circumstances to be considered;</li> <li>• After the meeting the Head of Area should follow up any new information which may impact on the proposed sanctions;</li> <li>• Meeting outcome: <ul style="list-style-type: none"> <li>- An agreed action plan – with a clear review date;</li> <li>- Payment for repair to damage;</li> <li>- An apology (written or verbal) to those impacted by the behaviour;</li> <li>- Other appropriate sanction as relevant to the misconduct;</li> <li>- Withdrawal (in relation to poor progress against study programme);</li> <li>- No case to answer.</li> </ul> </li> <li>• Where a student has been placed on a Red warning for poor progression against their study programme, the Head(s) will review the progress of the student and may recommend to the Director of Curriculum Area to withdraw the student due to likelihood of academic failure. The Director will consider the support that has been made available. If withdrawal is agreed the parent/guardian (for those under 19) to be informed.</li> <li>• If the decision to withdraw the student is made, the student has a right to make a complaint to the Deputy Principal.</li> </ul>
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Suspension	Major misconduct; Serious unacceptable behaviour.	<ul style="list-style-type: none"> <li>• Assault on, or abuse towards, students or staff (includes sexual, racial or verbal abuse).</li> <li>• Bullying, harassment or the making threats against staff or students.</li> <li>• Committing any criminal offence whilst involved in a College activity or that is a risk to the college community or would impact on the College's reputation.</li> <li>• Serious damage or misuse of College property.</li> <li>• Seriously disruptive behaviour.</li> <li>• Dangerous behaviour, including the possession of offensive weapons.</li> <li>• Accessing or making available to others pornographic or other offensive material.</li> <li>• Bringing others on to the College site or compromising College security in any way.</li> <li>• Possessing, or being under the influence of drugs or alcohol.</li> <li>• Serious misuse of, or interference with, electronic systems or data.</li> <li>• Engaging or suspected of engaging in activities which seek to radicalise vulnerable young people or adults.</li> <li>• Being under a Police criminal investigation.</li> </ul>	Director	<p>Director will send student on Cooling Off and request suspension from Deputy Principal. Once confirmed, Director will inform the student/next of kin of suspension via telephone. Formal notification of suspension will be sent out from Deputy Principal. Director will determine if the incident is to be reported to the Police.</p> <p>Director will then:  Schedule a formal Review Meeting within 2 working weeks of the incident being reported;  Establish the facts before the meeting;  Invite student and next of kin if under 19;  Listen to the student and next of kin response;  Write up a report of the meeting and send to student/next of kin;  Send report and recommended sanctions to the Student Admissions &amp; Behaviour Panel.</p> <p>Outcome will be determined by the Panel – see appendix 1.</p>
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Appeals	Students can appeal the decision of the Panel if there are grounds to appeal.	<p>An appeal will only be considered when one or more of the following is evident:-</p> <ul style="list-style-type: none"> <li>• There is evidence that the investigation of the incident has not made reasonable efforts to acquire all relevant information; or</li> <li>• New evidence has become available that could affect the decision and resulting penalty; and/or</li> <li>• There is evidence of prejudice or bias.</li> </ul>	Deputy Principal	<p>The Student must write to the Deputy Principal within 5 days of the date of the College letter confirming the Panel decision. The student's letter must clearly specify the grounds for the appeal. Students may ask for help in writing the letter, and may ask the Students Union for advice.</p> <p>See appendix 2 for appeals process.</p>
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**If the student is suspended subject to investigations by the Police then the College will await the completion of the police work before progressing with own process. This may lead to a long suspension, and the student will be withdrawn if the suspension cannot be resolved in 3 working weeks.**

## **APPENDIX 1**

### **Student Admissions & Behaviour Panel**

All reports and relevant documentation will be forwarded to the Deputy Principal's PA for consideration by the Student Admissions & Behaviour Panel who will:

- Consider the details of the report;
- Review recommended sanctions for agreement;
- Write to the student within 5 working days of the Student Admissions & Behaviour Panel to confirm the outcome, setting out clearly any sanctions imposed, and the appeals process;

### **Exclusions**

An exclusion will mean that a student is excluded for the remainder of the academic year but can apply at the start of the next year. This will need to be reviewed by the Student Admissions and Behaviour Panel and any conditions met. However in cases where the reason for the exclusion is more serious or it occurs towards the end of the academic year then an application may not be accepted until after a period of sustained improvement or change in behaviour can be demonstrated and so a further full academic year may be required.

In cases of permanent exclusion the decision will be based on the seriousness of the misconduct or also in cases where the behaviour is of a malicious nature directed towards staff, other students or the College. In those cases the exclusion will be permanent and no further applications will be accepted. The individual will be notified at the point of exclusion that it is permanent however, under certain circumstances where an individual continues to re-apply but fails to meet the conditions of the Student Admissions and Behaviour Panel or makes serious malicious or unfounded accusations against the College, its staff or fellow students, then a member of the Executive team may decide to change a fixed term exclusion into a permanent one. At this point, no further applications will be accepted. In cases of permanent exclusions, information and guidance will be provided to the students to advise them of possible alternative places of study. Students aged 16-24 will be referred to the appropriate external provider for local careers guidance services.

Where a Pre-16 student is a serious risk of permanent exclusion, a managed move to another educational provider may be considered. If a managed move is rejected by the parents/guardians, the Deputy Principal will put this in writing to evidence that the strategy was suggested if a permanent exclusion is imposed at a future point. The College will write to the individual at their last known address to inform them.

## APPENDIX 2

### Appeals

The appeal process is available at the Suspension Stage of this policy. (The complaints policy is available for other disagreements with College decision).

**THE STUDENT** must write to the Deputy Principal within 5 days of the date of the College letter confirming the outcome of the Suspension process. The student's letter must clearly specify the grounds for the appeal. Students may ask for help in writing the letter, and may ask the Students Union for advice.

An appeal will only be considered when one or more of the following is evident:-

- There is evidence that the investigation of the incident has not made reasonable efforts to acquire all relevant information; or
- New evidence has become available that could affect the decision and resulting penalty; and/or
- There is evidence of prejudice or bias.

An appeal against a Suspension process outcome, which is not exclusion, will be considered by the Deputy Principal. If any one of the above 3 grounds are satisfied, then the Deputy Principal will review the evidence presented in the appeal letter in relation to the sanction imposed. The Deputy Principal will write to the student (copying in parent/carer/guardian if under 19) within 5 working days of receipt of the appeal.

**If the sanction is exclusion and the appeal satisfies 1 of the 3 grounds for appeal then a Disciplinary Appeals Panel will be convened.**

The Executive team will appoint 3 members of senior staff to serve on the Disciplinary Appeals Panel. One will be elected to serve as Chair. The Panel will be made up of the Deputy Principal and Directors of Curriculum Area from parts of the College not associated with the excluded student.

Any period of suspension being served by the student will continue throughout the duration of the appeal. The Disciplinary Appeals process is an internal College process. The Director of Curriculum Area will be present to answer questions only.

Following consideration of the evidence the Disciplinary Appeals Panel may:-

- Reject the appeal and uphold the exclusion with an explanation as to why;
- Accept the appeal and revoke the exclusion, and recommend the student returns to College (with or without conditions).

The outcome of the Disciplinary Appeals Panel will be sent to the student in writing within 5 working days of the hearing and concludes the College's internal procedure. The decision of the Panel is final.

In circumstances where an excluded ex-student behaves in a way that results in the College converting their exclusion to a permanent one, the right of appeal will not apply.