

Policy name	<b>Student Management Policy &amp; Procedure</b>	
Department	Curriculum & Quality	
Exec owner	Rebecca Conroy	
Who was consulted in the development of this policy (eg staff forum, other departments)		
Approved by Exec Team (date)	12/01/2021	
<del>Approved by Committee (date)</del>	Click or tap to enter a date.	
<del>Approved by Board (date)</del>	Click or tap to enter a date.	
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	<input type="checkbox"/>	<input type="checkbox"/>
Date referred to CEO and/or HR:	Click or tap to enter a date.	Click or tap to enter a date.
Other policies referred to in this document:	Student Code of Conduct	

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### **NOTE – AGE OF STUDENT**

For the purposes of this document, ‘18’, means ‘under 19 on 31 August in the teaching year when the student commences a study programme’. This is in accordance with the Education Funding Agency.

A student who is 18 on 31 August will be treated as ‘18’ for the whole of the academic year. Parent/carers should be informed of any actions unless a student is living independently, the student opts out of parent/carer contact or any safeguarding issues have been identified.

Due to Covid-19 meetings maybe carried out online.

## Introduction

East Sussex College (ESC) aims to create a caring and purposeful learning environment for all students, apprentices and staff with an emphasis on mutual respect and high expectations. High standards of student behaviour are strongly linked to high achievement and contribute to the creation of a safe and welcoming learning and working environment.

Inappropriate behaviour has many causes which are sometimes complex. The ESC aim is to ensure that students stay at college and successfully complete their course. Managing behaviour should be seen firstly as a support issue, with actions to clarify expectations, address and change behaviour. If the misconduct is serious, persistent or causing serious disruption to others then the Student Management Policy should be implemented. There are three areas which will be addressed through the Student Management Policy: course progress, attendance, and behaviour.

## Principles

- The standards of behaviour are set out in the Student Code of Conduct. These must be discussed and agreed with students and apprentices at induction.
- The management of student behaviour is the responsibility of all ESC staff (teaching and non-teaching), through adherence to the agreed procedures detailed in this policy document.
- This policy applies to all students and apprentices and to all areas of the college, including outside the classroom and the college grounds.
- Incidences that take place outside the college that may affect students and their learning within the college also fall under the remit of this policy and breaches should be addressed. This includes incidents related to social media.
- The behaviour of students and apprentices can be strongly influenced by the behaviour of staff; how we prevent and respond to situations can greatly influence the outcomes.
- Any student or apprentice who believes that they have been treated unfairly or not in accordance with the procedures may appeal under this policy.
- Parents/carers of students 18 and under will be kept informed unless there are safeguarding-related reasons not to do so.
- If incidents involve school-age students, SEND or looked after children, schools will be informed and a specific team will implement this procedure.
- Sponsoring employers may be informed if the Student Management Policy has been used.

## Setting standards

All staff are responsible for responding to and dealing with inappropriate behaviour when it occurs, even if the student or apprentice are not from their own teaching area or department. This is vital in creating a safe, calm atmosphere that is pleasant for all of us to work and learn in. Learning is more effective if it takes place in an environment of mutual respect and where students and apprentices have clear guidelines and expectations of what is and what is not acceptable.

The college has a clear expectation of student behaviour as outlined fully in the Student Code of Conduct. These expectations must be made clear at induction and reinforced regularly throughout the year, at a minimum of every half term. The standards must be applied consistently and fairly and to all students and apprentices. Any exceptions must be justified and relevant to the circumstances. If you feel unsure about dealing with an incident, you may seek support from any college manager or your line manager. If a member of staff, student or apprentice has serious concerns that a student or apprentice is under the influence or in possession of drugs on a college site then they should notify the safeguarding manager who will take appropriate action.

## Students with learning difficulties or disabilities

Students with learning difficulties and/or disabilities may display inappropriate behaviour patterns. It may well be that their behaviour is determined by factors out of the control of the student, i.e. medical or drug controlled behaviour. In this case, it is important that the student is reviewed by the Additional Student Support team and/or the Head of Curriculum for SLDD in conjunction with their relevant Head of Curriculum before formal disciplinary processes are considered.

In exceptional circumstances the Head of Curriculum will hold a case conference of all parties to determine an appropriate way forward. However, any student with or without learning difficulties, who is alleged to have carried out gross misconduct will be subject to the Student Management Policy.

## International students

Students whose native language is not English and who are living away from home may also display different behaviour patterns. In this case, it is important that the student is reviewed by the International team before using the Student Management Policy.

## Management procedure

The Student Management Policy is implemented by the relevant curriculum team and the **maximum sanction is exclusion from the college.**

### Informal Stage: Cause for Concern (C4C)

The relevant Study Programme Tutor (SPT) should be notified of a concern by another member of staff using a “cause for concern” student comment on ProMonitor; using data such as attendance; observation or conversation with a student or any staff member. Wherever possible, the students should be informed that a “cause for concern” is being submitted.

As soon as the SPT or teacher completes a cause for concern they should:

- Ensure ProMonitor (Student ILP) is kept up-to-date of all concerns and actions taken regardless of how they were notified to them via ‘student comments’
- Establish potential reasons for behaviour or misconduct by meeting with: witnesses, other appropriate staff member(s) or student(s), stakeholders such as work placement providers and the student who has had a C4C raised against them.
- The SPT or teacher **must make a judgement** on the action to take. Not all C4Cs will lead to formal action, however all must have agreed SMART targets set to improve which are recorded on ProMonitor. Multiple C4Cs i.e. attendance, punctuality, behaviour can be grouped together with specific SMART targets.
- Where a C4C has been submitted by another member of the college team, it would be expected that the SPT or teacher would work with this member of staff in their decision making with regards to the most appropriate action to take.

**Always do something – no action is not an option.**

Depending on the severity of the misconduct, the Head of Curriculum can **start the formal procedure at any stage** (as appropriate).

Ten Steps	
1	Investigate the misconduct or concern thoroughly.
2	Ensure you have kept a good and comprehensive paper/electronic audit trail and the procedure has been applied and followed accurately and fairly.
3	Refer to the <b>Student Management Summary</b> and <b>Policy Guidance Notes in Appendix 12.2.</b>
4	Make a judgement on the severity of the incident.
5	Take each student as an individual and assess the impact of your decision of where to enter the student management process, if that is the route you take. Is this the right option for the student? Have you identified underlying reasons and offered support?
6	If informal action is appropriate have you considered: <ul style="list-style-type: none"> <li>• Meeting with the student along with their parent/carer</li> <li>• Making an a Student Support Service Referral</li> </ul>
7	Set clear and SMART targets.
8	<b>Follow up</b> to ensure review of set targets.
9	<b>Follow up on the support and monitor progress</b> of the individual (where appropriate).
10	If improvement is not seen, progress the student through the stages as appropriate.

**Formal Stage 1: Verbal Warning (issued by SPT or teacher)**

**Depending on the individual student and incident you may choose to make a Student Support Service Referral as an alternative to Stage 1 or as part of the target setting for Stage 1.**

- The student's SPT or teacher should hold a meeting with the student and confirm the concern as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- The student should be made aware of the implications of being put onto stage 1 of the Student Management Policy and/or if appropriate, be made aware of the reason for the Student Support Service Referral being made.
- The meeting must be logged on ProMonitor and should include the completion of SMART targets (with review dates), outlining boundaries and behaviour with the agreement of the student.
- **The verbal warning must be confirmed in writing.** The standard letter 1 should be generated by the nominated curriculum administrator under the direction of the SPT or teacher responsible, with the reason for the verbal warning recorded and the SMART target(s) set.
- The SPT or teacher must keep a copy of the: witness statements/file notes/attendance records etc and the curriculum administrator must put a copy of the standard letter 1 in 'Uploaded Documents' on ProMonitor.
- **Standard letter 1 must be sent to:**
  - The student
  - The parent, carer or guardian (if the student is 18 or under on the 31st August)
- If there has been no improvement, or a failure to successfully achieve the SMART target(s), or an additional C4C has been raised then the disciplinary could progress to the next appropriate stage. **Remember, you may start at the stage most appropriate.**
- Monitor the effectiveness of any referrals and decide whether further action is required through the policy if there is no improvement.

**Formal Stage 2: Written Warning (issued by SPT or teacher)**

**Depending on the individual student and incident you may choose to refer the student for support as an alternative to Stage 2 or as part of the target setting for Stage 2.**

- If the misconduct is sufficiently serious, the Student Management Policy may start at Formal Stage 2: Written Warning.
- The SPT should lead a meeting with the student and their teacher as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- The student should be made aware of the implications of being put onto Stage 2 of the Student Management Policy or referral.
- The SPT or teacher must invite the parent, carer or guardian of a 16-18 student (a student who is 18 on the 31st August will be treated as '18' for the whole of the academic year) to support the student at the meeting. The nominated curriculum administrator will confirm the meeting using the standard letter MN (Meeting Notification) and should put a copy of the standard letter MN in 'Uploaded Documents' on ProMonitor.
- Once the meeting has taken place the SPT or teacher must complete the SMART target(s) set (with review dates) on ProMonitor, outlining boundaries and behaviour with the agreement of the student.
- **The Written Warning must be confirmed in writing.** The standard letter 2 should be generated by the nominated curriculum administrator under the direction of the academic tutor/Head of Curriculum responsible, with the reason for the written warning recorded and the SMART target(s) set. The curriculum administrator should put a copy of the standard letter 2 in 'Uploaded Documents' on ProMonitor.
- **Standard letter 2 must be sent to:**
  - The student
  - The parent, carer or guardian (if the student is 18 or under on the 31st August)
- If there has been no improvement, or a failure to successfully achieve the SMART target(s), or an additional C4C has been raised, then the meeting could progress to the next appropriate stage. **Remember, you may start at the stage most appropriate.**
- Monitor the effectiveness of any referrals and decide whether further action is required through the Student Management Policy if there is no improvement.

**Formal Stage 3: Final Written Warning (issued by Head of Curriculum)**

- If the incident is sufficiently serious, the Student Management Policy may start at Stage 3: Final Written Warning.
- The Head of Curriculum should lead a meeting with the student and the SPT or teacher as soon as possible and in any case no later than five (5) working days after the identification of the cause(s) for concern and investigation.
- The student should be made aware of the implications of being put onto Stage 3 of the Student Management Policy.
- It is important to make the student aware that if there is no improvement following on from Stage 3: Final Written Warning, the next stage may result in the student being asked to leave the course.
- The Head of Curriculum must invite the parent, carer or guardian of a 16-18 student (a student who is 18 on the 31st August will be treated as '18' for the whole of the academic year) to support the student at the meeting. The nominated curriculum administrator will confirm the meeting using the standard letter MN (Meeting Notification) and should put a copy of the standard letter MN in 'Uploaded Documents' on ProMonitor.
- Once the meeting has taken place the SPT or teacher must complete the SMART target(s) set (with review dates) on ProMonitor, outlining boundaries and behaviour with the agreement of the student.
- **The Final Written Warning must be confirmed in writing.** The standard letter 3 or 4 should be generated by the nominated curriculum administrator under the direction of the Head of Curriculum responsible, with the reason for the written warning recorded and the SMART target(s) set. The curriculum administrator should put a copy of the standard letter in 'Uploaded Documents' on ProMonitor.
- **Standard letter 3 or 4 must be sent to:**
  - The student
  - The parent, carer or guardian (if the student is 18 or under on the 31st August)
- If there has been no improvement, or a failure to successfully achieve the SMART targets, or an additional C4C has been raised then the meeting could progress to Stage 4 Panel Hearing.



**Formal Stage 4: Disciplinary Panel Hearing**

- The outcome of Stage 4: Disciplinary Panel Hearing may be:
  - No action to be taken
  - The student being put on a Final Written Warning (with SMART targets)
  - Recommendation to exclusion
- Panel members should hold the meeting with the student as soon as possible and in any case no later than ten working days after the identification of the cause(s) for concern, suspension and investigation.
- The panel will be led by a member of the Senior Management Team (minutes to be taken by a nominated administrator) and the panel will consist of:
  - A Senior Management Team representative
  - A manager from another area (HcC/CQL/CQM/Support Manager)

**Exception note: If the student does not attend the meeting the meeting and possible exclusion will take place in their absence.**
- The case will be presented to the panel by the relevant Head of Curriculum who will take the panel through the allegations which led to the disciplinary. Normally, witness statements will be in writing and read out to the panel. Copies of reviewed SMART targets should be included where appropriate. The student will be given the opportunity to state their case and to question the evidence presented.
- The panel chairperson will end the meeting and ask the student, their advocate and any other support to step outside whilst the panel makes a decision. The panel could conclude:
  - Return to college, no action should be taken
  - Return to college with a warning / SMART targets
  - Recommend the student does not return to college

**A member of the Executive or a nominated senior leader will be required to review the Stage 4 procedure. Only a member of the Executive or a nominated senior leader has the authority to exclude a student.**
- Once the panel has made its decision the student, their advocate and any other support will be asked to re-enter the room to hear the outcome. The chairperson will then bring the meeting to a close.
- The student's parents/carers will receive the decision in writing within two (2) working days of the hearing.
- **A copy of the standard letter 7: Outcome of Disciplinary Panel Hearing must be sent to:**
  - The student
  - The parent, carer or guardian (if the student is 18 or under on the 31st August)
- If the decision is for exclusion from college a copy of the Appeals Procedure outlined in the Student Management Policy should also be included (see Appendix 12.1).

**Appeals**

The student will have the right to appeal to the CEO/Principal or their nominee within five working days of the decision to exclude the student. The conditions of the appeal are in the event of the procedures above not being met. An appeal will not re-hear the disciplinary case unless there is new evidence to be considered that was not available / produced at the original Disciplinary Panel Hearing.

The CEO/Principal or their nominee will arrange an appeal interview within five working days. The student will be given at least five working days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend, relative or carer.

Within five working days of the appeal interview, the final decision by the CEO/Principal or their nominee will be confirmed in writing to the student. There is no appeal against the CEO/Principal's or their nominee's decision.

### **Criminal offences**

Where any member of staff has reason to believe that a student may have committed, or may be intending to commit a criminal offence, the college may refer the matter to the police and may still continue with student management processes under this policy irrespective of any criminal process.

Where students are being investigated for being involved in criminal activity, or where they have gained a criminal conviction and this is made known during their time at college, the student will be risk assessed for their suitability to continue to attend the college.

### **Students 18 and under / Looked After Children / Care Leavers**

If a student who is 18 years of age or under on 31st August is the subject of proceedings under this Student Management Policy, wherever practicable a parent or carer will be invited to attend any meetings, in addition to any friend.

If a student who is a Looked After Child/Care leaver is given a formal written warning, or suspension, or exclusion, their post-16 worker and the Virtual School will be informed.

### **School pupils 14 – 16 Years**

Covered by external policy.

### **Dissemination and implementation**

This policy will be disseminated through new staff inductions, staff training, team meetings and will be located on the college website for staff, students, parents/carers and partners to access. Implementation of this policy is the responsibility of all staff at East Sussex College.

### **Monitoring compliance with and the effectiveness of policy documents**

**Termly:** The Executive team will receive a report on Student Disciplinary.

## Appendix 1: types of misconduct

The following are examples of misconduct which may result in action being taken. These lists are not exhaustive or exclusive.

### Academic misconduct

Minor academic misconduct may include the following:

- Lateness for lessons
- Arriving without necessary equipment/materials
- Irregular attendance
- Not completing homework
- Missing deadlines
- Insufficient effort / poor attitude to work

Serious academic misconduct may include the following:

- Persistent repetition of the above
- Not completing assignments
- Cheating in internal exams/formal assessments
- Breaking exam regulations
- Collusion between two or more students to produce a piece of work to be submitted for assessment as the work of one student alone

Gross academic misconduct may include the following:

- Misbehaviour in external exams/ assessments
- Cheating, Plagiarism or copying work of other students

### Behavioural misconduct

Minor behavioural misconduct may include the following:

- Failure to follow the reasonable instructions of a member of staff (teaching and non-teaching)
- Misconduct in college open areas
- Smoking on any College sites outside of the designated areas
- Noisy, offensive behaviour or the use of foul or inappropriate language
- Disrupting any class or any other college activity, whether or not involving staff and/or other students
- Behaviour which could bring the college into disrepute, e.g. misconduct on public transport or annoyance to college neighbours.

Serious behavioural misconduct may include the following:

- Swearing or confrontational behaviour towards a member of staff or other person visiting or working in the college.
- Deliberately or by gross negligence causing damage to any college buildings, equipment, books or furnishings or any property of others. This includes non-return of college library books following three reminders.
- Unauthorised access, use of, or interference with software or data belonging to or used by the college.
- Theft of property or any other dishonest acts.
- Bullying, harassment, intimidation, taunting, verbal abuse, defamation of character or the use of any violence or threat of violence towards any person.

- Any illegal act which may have an adverse effect on the work of the college or on other students.
- Being under the influence of alcohol or drugs on college premises
- Contravention of regulations regarding the receipt of Student Support Funds or any other grant monies.
- Any misconduct which misuses cameras, mobile phone cameras or videos where consent to take pictures has not been obtained.

Gross behavioural misconduct: any serious cases of misconduct may be treated as gross misconduct. The following are examples of gross misconduct, this list is not exhaustive and other similar misconducts may be considered as gross misconduct, in addition to the examples outlined below:

- Violence
- Bullying/intimidation
- Damage to property
- Endangering health or safety of others (for example erratic and/or unsafe driving on the College premises)
- Refusal to comply with reasonable Covid-19 health & safety measures
- Accessing pornography on college computers
- Possession of an offensive weapon on site
- Fraud or any other criminal activities affecting the college or other students
- Likely to cause danger to themselves or others on college premises or on any external activity (i.e. field trips, visits, residential etc.)
- Possessing or supplying of any illegal drugs or alcohol on college premises

## Appendix 2: policy guidance notes

### **SMART targets (specific, measurable, achievable, realistic and time-related)**

The setting of SMART targets is part of the Student Management Policy. This will support the student and help them succeed and achieve their end goal. The objective is to set clear targets of how the student can improve and succeed. It is important that a date is set to formally review progress against targets set.

Consider which SMART targets you may wish to set prior to the meeting. You may add or remove SMART targets during the meeting. You can indicate which stage of the Student Management Policy the student will be going onto at the meeting.

### **Investigation**

An investigation may be conducted whilst the student is attending college or following a suspension. The person investigating the incident, usually the student's study programme tutor, will gather evidence and pass this evidence to the student's Head of Curriculum. As part of the investigation the student will be given the opportunity to submit evidence (usually in writing) and may be required to attend an investigatory interview to provide their account of the incident/situation.

### **Involvement of parent, carer or guardian**

If the student is 18 or under on the 31st August, at the start of the course, it is the responsibility of the academic tutor to contact their parent, carer or guardian. They will also be invited to attend stages 2 to 4 of the Student Management Policy.

### **Notifying parents**

Details of meetings, verbal and written warnings, suspensions and exclusions should be sent to parents, carers and guardians of students who are aged under 18 on 31st August at the start of their course, or vulnerable adults up to and including 25 years of age. Some students over the age of 18 at the start of their course 31st August may give permission to notify their parent, carer or guardian.

### **Paperwork**

The following evidence can be used as part of Student management meetings:

- SMART targets
- Standard Letters
- Notes of meeting
- Witness statements
- C4C information and other file notes
- Support information including Additional Learning Support, Student Mentor interventions
- Student attendance (overall and for individual elements of the student's study programme)
- Investigating officer's report (where a student has been suspended)
- Previous relevant disciplinary interventions, including reviewed action plans

### **Stop and search without student consent**

If you suspect a student of being in possession of:

- Controlled drugs, substances or paraphernalia
- Stolen goods
- Offensive weapons, knives and blades
- Alcohol

You must inform the Head of Safeguarding and the Assistant Principal who will arrange for a search to take place. The search will be extended to the student and the student's belongings including any bags, lockers, or vehicle.

A search will be instigated when the student is on college property, undertaking any college activity and extends to visits and study tours abroad.

**Suspension**

Students should be sent off campus to 'cool off' before making an immediate suspension.

Suspension is a neutral action; a student may be suspended for their own protection or to allow time for the situation to calm down. Following a 'cooling off' period, students should be contacted within 24 hours to inform them if they have been suspended, or if they should return to college.

If an alleged incident committed is sufficiently serious, the Student Management Policy may start at any appropriate stage.

### **Appendix 3: suspension checklist – post-24 hour cooling off period**

Once the 24-hour cooling off period is completed and if the decision is to suspend, inform the student that they are being suspended to allow the college time to fully investigate the incident that has arisen. During their suspension, students are not allowed on any college premises. However, they are expected to keep up to date with all their work through Google Drive, Turing, ProPortal and email communication with their tutors.

Collect student lanyard and forward to curriculum area to be stored by the student's study programme tutor.

For students who are aged 18 or under on 31st August, ensure that a parent, carer or guardian is telephoned to advise them of the suspension and assess the impact of the suspension on the student's welfare.

Ensure that both ProMonitor and ProSolution are updated to reflect the student's suspension.

Take into account any other factors that may impact on the student's welfare, in regard to the suspension.

The Head of ALS (Additional Learning Support) should be notified if the suspended student has an EHCP (Educational Health Care Plan).

**Appendix 4: Student management summary**

Pre-student management process	
<b>Student management concern raised:</b> e.g. performance/behaviour/attendance	<b>Lead:</b> Any member of ESCG staff in conjunction with SPT
<b>Action:</b> Discussion with student to reiterate expectations and identify any support needs	<b>Action:</b> Support needs flagged and referral made
<b>Record on:</b> <ul style="list-style-type: none"> <li>• ProMonitor meeting (insert link/guidance to page) and targets.</li> <li>• Send a standard behaviour letter as identified within the appendix</li> </ul>	<b>Notify:</b> SPT

Stage 1	
<b>Student management concern raised :</b> e.g. performance/behaviour/attendance	<b>Lead:</b> Teacher/SPT/assessor
<b>Action:</b> <ul style="list-style-type: none"> <li>• Review meeting with student and tutor</li> <li>• Parent/carer invited to meeting</li> <li>• Employer notified (apprentice)</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>• SMART targets set and review date agreed and meeting booked</li> <li>• Support needs flagged and referral made</li> </ul>
<b>Record on:</b> <ul style="list-style-type: none"> <li>• ProMonitor meeting (insert link/guidance to page) and targets.</li> <li>• Send a standard behaviour letter as identified within the appendix</li> </ul>	<b>Notify:</b> SPT/CQM/HoC

Stage 2	
<b>Student management concern raised:</b> Stage 1 targets not met and concerns persist	<b>Lead:</b> Teacher/SPT/assessor and CQM/HoC
<b>Action:</b> <ul style="list-style-type: none"> <li>• Review meeting with student and tutor</li> <li>• Parent/carer invited to meeting</li> <li>• Employer notified (apprentice)</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>• Further SMART targets set and review date agreed</li> <li>• Support needs flagged and referral made</li> </ul>
<b>Record on:</b> <ul style="list-style-type: none"> <li>• ProMonitor meeting (insert link/guidance to page) and targets.</li> <li>• Send a standard behaviour letter as identified within the appendix.</li> </ul>	<b>Notify:</b> SPT/CQM/HoC



Stage 3	
<b>Student management concern raised:</b> Stage 2 targets not met and concerns persist or serious incident	<b>Lead:</b> HoC
<b>Action for stage 2 targets not met:</b> <ul style="list-style-type: none"> <li>• Review meeting with student and tutor</li> <li>• Parent/carer invited to meeting</li> <li>• Employer notified (apprentice)</li> </ul> <b>Action for serious incident:</b> <ul style="list-style-type: none"> <li>• Student sent home by HoC/AP for 24 hour cooling off period while decision concerning suspension made, parent/carer informed</li> <li>• Student notified of decision and parent/carer informed</li> </ul>	<b>Action for stage 2 targets not met:</b> <ul style="list-style-type: none"> <li>• Student returns with targets</li> <li>• Student is withdrawn</li> </ul> <b>Action for serious incident:</b> <ul style="list-style-type: none"> <li>• If suspension is agreed move to Stage 3 investigation</li> <li>• If suspension is not agreed HoC meets with student</li> </ul>
<b>Record on:</b> <ul style="list-style-type: none"> <li>• ProMonitor meeting (insert link/guidance to page) and targets.</li> <li>• Send a standard behaviour letter as identified within the appendix.</li> </ul>	<b>Notify:</b> Assistant Principal

Stage 4	
<b>Student management concern raised :</b> Stage 3 targets not met and concerns persist or serious incident	<b>Lead:</b> Exec team member or nominated senior leader
<b>Action for stage 3 targets not met:</b> <ul style="list-style-type: none"> <li>• Move to disciplinary panel hearing</li> <li>• Parent/carer invited to meeting</li> <li>• Employer notified (apprentice)</li> </ul>	<b>Action: for stage 3 targets not met:</b> <ul style="list-style-type: none"> <li>• Parent/carer informed</li> <li>• Student notified of decision and parent/carer informed</li> <li>• Return to college no action should be taken</li> <li>• Return to college with a warning / SMART targets</li> <li>• Recommend the student does not return to college</li> </ul>
<b>Record on:</b> <ul style="list-style-type: none"> <li>• ProMonitor meeting (insert link/guidance to page) and targets.</li> <li>• Send a disciplinary letter as identified within the appendix.</li> </ul>	<b>Notify:</b> Assistant Principal, Executive team member or senior leader