



## **POST 16 Disciplinary Policy**

Disciplinary procedures for Post 16 students will mirror the world of work and will happen through a series of stages. Depending on the level of severity of any incident some of these stages could be missed out (at the discretion of the Head of Post 16). A serious incident will be dealt with under the clause of gross misconduct and could lead to instant dismissal.

### **Preliminary Stage**

Tutor will investigate and issue an informal reprimand. The tutor will also provide support for the student. Examples of minor offences – Unsatisfactory timekeeping, Poor behaviour, Unauthorised absenteeism, Missing deadlines, Persistent failure to adhere to Dress Code.

### **Stage 1**

Verbal warning from Assistant Head of Post 16 A note will be made and kept on file. (Disregarded after 3 months if there is not a further problem).

### **Stage 2**

Written warning from Assistant Head of Post 16 Parents/Guardians Informed (Disregarded after 6 months if there is not a further problem).

### **Stage 3**

Formal written warning from Head of Post 16 Parents / Guardians informed and invited into the Academy for discussion. (Usually disregarded at the end of the academic year but can be extended depending on the severity of the incident).

### **Stage 4**

Student will be put onto a contract at this stage by the Head of Post 16. Student will be asked to leave Post 16 if the contract is broken.

### **Gross Misconduct**

Includes – Physical violence, malicious damage, bullying, being under the influence of drugs and/or alcohol on site, theft, Introduction of unofficial software onto Post 16 & Macmillan Academy computers.

(Other offences to be decided at the discretion of the Head of Post 16)

A list of students on the various stages will be kept by the Head of Post 16