

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. Parents have the right to appeal the decision.

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