

# The Manchester College Disciplinary Escalation Process

3 x Cause of Concern or Minor Misconduct



*SEND office use only*

Plan for Positive Engagement (PfPE) - embedded within 'Student Learning Strategy'

*Identified' students with significant needs and/or EHCP ONLY*

**D1- Verbal warning**

Any teaching staff and/or manager

August 24						
Su	Mo	Tu	We	Th	Fr	Sa
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 weeks

**D2 – Formal written warning**

Departmental Team Leader or Course Leader to Chair  
\* Senior Achievement Tutor or Head of Department (if other identified management are not available)  
Inc. Student Support Network

August 24						
Su	Mo	Tu	We	Th	Fr	Sa
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 weeks

**D3 – Final written warning**

Head of Department or Director to Chair and the Department Team Leader/ Senior Achievement Tutor or Personal Tutor Adult  
Inc. Student Support Network

September 24						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 weeks

**D4 – Risk of Exclusion**

Assistant Principal to chair and Head of Safeguarding and Pastoral Support (HOSP) to attend and take notes and/or another manager at the same level  
Inc. Student Support Network

**Alleged Serious (D3) / Gross (D4) incident to be determined based on the evidence available**

Temporary suspension while under investigation

Formal meeting to be arranged and held within 5 working days of the investigation completion

Remote studies to be arranged by Curriculum and Support staff

- Permanent exclusion + External Referral(s) (investigator to arrange)
- Fixed term suspension, with continued remote studies
- Improvement Action Plan – with intervention and sanctions
- Transfer to alternative learning programme
- No case to answer – no sanctions

The Manchester College reserve the right to adapt this procedure on a case-by-case basis.

**Students may enter the process at any stage depending on the severity of misconduct – it is not necessary for an incremental escalation.**

\*All records are retained during the life time of the student.

Uploaded and recorded on Promonitor within the 'Meetings and Comments' sections within 48 hours by the 'appropriate' staff member, alerting all relevant parties  
\*Notification/Outcome Letters to be sent in line with guidance below

**KEY**

- = Progress made
- = Little or no progress made
- = No further action
- = Meeting required
- = Conversation required

