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

1-1 conversation with student

2 weeks

D2 – Formal written warning

Chair: DTL or CL.

(or Senior Achievement Tutor or Head of Department, if other identified management are not available)

Inc. Student Support Network

2 weeks

IAP

AM 2

D3 – Final written warning

Chair: HoD C or Director.

DTL/ SAT or Identified Teacher for adults may also attend if required Inc. Student Support Network

(HoD Q may also contribute to this stage, if required)

2 weeks

IAP

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

Temporary Suspension if required 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

D4 – Risk of Exclusion

Chair: AP.

HoD Student Support to attend and take notes and/or another manager at the same level. HoD C may also attend to present the case. HoD ALS may also attend based on student needs.

Inc. Student Support Network

(HoD Q may also contribute to this stage, if required)

- **Permanent exclusion** + *External Referral(s) (investigator to arrange)*
- **Fixed term exclusion from campus**, 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.*

Email

The Central Management System will record and update the student disciplinary status

KEY

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