

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

Curriculum tutor/Course Tutor and/or manager

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

2 weeks

D2 – Formal written warning

Departmental Team Leader or Course Leader
*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
		4	5	6	7	8
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 Personal Tutor or Achievement tutor And/ or Senior Achievement Tutor
Inc. Student Support Network

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

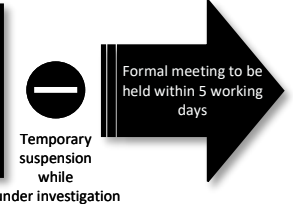
2 weeks

D4 – Risk of Exclusion

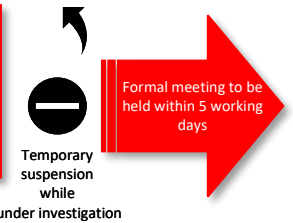
Assistant Principal and Head of Safeguarding and Pastoral Support (HOSP's)
Inc. Student Support Network

- No case to answer – no sanctions
- Improvement Action Plan – with intervention and sanctions
- Transfer to alternative learning programme
- Fixed term exclusion, with continued remote studies
- Permanent exclusion**

Alleged Serious incident



Alleged Gross Misconduct



AM 3

Remote studies to be arranged by Curriculum and Support staff

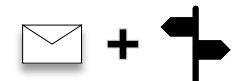
The Manchester College reserve the right to adapt this procedure on a case-by-case basis.

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.



! = *IAP/Letters to be sent to student and parent/carer of 16-17 year olds, and 18+ year students with an EHCP + uploaded and recorded on Promonitor within the 'Meetings and Comments' sections within 48 hours by the 'appropriate' staff member, alerting all relevant parties.



External Referral(s)
(investigator to arrange)