



STUDENT MANAGEMENT POLICY

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Annual



Student Management Policy

1. Policy statement

- 1.1. BHASVIC's aspiration is to be a community in which everyone is considerate of themselves, of other people and the College environment.
- 1.2. We hold all people to be of equal worth and treat them fairly and without prejudice in every aspect of College life.
- 1.3. We encourage students to take charge of their own learning and to be aware of their rights, responsibilities and our expectations of them.
- 1.4. We set high standards of student behaviour as detailed in the College Contract, College Charter and Student Planner.

2. Policy purpose and scope

- 2.1. The Articles of Government (Article 18.3) requires that: "After consultation with representatives of the students, the Corporation shall make rules concerning the conduct of students, including procedures for their suspension and expulsion (including expulsion for an unsatisfactory standard of work or other academic reason)."
- 2.2. The Principal has responsibility for student discipline, and only they, or their delegated alternate¹, can suspend or exclude students on disciplinary grounds.
- 2.3. All staff have a responsibility to assist in maintaining good discipline, not only in the classroom, but throughout the College and on College-related activities. This policy and accompanying procedures provide a framework to support staff in providing a standard, fair and transparent system for dealing with any disciplinary situation that may arise during the normal College day or whilst on a College-related activity.
- 2.4. This policy applies to all BHASVIC students and will be implemented by all members of staff. The accompanying procedures should be used when a student breaches the College Contract or any other policy or regulation as set out in the Student Planner.

3. Policy aims

- 3.1. To inform all members of the College community² about how the College expects everyone to work.
- 3.2. To establish a consistent approach to managing unacceptable behaviour that is used in a fair and equitable manner by all staff.
- 3.3. To help create an environment in which all people and property are respected and everyone is encouraged to take responsibility for their own behaviour.

¹ The Principal may delegate authority for temporary exclusion (ie suspension) to the Vice Principal, the Student Services Manager and the Senior Tutors. The Principal may delegate authority for permanent exclusion to the Vice Principal.

² Staff, students, parents and governors

4. Policy details

- 4.1. BHASVIC's mission is to transform lives through learning and to meet the individual learning needs of students and supporting them to achieve.
- 4.2. Students are responsible for abiding by and fulfilling the requirements placed on them by their College Contract (appendix A), which states clearly their obligations. Further guidance on the College's expectations of students is set out in the Student Planner and the College Charter, which is explained to students by their personal tutors at Induction.
- 4.3. The College will support students who are finding it difficult to meet our expectations by setting them clear targets which will assist them to get back on track to succeed.
- 4.4. We will support staff in their efforts to uphold BHASVIC's expectations by taking effective action in response to a student who fails to satisfactorily meet their commitments.
- 4.5. Formal disciplinary procedures, known as the Student Support and Referral System (SRS - a summary of which is shown in appendix B), will only be used when initial, supportive strategies have failed or where a student fails to comply with other College policies or regulations as set out in the Student Planner or in the case of a particularly serious breach of the College Contract. Full details of the Student Support and Referral System can be found in the Staff section of BHASVIC Central.
- 4.6. There are three stages (green, amber and red) to the Student Support and Referral System, which involve meetings between the student and relevant staff, at which action planning and target setting takes place. Failure to meet a red action plan normally results in the student agreeing to leave College, although in exceptional circumstances, a final contract may be issued by the Vice Principal following a meeting with the student and a strong recommendation from the Senior Tutor. Disciplinary action may begin at any stage, but there will usually be a sequential progression through the three stages.
- 4.7. The College may enter the Student Support and Referral System at the red stage in the event of a serious breach of the College Contract or alleged gross misconduct (appendix C).
- 4.8. Permanent exclusion of a student is the last resort in the disciplinary process, although there will be occasions when it is appropriate to temporarily exclude a student as a first step in a disciplinary investigation (temporary exclusion).
- 4.9. The power to permanently or temporarily exclude a student may be exercised only by the Principal or a delegated alternate. Once a decision to permanently or temporarily exclude has been made, the Principal or his/her alternate, must take all reasonable steps to inform the student, and their parent/guardian, in writing, as soon as possible. No student under 18 should normally be required to leave the premises following a decision to exclude unless the parent/guardian has been informed in advance.
- 4.10. The student, or parent if the student is under 18, has the right of appeal against a permanent exclusion to the Corporation.
- 4.11. The exclusion procedures are attached as appendix D.

5. Monitoring and review of policy

5.1. This policy will be reviewed every three years or more frequently if necessary.

6. Related documents

- Acceptable Use of Computers and Internet (Students) Policy
- Bullying and Harassment Policy
- Child Protection Policy
- College Charter
- College Contract
- Complaints Policy
- Coursework Deadline Policy
- Drugs and Alcohol Policy
- Educational Visits and Out of College Activities Policy and Procedures
- Equality and Diversity Policy and Race Equality Policy
- Health and Safety policy
- Instruments and Articles of Government
- Smoking Policy
- Student Assessment Policy
- Student Attendance Policy
- Student Charging and Financial Support Policy
- Student Planner
- Student Support and Referral System
- Substance Misuse by Students Policy

Appendix A: The College Contract



The following statements outline what we expect of our students and have been drawn up with the help of the Student Union. They are based on our aim to promote **consideration of self and others** which underpins our Education for Life policy.

Name of Student _____ Date _____

COLLEGE COMMITMENTS TO THE STUDENT

Brighton, Hove and Sussex Sixth Form College will endeavour to meet all of its commitments to you, as described in the College Charter, which is in the Student Planner.

Signed

Vice Principal

STUDENT COMMITMENTS TO THE COLLEGE

BHASVIC is a learning environment. Your primary purpose is to acquire the knowledge, understanding and skills, both academic and personal, needed to gain the qualifications and education you want. Work with us and you will achieve your full potential.

To achieve this you are expected to; attend all of your lessons, tutorials and other commitments, arrive on time, fully equipped and prepared to engage and take part; do the work you are set and submit it on time. Doing this will mean you produce work you are pleased with and proud of.

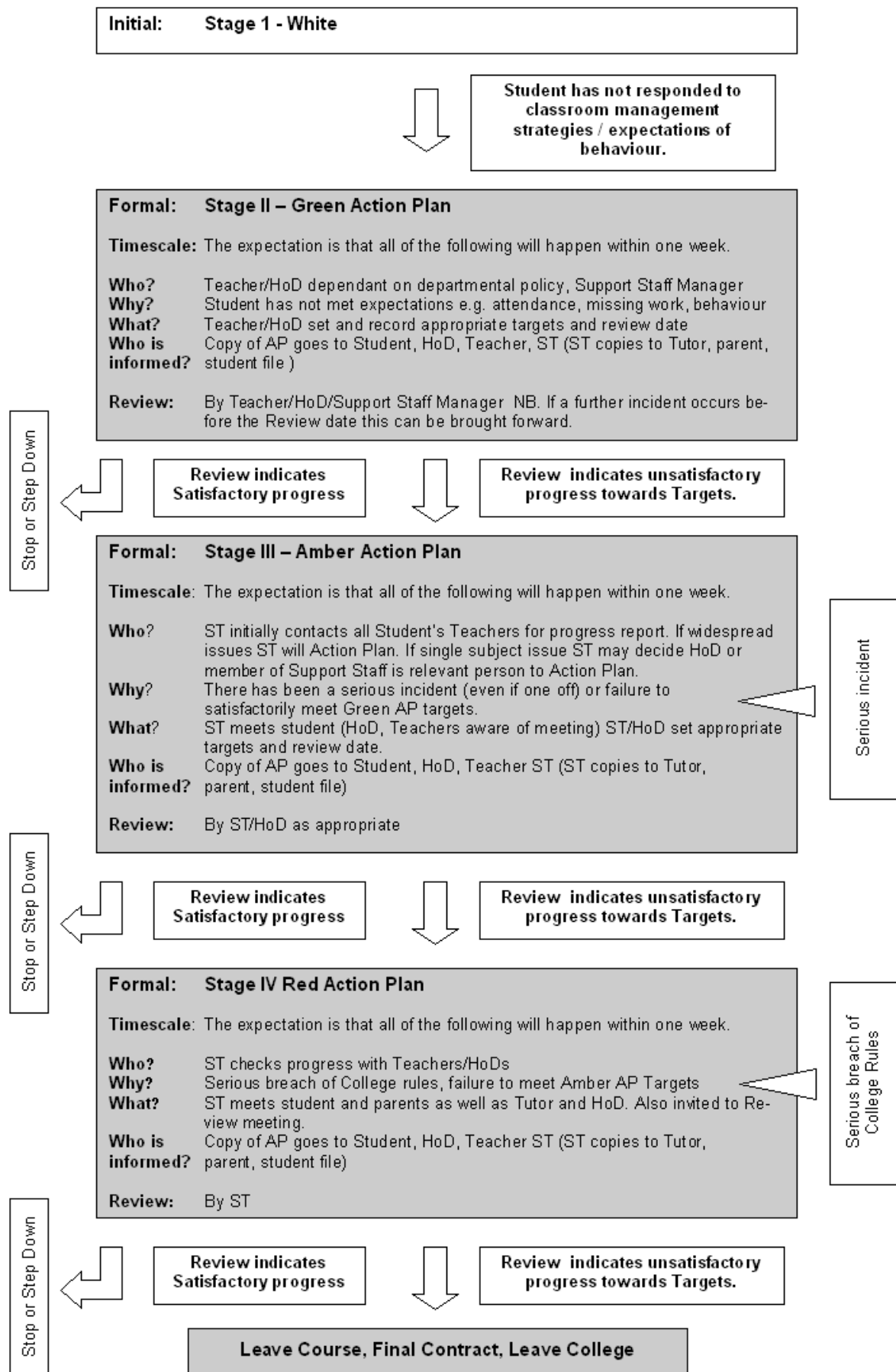
At BHASVIC staff and students treat each other with respect. You should be aware that your attitude and behaviour affects the learning and wellbeing of other members of the College community. You should follow instructions and requests made by members of College staff.

Out of lessons you should at all times respect those members of the BHASVIC community you come into contact with in your own social and private study time. Your interactions should be polite and you should respect the environment in which we all work. You are ambassadors for the College and will be responsible for the good reputation of the College both on and off-site.

In choosing to enrol for a course at **BHASVIC**, I agree to meet all my student commitments as outlined above and I undertake to complete all work set, punctually and to the best of my ability. I understand that a standard of behaviour acceptable to the College must be maintained at all times. I am aware that failure to meet College commitments will result in my being subject to College disciplinary procedures and may lead to my being required to leave BHASVIC.

SIGNED _____ (Student) DATE _____

Appendix B: The Student Support and Referral System (SRS)



Appendix C: Misconduct and Gross Misconduct

Breaches of discipline may be related to academic progress, behavioural or a combination of both of these.

The following are examples of misconduct which may result in disciplinary action. This is not an exhaustive list of the types of incidents which the College might treat as **misconduct**.

- any breach of a student's obligations, as set out in the College Contract, College Charter and Student Planner, including poor attendance and failure to hand in work on time
- deliberately or by gross negligence causing damage to any College building, equipment, books or furnishings or the property of others
- any theft of property or any other dishonest act(s)
- any behaviour which could bring the College or a College activity into disrepute
- any illegal or dangerous behaviour which may have an adverse effect on the work of the College or on other students
- any bullying, intimidation, taunting, verbal abuse, the use of any violence or the threat of any violence towards any person
- any behaviour which is racially or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments
- being under the influence of or any use, possession or supply of, any illegal drug or alcohol on College premises or during any activity off site which is associated with the College
- any failure to follow the reasonable instruction of a member of staff
- any cheating, plagiarism or copying of the work of other students
- disrupting any class or any other College activity, on or off site, whether or not involving staff or other students
- any undue noise or any unruly behaviour or use of foul or abusive language
- any unauthorised interference with hardware, software or data belonging to or used by the College, another student or staff member
- bringing pornographic or other offensive literature into College
- smoking in a non-smoking area

Any misconduct involving violence or a serious threat of violence, deliberate damage to property, endangering the health and safety of others, repeated misdemeanours or any criminal activities affecting the College or other students (or which could bring the College into disrepute) is likely to be treated as **gross misconduct**. Incidents of gross misconduct will normally lead to immediate temporary exclusion of a student, pending an investigation.

Appendix D: EXCLUSIONS

These notes set out the procedures for exclusion of students and are intended to make clear to students, parents, staff and Corporation members their rights and responsibilities.

A Temporary exclusion

1. A student may be temporarily excluded from College by the Principal or delegated alternate³:
 - 1.1. as the first step in a disciplinary investigation where, following a meeting with the student concerned, there is reasonable belief that the student has committed an act of misconduct or gross misconduct (see appendix C) and/or
 - 1.2. the Principal or delegated alternate considers that the continued attendance of the student at College could:
 - Interfere with an investigation
 - Constitute a continued threat to other people or property
 - Cause undue disruption to the normal operation of the College or
 - Would not be in the student's own interest
2. When a student is temporarily excluded from College, the Principal or delegated alternate, the College will normally telephone the student's parents to inform them of the temporary exclusion and the student will normally be escorted from the College premises. No student under 18 should normally be required to leave the premises following a decision to exclude unless the parent/guardian has been informed in advance.
3. The Principal or delegated alternate who temporarily excluded the student will write to the student and their parent/guardian within one working day of the temporary exclusion. The letter will outline the reason for the temporary exclusion, the timescale and process for an investigation and subsequent exclusion interview. Where appropriate, the letter will also include arrangements for the student to continue their studies at home and to sit public examinations.
4. A student who has been temporarily excluded may not come onto the College premises except with the advance and express permission of their Senior Tutor, or as required for the exclusion interview.

B Investigation

5. An investigation will take place as soon as possible to gather information about the alleged incident. This investigation will normally be conducted by the student's Senior Tutor or the Student Services Manager (the 'Investigating Manager'), who will interview any staff or students with a significant involvement in the alleged incident. After the investigation is complete, the Investigating Manager will write a brief report to the Principal or Vice Principal outlining their findings.

³ *The Principal may delegate authority for temporary exclusion to the Vice Principal, the Student Services Manager and the Senior Tutors. The Principal may delegate the authority for permanent exclusion to the Vice Principal.*

C Exclusion Interview

6. The Principal or Vice Principal will arrange an exclusion interview with the student (and a parent/guardian if the student is under 18), to take place within five working days of the temporary exclusion. If the student is over 18, they have the right to be accompanied by a Family Representative (see paragraph 33).
7. At the exclusion interview, the Principal or Vice Principal will explain the purpose of the interview and that there are two stages. First, the College must take the decision to either dismiss or uphold the allegation against the student. Once that decision has been taken, the College will decide upon an appropriate sanction. At that point, the College will also consider any mitigating and/or aggravating circumstances and any previous live issues on file.
8. The Principal or Vice Principal will invite the Investigating Manager to summarise the allegation(s) made against the student and any relevant evidence they have gathered during their investigation. The student will be given the opportunity to state his or her case (including any mitigating factors) and asked to state whether they dispute the allegation(s). If material facts are disputed, the student will be asked to identify any source of evidence supporting his or her case.
9. If the student does not dispute the material facts relating to the allegation(s), the Principal or Vice Principal will bring the exclusion interview to a close and they will explain the timescale for informing the student of their decision. This will normally be on the same day or the next working day following the exclusion interview.
10. If the student disputes material facts relating to the complaints, the Principal or Vice Principal may adjourn the exclusion interview for a future date within the following ten working days to allow relevant evidence (including from sources identified by the student) to be made available. The Principal or Vice Principal may arrange for witnesses to be available in person for the reconvened exclusion interview or (where that is not practicable) for written statements to be taken from the witnesses by another member of staff.
11. Copies of any documentary evidence, together with copies of any written statements will be provided to the student at least five working days before the reconvened exclusion interview is due to take place. At the interview, the student will have the right to question any witnesses appearing in person and to question any evidence presented in the form of a written statement, provided that the nature of the questioning is appropriate and the context relevant to the proceedings.
12. If a witness is not available to answer questions, that will be taken into account by the Principal or Vice Principal when assessing the weight to be given to conflicting evidence. Written statements which do not reveal the name of the witness will not be considered, other than in the most exceptional circumstances.
13. At the end of the exclusion meeting, the Principal or Vice Principal will explain the timescale for informing the student of their decision. This will normally be on the same day or the next working day following the exclusion interview.

D Decision making and sanctions

14. Following the exclusion interview, the Principal or Vice Principal will make a decision, in consultation with the Senior Tutor and after considering any evidence and any mitigating and/or aggravating factors and they will either uphold or dismiss the allegation(s).

15. If the Principal or Vice Principal dismisses the allegation(s), the temporary exclusion will normally cease with immediate effect and the student will be re-admitted to the College as soon as possible. In such situations, the Principal, Vice Principal or Senior Tutor will inform the student by telephone on the same day or on the next working day and will write, within five working days of the initial or reconvened exclusion interview, whichever is appropriate, to confirm the outcome. The Senior Tutor will be responsible for informing the student's teachers and tutor that the student will be returning to College.
16. If the Principal or Vice Principal upholds the allegation(s), they will normally impose one of the following sanctions after consultation with the student's Senior Tutor:
 - 16.1. To permanently exclude the student
 - 16.2. To re-instate the student on a final contract
 - 16.3. To re-instate the student with some other sanction
17. If the recommendation is for permanent exclusion, the student will be given written notification of the decision within five working days of the initial or reconvened interview, whichever is appropriate. Written details of the right of appeal will also be included.
18. If the Principal or Vice Principal upholds the allegation(s), but decides to re-instate the student on a final contract or lesser sanction, the student will be informed by telephone on the same day or on the next working day and asked to attend a meeting with the Vice Principal and the Senior Tutor. The student will be advised to be accompanied by their parent(s) or a Family Representative. At this meeting, which should take place as soon as possible after the decision to re-instate, the Vice Principal will explain what sanctions are being imposed and, if relevant, draw up a final contract to be signed at the meeting. The Vice Principal or Senior Tutor will also write, , within five working days of the initial or reconvened whichever is appropriate, to confirm the outcome of the exclusion interview. The Senior Tutor will be responsible for informing the student's teachers and tutor that the student will be returning to College.
19. The student will have right of appeal against any recommendation for permanent exclusion.

E The Appeal Process

20. Notice of appeal against permanent exclusion must be lodged with the Principal (if the Principal was not party to the exclusion) or to the Clerk to the Corporation (if the permanent exclusion was made by the Principal) within ten working days of the date of the recommendation for permanent exclusion and must give grounds and brief particulars of the appeal. The recommendation will not be considered by the College until the expiry of the period for lodging the appeal.
21. The Appeals Committee will normally consist of two or three members of the Senior Management Team and/or members of the Corporation. The Principal or Vice Principal has the right to be accompanied by a colleague and the student has the right to be accompanied by a Family Representative (see paragraph 33). Legal representation will only be permitted in exceptional circumstances (see paragraph 34).
22. If a notice is lodged within the time allowed, an appeal interview with the Appeals Committee will be arranged to take place within 21 working days of the notice of appeal being lodged. The student will be given at least five working day's notice of the time and place of the appeal interview. Any documents considered at the exclusion interview will be available for the purposes of the appeal.
23. At the appeal interview, the student will be invited to explain the grounds of the appeal and to state his or her case.

24. The Principal or Vice Principal who made the recommendation to exclude will be asked to respond to the appeal and explain the reasons for the recommendation.
25. The Appeals Committee may ask questions of the student and the Principal or Vice Principal and will then consider whether to allow or dismiss the appeal. Witnesses will not normally be asked to attend except in relation to any new evidence which has come to light since the exclusion interview.
26. If the appeal is allowed, the Appeals Committee may decide that disciplinary action lesser than that recommended by the member of staff should be taken. The Appeals Committee may also decide that no further disciplinary action should be taken.
27. If the appeal is dismissed, the recommendation of the Principal or Vice Principal will stand.
28. Within five working days of the appeal interview, the final decision by the Appeals Committee will be confirmed in writing to the student.
29. All temporary and permanent exclusions will be reported to the Corporation.

F Miscellaneous Provisions

Scheduled Interviews

26. If a student or his/her representative fails to attend a scheduled exclusion or appeal, one further attempt to reschedule will be made. Failure by a student or their representatives to attend any further meeting or interview under these procedures, without notice or reasonable cause, will not prevent proceedings continuing and decisions being taken. This would not exclude the right of appeal where it exists.
27. While the College aims to meet all the time limits in these procedures, if circumstances arise which makes this impossible, the College will contact the student to explain any delay.

Criminal Offences

28. Where any member of staff has reason to believe that a student may have committed a criminal offence in which the College has an interest, the College reserves the right to refer the matter to the police. If the College has reasonable belief that a student is in possession of drugs or weapons, the police will normally be informed.
29. The College reserves the right to reach a disciplinary conclusion independently of any police enquiry. However, in deference to a police enquiry, the College may decide to suspend its own investigation and disciplinary action until the police enquiry has ended.

Definitions

For the purposes of this document:

30. 'Students under 18' refers to students who have not reached 18 years at the date of the alleged incident.
31. 'Working days' refers to days on which the College is open for business (ie not just the student academic year).

32. 'Family Representative' refers to any layperson that is able to support the student during the proceedings. This includes another student, a friend from outside the College, the personal tutor, another teacher, parent, guardian or other relative. Legal representation will not generally be allowed unless prior approval is obtained from the College and as outlined below.
33. All disciplinary meetings and interviews under these procedures are internal to the College and not normally open to legal or professional representation for either the College or the student. Legal representation will only be permitted in exceptional circumstances, and at the appeal stage only, for example where the student cannot represent himself or herself effectively, perhaps due to disability, or where criminal proceedings may arise from an interview. This exception would only be allowed with the written consent of the Principal, and the request must be received in writing by the Principal at least five working days before the date of the appeal interview.
34. 'Illegal drugs' refers to any substance included under the provisions of the current Misuse of Drugs Acts.
35. Correspondence related to any student disciplinary proceedings will be sent to the address of the student as indicated at enrolment, subject to any amendment notified to the CIS department.

Variations and Amendments to These Procedures

36. In exceptional cases it may be necessary to make variations to these procedures. The College may make such variations as it sees fit, subject to informing the student concerned and subject always to considerations of reasonableness and fairness. Such variations may include disciplinary or appeal interviews being conducted by different persons, if the person who would otherwise be conducting the interview has previously had close personal involvement in the matter to be considered.