



Student Disciplinary Procedure

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Line Manager Responsible	Anne Entwistle
Policy Creator	CLT
Approved by	Anne Entwistle

Principles

It is BCA policy to ensure that fair and effective arrangements exist for dealing with disciplinary matters. The following disciplinary procedure is seen as a means to emphasise and encourage improvement in individual conduct.

These procedures are applicable to all students at BCA following the first six week probation period.

Disciplinary Procedure Guidelines

No disciplinary action will be taken against a student until the case has been fully investigated. If a student is required to attend a disciplinary hearing, there will be advance notice in writing to the student, explaining clearly the grounds for that hearing. For students under 18 years old, the parents or guardians will be sent a copy of the notification of the disciplinary hearing.

At all disciplinary action stages the student will have the right to be accompanied by another student, parent, guardian or any other nominated representative of the student. The role of the representative is to advise the student during the disciplinary hearing.

Where further time is required to prepare for a disciplinary hearing, a formal request in writing by a student or representative for additional time can be made. This will not normally exceed two weeks. If the student does not present himself/herself for a hearing following the above, except in the case of sickness, the hearing may proceed in his or her absence.

A student may be suspended for an investigation of an alleged offence. The suspension will be for the minimum reasonable period required for an investigation to take place. The student will be informed immediately in writing, if this action is to be taken. Such suspension is not imposed as a penalty, nor does it imply any presumption of fault. A member of the Senior Management Team may suspend a student. Suspension will bar the student from the College campus and all related activities.

The Principal shall be informed of such a suspension and its termination.

If the student is also a resident in College accommodation, the Student Welfare Manager may make arrangements for alternative accommodation or catering facilities, within the College or outside it for the duration of the suspension. The parent/guardian will be notified immediately of the suspension.

A disciplinary hearing will be held before formal disciplinary action is taken. At least one week's notice in writing of the hearing will be given unless an earlier date is agreed by all involved.

Disciplinary Actions that can be taken

Depending on the severity of inappropriate behaviour, stages of this procedure can be skipped. In this situation the HoD or SLT link will advise the relevant staff, student and if appropriate, parent/carer.

1. Level 1 Verbal Warning

Where conduct does not meet acceptable standards, the student will be given an oral warning by the Head of Department. A brief note of the oral warning will be kept on file and copied to the student. The parent/carer will also be advised. If no further action is taken against the student within an academic year, the file note will be disregarded for disciplinary purposes.

2. Level 2 Written Warning

If the offence is more serious, or a further offence occurs, a written warning will normally be given to the student by the SLT Link for the area of study the student is currently enrolled on. This will give details of the offence and actions required for improvement with time-scales and rights of appeal. A copy of the letter will be sent home and a meeting with the parent/carer will be arranged. It will warn that a final written warning will be considered if there is no satisfactory improvement or if there is an occurrence of an equally serious nature. A copy of the letter and associated documentation will be kept on file and will normally be disregarded for disciplinary purposes at the end of the academic year, subject to satisfactory improvement in conduct and performance. The Vice Principal is informed.

3. Level 3 Final Written Warning

If the offence is more serious, or a further offence occurs while a written warning remains on record, a final written warning will normally be given to the student by the Vice Principal. A copy of the letter will also be sent home. It will give details of the complaint, actions required for improvement, time-scales and rights of appeal. It will warn that dismissal will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of the letter and associated documentation will be kept on file and will normally be disregarded for disciplinary purposes after one academic year, subject to satisfactory improvement in conduct and performance. The Vice Principal will be informed of the action taken. Final written warnings may be used within the assessment as to a student's progression to the next stage/a higher level programme.

4. Dismissal

If conduct remains unsatisfactory and the student still fails to reach the improvement standards, or for gross misconduct, dismissal will normally result. Only the Principal or Vice Principal in their absence can take the decision to dismiss. Pending a decision, a member of the Senior Leadership Team may suspend the student. The student will be given details of the complaint, the finding of the disciplinary hearing, the reasons for dismissal and the right of appeal. A Head of Department will advise the Vice Principal Safeguarding and Student Services and Principal of any pending hearing and action taken.

Appeals against Disciplinary Actions

A student may register an appeal with the Principal. The appeal must be in writing and must set out ground for an appeal. Whilst any appeal against dismissal is pending, a student may be suspended from College programmes and/or residence.

Appeals should be registered within 7 days of the written notification of a decision.

A Student Disciplinary Appeals Committee, drawn from members of the Senior Leadership Team, nominated by the Principal, chaired by the Vice Principal Safeguarding and Student Services will meet to hear the appeal. All parties will be present at the hearing. If a student is unable to appear, another date will be set within 10 days, if they are unable to attend a decision may be made in their absence.

Anyone who has been involved in the original decision to take disciplinary action shall not be permitted to hear an appeal. They shall only take part in the appeal proceedings as a respondent to the appeal, as a witness or in an advisory capacity to the appeals committee. The recommendation of the outcome will be forwarded to the Principal for decision.

The outcome of any appeal shall be notified to the student in writing within 7 days.

The decision of the Principal shall be final.

None of the above will preclude the right of the individual to redress under the course of law.