

SIXTH FORM DISCIPLINARY PROCESS

Stage 1	<p><u>Tutor monitoring</u></p> <p>Absence, punctuality, behaviour homework, CfCs, truancy – <i>discussions & CCC</i></p>	<p>Tutor (feedback to RAL/TSA)</p>	<p>1. Email to RAL/TSA detailing discussion</p>
<p>Tutor led with evidence</p> <p>Learning missed as a result of truancy from lessons, lateness or failure to complete HW will be caught up in CCC. This will be issued by RAL/TSA.</p>			
Stage 2	<p>Green Report (min 2 weeks)</p>	<p>Tutor (agreed with RAL/TSA)</p>	<p>Green</p> <ol style="list-style-type: none"> 1. Letter to parent on 2. Report monitored 3. Escalate / come off back to start 4. Letter to parent off <p>Orange</p> <ol style="list-style-type: none"> 1. Phone call and letter to parent on 2. Report monitored 3. Escalate / come off back to start 4. Phone call and letter to parent off
Stage 3	<p>Review meeting with student, Tutor and AP</p>	<p>RAL/TSA (agreed with TKE)</p>	
Stage 4	<p>Orange Report (min 2 weeks)</p>	<p>TKE (agreed with TDA)</p>	
Stage 5	<p>Parent meeting with RAL/TSA</p>	<p>TKE (agreed with DAS & TDA)</p>	
Stage 6	<p>Red Report (min 2 weeks)</p>	<p>TKE (agreed with TDA)</p>	
Stage 7	<p>Parent Review Meeting (& contract if required) – will remain on red</p>	<p>DAS, TDA & Panel</p>	
Stage 8	<p>Red Report for 3 weeks</p>	<p>TDA (agreed with DAS)</p>	
Stage 9	<p>Disciplinary Meeting</p>	<p>1. Report monitored for evidence</p>	
Stage 10	<p>Letter with decision</p>	<p>1. All evidence provided for meeting</p>	
<p>1. Removal from Sixth Form 2. Stay in Sixth Form with conditions</p>			

Straight to Red Report at next stage of cycle