

Discipline Policy Flow Diagram 2025

Behaviour

Any Staff

Minor Incident

- Examples:
- Vaping / Smoking
 - Inappropriate phone use
 - Low level disruption

Recorded in 'Student's notes' (MIS system)

Tutor

Repeat Incident

Meeting with student to discuss reasons and set boundaries

Recorded in 'Student's notes' (MIS system)

SLT

Serious Incident

- Examples:
- Drug Use
 - Weapon

Recorded in 'Student's notes' (MIS system)

Academic

Teacher

Subject Concern

Informal meeting with student to discover any issues causing concern and discuss expectations

Recorded in 'Student's notes' (MIS system)

Teacher

Teacher Support Plan

Formal Meeting with student.
Set targets with timescales

Support available from Faculty Lead

Recorded in 'Student's notes' (MIS system)

Tutor

Performance Review 1 (PR1)

Organised by Tutor (People to attend):

- Faculty Lead (Chair)
- Student
- Parents
- Any other required

Recorded in 'Student's notes' (MIS system)

Faculty Lead

Performance Review 2 (PR2)

Organised by Faculty Lead (People to attend):

- SLT Member (Chair)
- Student
- Parents
- Any other required

Recorded in 'Student's notes' (MIS system)

Attendance

Tutor

Attendance Sweep

Student appears in weekly attendance sweep

Informal meeting with student during tutor session or other appropriate time during the week

Recorded in 'Student's notes' (MIS system)

Attendance Officer

College Attendance Meeting

Meeting with student to outline expectations and unpick any issues that are stopping the student from attending college

Recorded in 'Student's notes' (MIS system)

Attendance Officer

Attendance Review 1 (CAM 3)

Arranged by Attendance Officer (people to attend):

- SLT Attendance Lead (Chair)
- Any other people required

Recorded in 'Student's notes' (MIS system)

Attendance Officer

Attendance Review 2 (CAM 4)

Arranged by Attendance Officer (People to attend):

- SLT Member (Chair)
- Any other people required

Recorded in 'Student's notes' (MIS system)

All student interactions should be recorded in the College MIS System under student notes