



## **POST 16 DISCIPLINARY PROCESS**

This process is primarily for students who have a poor attitude to learning and fail to complete work within and outside of lessons.

It is also for students whose attendance falls below 95% and continues to decline

Students who show more serious concern, or have more serious incidents can be placed at any place on the process at the discretion of the Sixth Form team / SLT.

### ***STAGE 1***

- **Verbal warning** issued from the Post 16 Team including tutors
- Notification to student of verbal warning and issues. Parent notified if required.
- Suggested strategies and future conduct outlined.
- Monitored and reviewed

### ***STAGE 2***

- **1<sup>st</sup> written warning** from Post 16 Team, including tutors.
- Letter sent to parents and student
- Meeting with parent and student to discuss issues.
- Written action points to be monitored and reviewed.
- Students in full time – no study leave

### ***STAGE 3***

- **Final written warning** from Core Post 16 team (JRS, SOS, EBT), or SLT.
- Meeting with Parent and student to outline concerns and 'at risk'.
- Written contract with action points to adhere to.
- Monitoring and review.

### ***STAGE 4***

- **Removal of courses and rights to Post 16 study at Sherburn High School.**
- Written letter from Senior Leadership Team to inform of schools decision.