



ST. ANDREW'S COLLEGE Cambridge

COLLEGE POLICY DOCUMENT

Disciplinary Procedure (incorporating The Record of Pupil Attendance Policy)

Issue No.: 01	Document Number: STAN: 0092007
Issue Date: 4 th July 2008	Originator: Wayne Marshall
Version: 10	Responsibility: Principal
Reason for version change: Add Record of Pupil Attendance Policy to the Disciplinary Procedure.	Dated: 4 th July 2008
Authorised by: Wayne Marshall Date: 21 st July 2016	Signature: <i>Wayne Marshall</i>

The disciplinary procedures followed at St. Andrew's

1. Good order and discipline are the pre-conditions for a happy and successful college. Students should be free to study without fear of disruption, threat, and harassment or bullying. Our aim is to create a college environment in which students and staff can work comfortably and work together to achieve common goals. This means working within an agreed code of behaviour and above all, developing habits of self-discipline, tolerance and co-operation.
2. General principles:
 - ✓ The college's disciplinary code is concerned with the prevention and correction of unacceptable behaviour. On occasions this may involve the imposition of appropriate and reasonable sanctions and punishments.
 - ✓ All sanctions and punishments will be sparingly administered with due regard to the legal rights and human dignity of students.
 - ✓ Good order and discipline owe as much to a friendly atmosphere and good relations between tutors and students, as they do to sanctions and punishments. The college, therefore, aims to create a positive ethos and to encourage, reinforce and reward good behaviour through the recognition of achievement and excellence.
 - ✓ The college's disciplinary system will only function successfully if it has the full backing and support of parents/agents. The college undertakes to communicate

with parents/agents on all disciplinary matters (except for a first minor offence) relating to their children, working with them towards a successful outcome.

3. College rules are explained to students during Induction Week and in subsequent meetings with their tutors. All students are asked to sign a copy of the college rules on registration day and the rules are on the walls in all classrooms.
4. Halls of Residence rules and the sanctions process are explained to students at Halls of Residence meetings. Students should, therefore, be aware of the rules / sanctions and their purpose. By keeping to the rules, students will help to maintain an environment in which they can study and live together successfully.

The college has a range of different sanctions and punishments that are used if rules are broken. Sanctions and punishments are intended to be appropriate to the seriousness of each offence.

- i. A verbal warning or a warning letter to the student will follow minor infringements of rules, with a copy placed in the student's file. A repeat of such an offence will result in the student's parent(s)/agent being informed. This will be administered by the tutor concerned and a note will be placed on the student's file.
- ii. Persistent absence, lateness and late return to Halls will result in extra work, grounding or an academic contract being issued (dependent on the hall sanction list and points allocated). Parent(s)/agent will be informed. This will be at the discretion of the tutor and / or house manager concerned. All infringements will be placed on the student's file.
- iii. Damage to property and loss of property will invariably result in a fine and may incur other sanctions. The parent(s)/agent will be informed. These incidents will be dealt with by the Principal on all occasions.
- iv. Abuse towards other students or members of staff, whether written, verbal or physical, is likely to result in a letter warning of exclusion for future misbehaviour as well as other immediate sanctions as outlined above. This will be reviewed, investigated and dealt with by the Principal. A repeat of such behaviour will invariably lead to permanent exclusion from the college and this will be dealt with again by the Principal.
- v. Any use of alcohol by students under 18 years of age and the abuse of alcohol by students over 18 years of age are also likely to result in a warning of future exclusion if the offence is repeated. Other immediate appropriate sanctions may be imposed. In all cases this will be dealt with by the Principal.
- vi. If a student is caught smoking on any of the school premises (including in the halls of residence), they will have their cigarettes confiscated by the member of staff that finds them. The first time the student is caught, they will be put on report to the Academic Registrar for three days. The second time this occurs, the duration of the time on report will be extended to

one week and the parents and agent will be informed. If the offence occurs a third time and the student is caught smoking in a hall of residence then the student must move out of the hall of residence into a host family. The third offence will also result in a meeting with the Principal, who will decide on an appropriate sanction.

- vii. The college reserves the right to permanently exclude a pupil whose actions are threatening the wellbeing and safety of other members of the college community.
- viii. If a student is permanently excluded they have a right to appeal to the Directors. The student would need to write to the Directors asking for an appeal stating the reasons why they believe an appeal is warranted. The Directors will then organise the meeting to discuss the appeal if he/she deem it appropriate. The Directors will keep the Principal and student fully updated with all correspondence.

The college undertakes to keep parents/agents fully informed if their child is involved in anything other than a very minor offence. Any mitigating circumstances will be considered, and the college's decision will be fully explained to the student(s) and parent(s)/agent. When the college takes a decision on discipline, after due consideration and discussion, the college will adhere to that decision.

To support the above policy a record of pupil attendance policy is also in place.

RECORD OF PUPIL ATTENDANCE

St. Andrew's College, Cambridge has a biometric system to assist the Principal, Registrar and Attendance officer with the management of student absence.

During registration each student will be given a biometric ID card showing their name, course and photo. Every student will use this card prior to the start of their first lesson each day and at the end of their last lesson each day to clock in and out of college. Each student will be given a four digit passcode to use with their card.

There are two biometric terminals in the college. One is located outside the Registrar's office in 13 Station Road and the other by the rear entrance in Regent Street. All students will be shown how to use their card. Directions for use can also be found above each terminal and on the rear of their timetables.

This process will assist college staff in identifying St. Andrew's students easily and with student safeguarding within the college environment. College staff also wear a photo ID badge.

Once the student has clocked in they will be expected to attend their lesson.

The biometric system will be checked daily for late and absent students. It is the responsibility of the Attendance officer to contact students who have not arrived at college for timetabled classes.

To complement this process teachers will be asked to complete a class register for each class they teach on SIMS. The Principal and Registrar will then complete weekly reports and circulate these to the college teachers.

Students must contact the Attendance Officer (Mr Bradley) in the first instance if they are either sick or unable to attend college for any other reason. The system will then be updated with this information.

Teachers must notify the Principal as soon as possible if a student who is less than sixteen years of age is missing from their lessons. The age of all students will be shown on the class lists at the beginning of each new term.

Attendance in lessons is of key importance to the college and this policy is an integral part of the disciplinary policy and procedure.

To highlight the importance of the policy specific sanctions can be put in place as follows:

1. The Principal on his weekly report will highlight to tutors / teachers those that have two or more lates and need to be spoken to. The tutor will make a note of this on his/her weekly meeting notes.
2. If the problem of being late persists then the student will be asked to report to attendance officer for one week at specific times as set out by the Attendance Officer and the Tutor, Principal & Registrar will be advised by email.
3. In the circumstances where this does not work and the student continues to be late for lessons then he/she will be placed on 8.30 reports for at least two weeks with the Registrar. Tutor, Principal, Attendance Officer, agents and or parents are to be informed at this stage by the Registrar and the student will be advised of what could happen if the attendance does not improve.
4. Failure to comply with 3 above will mean that the student goes on to Principals Report where he / she reports to the Principal twice a day and has to sign in to all lessons and homework dates are noted. The Registrar, Attendance Officer, tutor and agents and parents are informed as are the students' subject teachers by the Principal. There will be a weekly meeting to assess progress with the Principal and failure to follow the guidelines of the report may end in exclusion from the college.

Once the student reaches point 4 above he / she will be placed on the sanctions register so that this can be reviewed in the future should similar action be required.

It is perceived that this policy is fair and allows the student time to address the issues.

Reviewed:

September 2008, 2009, 2010, 2011, 2012, July 2013, June 2014, June 2015, July 2015 and July 2106.

Next review: 01.08.17.