



CAMBRIDGE
REGIONAL COLLEGE
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Student Regulations

Guidance for Students

Academic Session 2021-2022

The College reserves the right to amend these regulations as required

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College Behaviours and Expectations

We celebrate positive behaviours and have high expectations of our students, staff and managers. These behaviours and expectations help everyone to have an outstanding experience at CRC and to ensure that all students are well prepared for when they progress from the College into employment or further education and training.

Students who do not demonstrate the College values and behaviours will be subject to the disciplinary action detailed in these regulations. If students are not clear about any aspect of the Student Regulations, Behaviours or Values they should speak to their personal tutor in order to clarify expectations.

College Values

The following values, which were developed in consultation with student and staff development groups, underpin the way we conduct ourselves in seeking to achieve our vision and mission:

#WeAreCRC

Welcoming
Empowering
Aspirational
Resilient
Excellent
Courageous
Respectful
Collaborative

OUR behaviours

We have high expectations for the behaviour of our students, staff and managers. These behaviours help everyone to understand the way we do things at CRC to ensure that we deliver an outstanding experience for all.

VALUE: WELCOMING - WE ARE FRIENDLY AND OPEN TO EVERYONE

Students are expected to:

- Be polite to visitors, fellow students and staff
- Maintain a high level of personal behaviour at all times
- Contribute to maintaining our college so it looks and feels welcoming

VALUE: EMPOWERING - WE WORK TO UNLOCK THE POTENTIAL IN EVERYONE

Students are expected to:

- Set stretching yet achievable targets
- Seek support where needed
- Be ready to learn
- Meet deadlines

VALUE: ASPIRATIONAL - WE BELIEVE THAT, WITH HARD WORK AND SUPPORT, EVERYONE CAN ACHIEVE ANYTHING

Students are expected to:

- Have a high expectation of themselves and others
- Work to exceed targets
- Seek information to plan a great career
- Get involved in the life of the College

VALUE: RESILIENT - WE SUPPORT EVERYONE TO OVERCOME HURDLES AND TO TURN CHALLENGES INTO OPPORTUNITIES

Students are expected to:

- Never give up
- Ask for help when they need it
- Bounce back
- Seek support to develop their skills and for anything interfering with their learning or personal welfare

VALUE: EXCELLENT - WE SET HIGH STANDARDS, AND SUPPORT AND CHALLENGE EVERYONE TO ACHIEVE THEM

Students are expected to:

- Attend regularly and punctually
- Participate in providing feedback to help the College improve
- Escalate issues until they are resolved
- Always try their best in everything they do

VALUE: COURAGEOUS - WE ENCOURAGE EVERYONE TO STEP OUTSIDE THEIR COMFORT ZONE, TO SEEK BETTER RESULTS

Students are expected to:

- Participate in giving feedback
- Try new things in enrichment
- Challenge inappropriate behaviours
- Ask for help

VALUE: RESPECTFUL - WE RECOGNISE THAT EVERYONE IS DIFFERENT AND IS A VALUED INDIVIDUAL

Students are expected to:

- Treat all fellow students, staff and customers with care and consideration
- Be on time
- Treat the environment with respect
- Wear an ID badge at all times
- Respect the Distance by respecting the new regulations that have been put in place to keep everyone on campus safe from Covid 19

VALUE: COLLABORATIVE - WE WORK TOGETHER TO SHARE IDEAS AND RESOURCES

Students are expected to:

- Be positive about working together to learn
- Engage in activities inside and outside the College or workplace to enhance breadth of learning and contribution to the community
- Develop employability skills

In addition, Cambridge Regional College specifically requires students to:

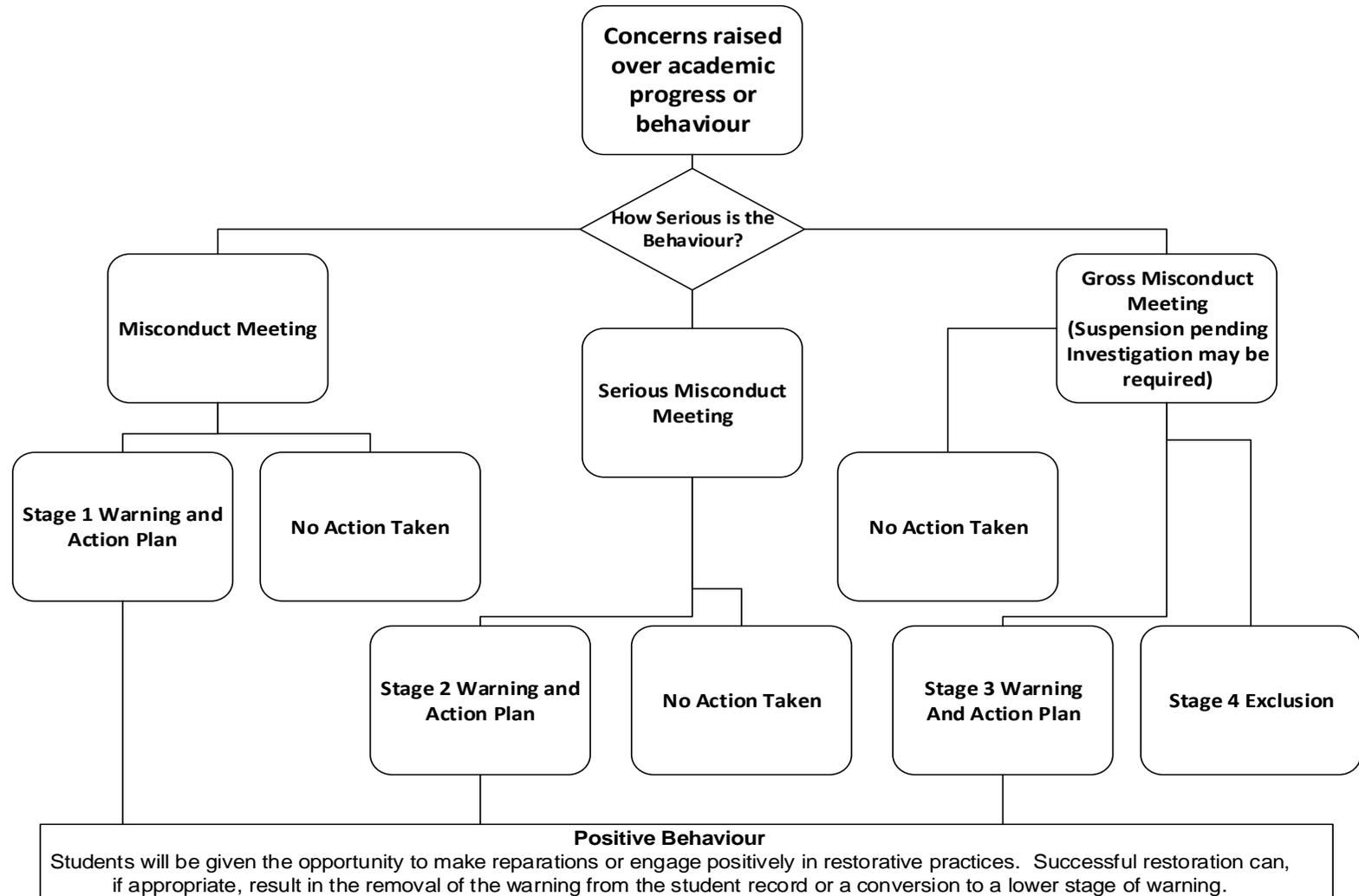
- Wear ID badges at all times (except when agreed by Tutors for health and safety reasons) whilst in college
- follow the College's health and safety guidance
- not eat or drink (other than water) in classrooms or other learning areas (unless the classroom has been designated as a lunch area)
- smoke and vape only in designated smoking shelters or off site
- keep the College and our local community a safe, clean and healthy place for all. This includes not littering and using appropriate bins for recycling
- not sit on corridor floors or cause them to become blocked
- not bring onto college premises, or use, or offer to other students any controlled drug or alcohol
- not attend college when under the influence of any controlled drug or alcohol
- not to bring onto college premises, or use, or offer to other students any illegal substances or controlled drugs or drug paraphernalia including grinders and bongs
- not record, share or distribute images or videos recorded on any electronic recording device (including smartphones and mobile phones etc.) whilst on any college premises (including college transport), work experience, industry placement or college trips, which may cause offence to others or bring the college into disrepute
- not bring onto college premises, or use skateboards, roller skates, rollerblades or other similar recreational equipment
- not bring onto college premises a knife or other items which might be regarded as offensive weapons, or any article made or adapted for causing injury, or intended to cause injury
- follow the arrangements for parking cars, motorcycles and bicycles on college premises
- observe the bus code of conduct when using any college buses
- be respectful to residents and businesses who live and work near the college
- not engage in any act of violence or threat of violence to any member of the College community
- not use offensive or aggressive language (including swearing) on the college campus or whilst representing the college offsite
- not engage in discrimination, harassment or victimisation of another member of the College community
- follow all COVID related guidance and/or restrictions as directed by the college

This is not an exhaustive list.

These behaviours should be adhered to whether students are on college premises, on trips, work experience, industry placement, residential etc. These behaviours are supplemented by specific requirements for particular resources or locations in the College e.g. use of internet or other software, use of the Learning Resource Centre. Students will be made aware of these requirements for specific areas at the start of their course.

Students are expected to sign to confirm their agreement with the College behaviours and expectations as part of their enrolment.

STUDENT DISCIPLINARY PROCESS FLOWCHART 2021-22



Formal Levels and Reporting Arrangements for Student Disciplinary Procedure

**EHCP students to be notified to EHCP team that placement is in danger of breaking down. Emergency EHCP meeting to be requested with Local Authority.*

Meeting	Outcome	Actioned by:	Appeal to:	Appeal heard by:
Misconduct meeting For occurrences of misconduct	Either: Stage 1 Warning & Action Plan or no disciplinary action	Tutor/Lecturer Assessor	Appeal in writing to the Team Leader (or equivalent)/WBL Manager within 5 working days of the original warning	Team Leader (or equivalent)/WBL Manager
Serious misconduct meeting Failure to adhere to conditions of Action Plan set at misconduct meeting, incidents of a more serious nature or repeated misconduct	Either: Stage 2 Warning & Action Plan* or no disciplinary action	Team Leader (or equivalent) WBL Manager	Appeal in writing to the Head of Department (or equivalent) within 5 working days of the original warning	Head of Department (or equivalent)
Gross misconduct meeting Failure to adhere to conditions of Action plan set at a serious misconduct meeting or an instance of gross misconduct (Student may be suspended pending investigation)	Either: Stage 3 Warning & Action Plan* or Stage 4 Exclusion* or no disciplinary action	Head of Department (or equivalent) (Director to authorise any exclusion decisions and may be involved in meeting where relevant)	For a Stage 3 Warning appeal in writing to a Director within 5 working days of the original decision. For an exclusion appeal in writing to the Vice Principal Curriculum Development within 5 working days of the original decision	Appeals Panel - For Stage 3 Warnings a Director Appeals Panel - For Exclusion the Principal or his representative member of SMT

Stage	Decision to suspend:	Actioned by:	Reported to:
Suspension pending investigation: Following an allegation of serious or gross misconduct (including allegations by the police) which requires further investigation over a period of time to confirm relevant facts	<ul style="list-style-type: none"> Head of Department/WBL Manager (or equivalent) Director Senior Management Team 	<ul style="list-style-type: none"> Head of Department (or equivalent) WBL Manager Team Leader (or equivalent) Director 	<ul style="list-style-type: none"> Head of Department (or equivalent) WBL Manager Team Leader (or equivalent) Student Liaison Officers Head of Safeguarding (if appropriate)
Appeal against Exclusion issued by the Director	<ul style="list-style-type: none"> Appeals Panel to Vice Principal 		<ul style="list-style-type: none"> Senior Management Team

Student Behaviour & Disciplinary Procedures

Introduction

Initial concerns regarding behaviour and conduct will be challenged by the member of staff that witnesses the behaviour be it in the classroom setting or wider college environment. All college staff have the right and responsibility to challenge concerns regarding behaviour and conduct.

The formal disciplinary procedure is to be used when student behaviour cannot be dealt with through everyday classroom management, or when behaviour remains unsatisfactory following informal warnings.

The procedure supports staff to deal with inappropriate/unacceptable behaviour through the use of disciplinary action.

Disciplinary Offences

Inappropriate/unacceptable behaviour is classified as misconduct, serious misconduct or gross misconduct, depending on the seriousness of the offence.

The nature, seriousness and circumstances surrounding the offence or alleged offence influence the decision as to which stage of the disciplinary procedure should be applied, and/or whether suspension of a student is necessary.

If it is suspected that a student has a criminal conviction or the alleged incident has been reported to the police the Safeguarding Team must be informed.

The Safeguarding Team will either report the alleged incident to the police or seek advice and guidance prior to the implementation of this procedure.

Students suspected of involvement in an alleged criminal offence or activity must not be informed of the situation, suspended or interviewed until advice and guidance has been sought from the police as these actions could hinder their investigation.

Suspension

Suspension of a student does not imply he/she is guilty, but allows time for the allegations to be investigated before any disciplinary meetings take place. The suspension time must be as short as possible, and the disciplinary meeting arranged at the earliest date.

Suspension is appropriate when, following an alleged act of misconduct, serious misconduct or gross misconduct, it causes concern if the student was to remain on site because the health and well-being of the student, other students, staff and/ or visitors could be at risk.

When suspending a student, the appropriate member of staff will:

- ✓ Ensure the parents/guardians of under 18-year-old students are informed of the suspension (tutor) and where the student is an apprentice ensure the employer is informed (assessor)
- ✓ Ensure that for pre-16 students the school is also informed (Head of 14-16)
- ✓ Inform the relevant manager/s that a suspension has taken place (Head of Department / Work Based Learning Manager)
- ✓ Take the Student ID card/bus pass from the student for the period of the suspension (Head of Department / Work Based Learning Manager)
- ✓ Inform the student (and parent if under 18 years old) in writing of the reason(s) for suspension within five working days. (Curriculum Admin)
- ✓ Provide the student with short-term targets and work to complete from home for the duration of the suspension to ensure that they do not fall behind and are able to continue with their studies in the event of their return to the College course (tutor)
- ✓ Update the student status on ProMonitor. (Head of Department / Work Based Learning Manager)

Investigations

Prior to the formal disciplinary stages, a record of the incident needs to be logged on ProMonitor. This will only state the facts, not opinions.

At this stage, no formal disciplinary action is taken but comments will be taken into account if there are future issues which warrant formal disciplinary action.

When formal disciplinary action is deemed appropriate, investigations will be undertaken, where required, to collate all the relevant facts and summarise the outcome.

In some cases, a member of staff may have collected all relevant information relating to the alleged misconduct, but deemed no further independent investigation is required. In other cases of alleged misconduct, the circumstances will need to be further investigated. If appropriate, the student may be suspended in accordance with the appropriate procedure.

In cases of alleged misconduct or unacceptable performance requiring further investigation, this will be undertaken to establish all of the facts. Other evidence may include a discussion with the student, obtaining statements from witnesses, obtaining CCTV footage, and collecting any other documented information.

If the investigation and evidence provide a satisfactory explanation of the conduct in question, the relevant member of staff will inform the student that no further action will be taken.

If the explanation and evidence do not provide a satisfactory explanation of the conduct in question, the relevant member of staff will arrange a disciplinary meeting.

If a reported incident to be investigated includes an allegation against a member of staff as well as a student, then the College would be required to undertake and conclude both investigations prior to a final outcome being determined and communicated to the student. Although investigations would normally be undertaken as soon as possible, delays may be caused by external agencies undertaking their own investigations which may in turn delay internal proceedings. The College will endeavour to inform the student if an investigation and therefore an outcome decision is likely to be delayed.

Student Disciplinary Procedures and Appeals

1. Most minor infringements of the Student Code of Conduct will be dealt with informally by members of the College staff. The main aim of such informal warnings is to draw to the attention of the student that the conduct in question is not acceptable in a college community environment due to the detrimental implications for the student or others. Under these circumstances, personal tutors will offer support to the student via an action plan and will log details on ProMonitor so that teaching staff are aware of any sanctions put in place. However, if the behaviour in question is of a more serious nature or a student's conduct or performance does not improve following informal warnings the student will be required to account for their behaviour and if the explanation is unsatisfactory then disciplinary action will be instigated within the following framework.

2. Students have the right to appeal against any disciplinary decision if they believe that they have not been treated fairly. The staff member hearing their appeal must not be any member of staff involved in the original disciplinary judgement.

Definitions

1. Misconduct

It is not possible to provide a comprehensive definition of what constitutes misconduct. Examples of academic or professional misconduct leading to a Stage 1 Warning and Action Plan would include, but are not limited to:

- unauthorised absence
- poor punctuality
- failure to meet set deadlines
- refusal to comply with instructions given by a member of staff
- failure to display a student ID card on college premises
- dropping litter
- smoking/vaping outside of designated areas
- rowdy or inconsiderate behaviour
- disruption to the learning of others
- a breach of the Student Behaviours and Expectations.

2. Serious Misconduct

As with cases of misconduct, it is not possible to provide a comprehensive definition of what constitutes serious misconduct. Examples of serious misconduct leading to a Stage 2 Warning would include, but are not limited to:

- persistent misconduct
- breach of college safety rules
- plagiarism, collusion or cheating
- knowingly inviting or aiding non-students to access college premises
- Not meeting targets set as part of the Action Plan at a Stage 1 Warning

3. Gross Misconduct

As with cases of misconduct and serious, it is not possible to provide a comprehensive definition of what constitutes gross misconduct. Examples of gross misconduct would include, but are not limited to:

- violence
- threat of violence
- conduct or language which breaches the College policies on Equality and Diversity and Safeguarding
- discrimination
- harassment or victimisation of another member of the College community
- possession or use of alcohol on college premises
- possession or use of drugs or other illegal substances
- possession of drug paraphernalia, including grinders
- theft
- possession or use of an offensive weapon or other items which might be regarded as offensive weapons, or any article made or adapted for causing injury, or intended to cause injury
- wilful damage to college property
- wilful damage to the property of a member of the college community
- sharing inappropriate images, including sharing on smart devices
- sharing any image of a member of the college community without their consent
- up-skirting
- criminal activity
- refusal to leave a lesson when requested to by a member of staff, resulting in the class being terminated

This list is not exhaustive. Acts of gross misconduct, particularly those involving violence are likely to lead to exclusion unless significant mitigating circumstances are present.

Note: The College does not tolerate any form of discrimination, harassment or victimisation. The Equality Act 2010 introduces the Public Sector Equality Duty. This supports the College's position on taking robust action against those who have knowingly discriminated, harassed or victimised another member of the College community. Students who are found to have **deliberately** behaved in such a way as to cause offence in relation to someone's disability, race, sex/gender, age, religion or beliefs, sexual orientation or gender re-assignment will be disciplined as follows:

- ✓ 1st instance – This will be considered Gross Misconduct and will be dealt with as per the Student Regulations. If the student is not excluded, but is issued a Stage 3 Warning this will stay on the student's file for the duration of the academic year and subsequent years of study.
- ✓ 2nd instance - Excluded for gross misconduct.

NB: Any decision not to exclude a student whose gross misconduct relates to an act of violence, sexual harassment or serious act(s) of discriminatory behaviour or speech or peer on peer abuse must be sanctioned by either the Principal or the Deputy Principal – Commercial and Student Experience, and Designated Safeguarding Lead.

Positive Behaviour

Students will be given the opportunity to make reparations or engage positively in restorative practices. Successful restoration can, if appropriate, result in the removal of the warning from the student record or a conversion to a lower stage of warning.

This disciplinary procedure is based on the following principles:

- ✓ The procedure is designed to deal fairly and consistently with disciplinary matters;
- ✓ Disciplinary action will not be taken until incidents have been investigated as fully as is necessary and reasonable to establish the factual details. This does not preclude students being temporarily suspended from all college activities whilst an investigation is in process. Such a temporary suspension is not regarded as a disciplinary sanction;
- ✓ At every stage of the disciplinary procedure students will be given appropriate details of the complaint against them and given the opportunity to present their case prior to any decision;
- ✓ The procedure will be implemented at any stage dependent on the nature and seriousness of the alleged misconduct;
- ✓ The student has a right of appeal against any formal disciplinary action;
- ✓ At the stage when a disciplinary action is of a serious or gross misconduct stage the student has a right to be accompanied by another person to the formal disciplinary interview and any subsequent appeal.

Guidelines on Disciplinary Stages

Stage 1 Warning

For instances of alleged misconduct, the student will be invited to a meeting where the tutor/lecturer/assessor will determine the outcome. This will be to either issue a Stage 1 Warning and Action Plan to address the behaviour or there will be no disciplinary action taken. Where no disciplinary action is taken there may be the need to refer the student to further support either within the department or from the student support services team.

If it is decided that the student will be issued with a Stage 1 Warning and Action Plan, it will be explained why their behaviour or performance does not meet the acceptable standard and they will be made aware of what they are required to do in order to meet a standard that is acceptable. They will be set appropriate SMART targets in order to improve their behaviour. A review date will be set for the actions where the tutor and student will meet to discuss progress. At this stage the tutor will decide to either continue with the actions, suggest further disciplinary intervention or rescind the warning. Unless consent has previously been withdrawn where the student is under 18 their parent / guardian will need to be informed of the warning via the personal tutor. Where the student is an apprentice the employer will need to be informed of the warning via the assessor/coach.

If a student fails to attend their Disciplinary Meeting without good cause or reason, it will be re-arranged at a date convenient to the other college attendees. If a student fails to attend the rescheduled meeting, evidence will be reviewed and a decision made in their absence and confirmed on ProMonitor.

Stage 1 Warning - Appeal

An appeal against a Stage 1 Warning should be made formally (in writing) to the appropriate Team Leader (or equivalent)/WBL Manager within five working days of the original warning. The student will be interviewed within 15 working days of the appeal being received and be informed in writing of the appeal decision within five working days of the interview.

Stage 2 Warning

For instances of alleged serious misconduct, or failure to comply with the conditions or reach the prescribed standard required of a Stage 1 Warning, the student and their parent/guardian where under 18 with consent and their employer when the student is an apprentice, will be invited to a serious misconduct meeting where the Team Leader (or equivalent) or WBL Manager will determine the outcome. This will be to either issue a Stage 2 Warning and Action Plan or no disciplinary action taken. Where no disciplinary action is taken there may be the need to refer the student to further support either within the department or from the student support services team.

If it is decided that the student will be issued with a Stage 2 Warning and Action Plan, it will be explained why their behaviour or performance does not meet the acceptable standard and they will be made aware of what they are required to do in order to meet a standard that is acceptable. They will be set appropriate SMART targets in order to improve their behaviour. A review date will be set for the actions where the tutor and student will meet to discuss progress. At this stage the tutor will decide to either continue with the actions, suggest further disciplinary intervention or rescind the warning to a Stage 1 warning or to completely rescind the warning from record. Written confirmation of the warning will be sent to the parents/guardians of the student if they are under 18 and have not previously withdrawn consent, and to the employer if the student is an apprentice. If parents / guardians or employers cannot attend in person they can be present virtually via Teams.

If a student fails to attend their Disciplinary Meeting without good cause or reason, it will be re-arranged at a date convenient to the other college attendees. If a student fails to attend the rescheduled meeting, evidence will be reviewed and a decision made in their absence and confirmed in writing.

If a student has an EHCP the EHCP team will be notified that placement is in danger of breaking down. An emergency EHCP meeting may need to be requested with Local Authority that will take place prior to the serious misconduct meeting.

Stage 2 Warning – Appeal

An appeal against a Stage 2 Warning and Action Plan should be made formally (in writing) to the appropriate Head of Department (or equivalent) within five working days of the original warning. The student will be interviewed within 15 working days of the appeal being received and be informed in writing of the appeal decision within five working days of the interview.

Stage 3 Warning / Stage 4 Exclusion

If a student fails to comply with the conditions or reach the prescribed standard required by a Stage 2 or 3 Warning or where an alleged incident of gross misconduct occurs then the student will be required to attend a Gross Misconduct Meeting.

A student may be subject to a suspension from College pending the formal Gross Misconduct meeting.

The attendees at the meeting will comprise of a Head of Department (or equivalent) and also a Director where relevant, a member of college staff presenting the details of the incident, the student's personal tutor if appropriate, any other relevant college staff members and the student and their representative (if required). If the student is under 18 and has not previously withdrawn consent their parent/guardian should be invited. If the student is an apprentice their employer should be invited. If parents / guardians or employers cannot attend in person they can be present virtually via Teams.

The student will be given the opportunity to provide any evidence in support of their own circumstances prior to the Hearing so that it can be considered by the Head of Department (or equivalent) beforehand.

The Head of Department (or equivalent) will review all available evidence and consider the student's explanation of their behaviour and will then determine the outcome. This will be to either issue a Stage 3 Warning and Action Plan, Stage 4 Fixed Term or Permanent Exclusion, or there will be no disciplinary action taken. Where no disciplinary action is taken there may be the need to refer the student to further support either within the department or from the student support services team.

A decision will not necessarily be taken in the meeting, but will be communicated to the student, and their parent if under 18, and their employer if they are an apprentice, in writing within five working days.

If it is decided that the student will be issued with a Stage 3 Warning and Action Plan, they will be given details of the incident or complaint against them, any sanctions imposed as a result of the misconduct and will detail the consequences of further offences. They will be set SMART targets and a review date. At the review the tutor will decide to either continue with the actions, suggest further disciplinary intervention or rescind the warning to a Stage 2 warning.

Should the outcome be to exclude the student from the College either permanently or for a specified period, this will be authorised by a Director. The length of time that the exclusion stands for is to be determined by the circumstances leading up to the exclusion and is at the discretion of the Director.

A student who has been excluded from the College for a specified period (normally for the remainder of the academic year) may be re-enrolled subject to specified conditions and following an interview with the Vice Principal for Curriculum Development or a member of the Senior Management Team. Exclusions for violence, discriminatory behaviour or speech and / or sexual harassment are permanent.

Any decision not to exclude a student whose gross misconduct relates to an act of violence, sexual harassment or serious act(s) of discriminatory behaviour or speech or peer on peer abuse must be sanctioned by either the Principal or the Deputy Principal – Commercial and Student Experience, and Designated Safeguarding Lead

If a student fails to attend their Disciplinary Meeting without good cause or reason, it will be re-arranged at a date convenient to the other college attendees. If a student fails to attend the rescheduled meeting, evidence will be reviewed and a decision made in their absence and confirmed in writing.

If a student has an EHCP the EHCP team will be notified that placement is in danger of breaking down. An emergency EHCP meeting may need to be requested with Local Authority that will take place prior to the gross misconduct meeting

Stage 3 Warning Appeal

An appeal against a Stage 3 Warning and Action Plan should be made formally (in writing) to a Director within five working days of the original warning. The student will be interviewed within 15 working days of the appeal being received and be informed in writing of the appeal decision within five working days of the interview.

Stage 4 Exclusion Appeal

An appeal against an exclusion should be made formally (in writing) to the Vice Principal – Curriculum Development within five working days of receipt of the written notice clearly stating the grounds on which the student will base their appeal. The appeal will be heard by the Vice Principal/a member of SMT or their deputy and the student will be informed in writing of the appeal decision within five working days of the hearing.

Appeal hearing

The appeal hearing will take place within 15 working days of the appeal being received and the student will be sent written confirmation of the final decision within five working days of the appeal hearing. The student may be accompanied by a friend or relative to the appeal hearing but we would not normally expect the student to be legally represented. However, if the student does wish for legal representation then they must give notice in writing to the Chairperson, also stating why it is believed to be necessary. In this event, the College may also wish to have legal representation and the hearing may have to be postponed in order to arrange this. If no appeal is made within the time allowed there will be no further opportunity for the student's case to be heard.

If a student does not attend an appeal hearing, without good cause or reason, the appeal will be heard and a decision made in their absence.

General Notes

Please note, authority levels indicate the minimum required to carry out disciplinary actions.

All disciplinary actions should be noted and kept on ProMonitor to ensure a full record of all disciplinary action relating to a student can be readily accessed to inform subsequent stages in the disciplinary procedures.

Where a student is over 18 years communication regarding disciplinary meetings and/or actions will be sent to the student only except where consent has been given and is indicated clearly on ProMonitor.

Where a student is under 18 communication regarding disciplinary meetings and/or actions will be sent to the student and their parent/guardian. Where a student is under 18 but has withdrawn consent for parents/guardians to be informed of progress a balance test will be applied by the appropriate Head of Department / Work Based Learning Manager as to whether the incident could put the student's welfare in danger. In terms of a disciplinary meeting we would normally expect this to be the case as it could result in a young person's educational placement breaking down.

Where a student is an apprentice communication regarding disciplinary meetings will be sent to their employer.

Academic Performance and Appeals

Enrolment

1. By enrolling, students are agreeing to abide by all the regulations of the College, particularly those affecting the health and safety of students, staff and visitors. In addition, students are undertaking not to behave in a manner detrimental to the work or reputation of the College, to abide by the Student Regulations and to accept the authority of the College Corporation and Principal on all matters affecting college life. Breaches of this agreement may be dealt with under the Student Regulations.

2. It should be noted that there is no right for individual students to attend a particular college and the College may not allow enrolment for an individual:

- if the applicant does not meet the necessary academic standards;
- if the applicant has previously been excluded;
- if it is persuaded that it cannot reasonably provide for the applicant within its duty of care to other students and staff;
- in other circumstances if considered necessary.

3. If an appeal is made by the applicant, or on their behalf, the College will, where necessary, assign a senior member of staff to consider such applications. They will first consider whether or not such applicants present a genuine risk to the health and safety of other members of the College or be otherwise prejudicial to the work of the College. If they are persuaded that an applicant is a risk and decides to reject the application then the applicant will be given written reasons for the refusal to enrol, and advised of the process for appeal.

4. Enrolment is normally for one academic year, but will terminate if the course for which a student has enrolled comes to an end within a shorter period. Enrolment will also terminate if the course is discontinued for any reason or if a student is excluded from the College under the Student Regulations.

5. Fees paid on enrolment are not normally returnable unless the College has terminated the course. Requests for repayment of any fees should be addressed in the first instance to the Director of Finance.

6. Enrolment onto the second or subsequent year of any course of study will be automatic provided that any fees required have been paid, that students have satisfied the academic criteria for progression, including an overall attendance level of not less than 90% and that they have not been subject to any sanctions under the Student Regulations.

7. If attendance (excluding authorised absence) falls below 90% a review with the student will take place. This will involve their parents if the student is under the age of 18 years and has not previously withdrawn consent. The review will determine if progression is appropriate and if so under what conditions. An attendance level below 90% may lead to disciplinary meetings.

8. In exceptional cases, the relevant Director may allow a student provisional enrolment for one term pending resolution of any issues of concern. Please note

that courses may be discontinued or changed if there are insufficient enrolments or because of other factors beyond the College's control.

9. Appeals against any refusal of enrolment should be made formally (writing) to the Vice Principal.

Attendance and Punctuality

1. Personal tutors will address attendance concerns through implementation of the Student Regulations.

2. It is expected that students will attend all planned learning sessions including English and maths lessons, workshops, work placement, industry placement, vocational practical lessons, independent learning and tutorials. An absence from any class for a specific reason may be authorised if approval for the absence is sought and approved in advance with the appropriate subject tutor(s). Examples of where an absence may be authorised include childcare, caring for others, a religious holiday, a funeral, a driving test or a specialist medical appointment. It is expected that holidays, routine medical appointments, part-time work activities, driving lessons and other pre-planned events will be arranged so as not to require an absence from a session.

3. All students are expected to report absences as soon as possible to the Curriculum Administration Office. The absence will be recorded on ProMonitor with the Comment Type 'Absence Line' made for the attention of 'Everyone except managers'.

4. Students expecting prolonged absence should contact their personal tutor to discuss the possibility of an alternative study arrangement or where necessary initiate the mitigating circumstances procedure.

5. In the case of unplanned absences, such as illness or failure in domestic arrangements, it is expected that the Curriculum Administration Office should be informed as soon as possible by telephone giving reasons for the absence. In the case of prolonged absence, students will be expected to provide a medical certificate to maintain "enrolled" status at the College. For clarity, student absence due to sickness is not considered as an authorised absence.

6. Unauthorised absence will result in a phone call to the student and/or next of kin (where appropriate) by the centralised attendance monitoring team

7. Students may be asked to attend a meeting by their personal tutor to put in place an action plan to try and provide a support system to address attendance/behaviour concerns. During the meeting targets will be agreed with a further review meeting scheduled to take place within two weeks of the initial meeting.

8. If students are absent from all classes for a continuous period of four weeks during term time, and have not sought or been granted authorisation for such prolonged absence, they will be regarded as having terminated their enrolment at the College.

9. All incidents of poor attendance will be dealt with under the Student Regulations outlined in this document.

10. There is an expectation that students will attend **100% of their timetabled sessions**. As soon as a student misses a session without authorisation, the student regulations will be instigated and attendance monitored formally.

11. Failure to improve attendance following initial disciplinary action will lead to progressive stages of the disciplinary procedures being initiated, up to and including exclusion from the College.

12. The College expects students to arrive promptly for the planned start of any timetabled class. Students who are late to class disrupt teaching and learning activities and disadvantage their own progress and potential achievement.

13. In normal circumstances a student will be marked as late on the register. The lecturer will then put a comment on the student's ProMonitor page under the comment type 'Punctuality', made for the attention of the tutor. The tutor will then follow up as per the Student Regulations.

14. Failure to improve punctuality to classes following initial disciplinary action will lead to progressive stages of the disciplinary procedures being initiated, up to and including student exclusion from the College.

Additional Procedure for Apprentices

1. Where an apprentice is absent from college the lecturer will place a comment on ProMonitor under 'Attendance' for the attention of the tutor (if assigned one) and the assessor. The assessor will contact the employer. A misconduct meeting will then be arranged by the assessor and appropriate lecturing staff.

2. Employers will be informed of any warnings issued to apprentices and will be invited to serious and gross misconduct meetings.

Additional Procedures for Overseas Students

1. The College has a duty to report to the UKVI:-

- Students who fail to enrol on their course
- Students who are absent for more than 10 consecutive sessions of their course of study
- Students who discontinue their studies.
- Any student absence record which is not consistent with a full-time study of over 15 hours/week

2. All students are required to provide changes to their personal details to the College so that the College MIS system can be updated. This will ensure college staff can contact them to clarify all periods of non-attendance that may affect their permission to study in the UK.

3. Unless the student immediately contacts the College to provide evidence to support their absence, they will be reported to the UKVI as having left their course of study, and that they are no longer sponsored by the College.

Submission of work and academic misconduct

1. Students must make every effort to complete all the academic requirements of their course. This includes prompt submission of course work, including essays, assignments and projects, and participation in any other activities such as field trips, visits, work experience, industry placement and other educational activities essential to the completion of the course.

2. Students who fall behind with their coursework may, in the first instance, be referred to the study support team for an assessment of additional support required. Should additional learning support not be required or not taken-up and concerns relating to work progress continue then disciplinary action may be initiated.

3. All course work submitted for assessment must be the student's own. Any assistance from sources other than those permitted by the lecturer setting the work should be acknowledged on the piece of work concerned. This includes taking someone else's work, images or ideas and passing it off as the student's own. This is called plagiarism and is dishonest and therefore unacceptable. Plagiarism also includes using electronic information, either the internet or information stored on hard drives or portable media such as a USB Memory Device which belong to someone else. Plagiarism is classed as serious misconduct in the Student Regulations and will be dealt with accordingly.

4. Knowingly allowing another student to copy work is regarded as an act of collusion to gain unfair academic advantage is unacceptable behaviour, as is any other attempt to obtain unfair academic advantage such as the fabrication of experimental or research results. This is classed as serious misconduct in the Student Regulations and will be dealt with accordingly.

5. External validating and examining bodies have their own stringent rules, which must be complied with absolutely.

6. The production of coursework and assignments using computer hardware and software is now standard and acceptable practice. However, students should be aware that when using IT facilities at the College they are individually responsible for following the College's policy on 'Internet, Networking & Software Compliance'.

Academic Performance

1. The general academic performance of individual students will be reviewed on a regular basis. If standards of work or academic progress consistently fall below the standards expected on the course, students will be subject to disciplinary action as set out in the Student Regulations.
2. Persistent or continued failure to meet the required standard will lead to progressive stages of the disciplinary procedures being initiated, up to and including exclusion from the College.
3. In the case of students sponsored by an employer, a copy of any warnings will be sent to their employer. In all cases, the parent/carer (for under 18s), sponsor or employer will be kept informed of progress except where consent has been withdrawn in which case a balance test will be applied.
4. Where it emerges, that students are unable to achieve the standards required by the chosen course, they may be advised to withdraw or transfer to a more suitable programme. Decisions of this nature will only be made after full discussion and consideration of all the options available. Advice and support will be available from the personal tutor, Progression Coach, Careers Adviser, Head of Department or College Director.
5. In cases where a student is not able to succeed on their chosen course and is unwilling to transfer to a more appropriate course or withdraw, the case will be heard via the Student Regulations. The chair of the meeting will investigate reasons why they have not taken the opportunity to either transfer or withdraw from the course as advised; and where continued enrolment on the course is likely to cause undue disruption to the work of other members of the group.
6. In this case, the chair may decide that a student should be excluded from their course on academic grounds. Such a decision will not prevent subsequent re-enrolment on any other college course, provided that the course in question is one for which the student is qualified and on which, in the opinion of the relevant academic staff, the student has the potential and commitment to achieve.

Academic Appeals Policy (2021/22)

1. Aim

1.1. Cambridge Regional College is committed to ensuring that when staff assess student work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification, college and awarding organisation rules.

1.2. The purpose of this policy is to provide an opportunity for students to appeal against outcomes of assessment for qualifications for which they are enrolled with the College and registered with an awarding organisation by CRC.

1.3. Where learners have complaints that do not directly relate to the assessment, they should utilise the Complaints Procedure (available on the College website)

2. Principles

2.1. Students may not appeal on the grounds of academic judgement (that is, disagreement with the academic decision of assessors or examiners).

2.2. Academic appeals are permitted only where the student believes one of the following four circumstances have occurred:

a) Where there is evidence that the assessment was not conducted in accordance with the regulations of the College or with awarding organisation rules

b) Where there is evidence that assessment criteria relating to the specific assessment in question were incorrectly applied in arriving at the grade or mark awarded (only where an assessment has not been second marked or internally verified)

c) There has been a procedural irregularity in the assessment process or material administrative error

d) Where the learner believes that their performance was affected by mitigating circumstances beyond their control e.g. illness, for which evidence is provided and accepted as genuine and applicable. In this instance, the learner is advised to first use the Mitigating Circumstances Procedure before an appeal.

2.3. Should any of the above circumstances arise, formal appeals must be submitted in writing (or by suitable alternative means), with appropriate evidence to the relevant director within 10 working days of receipt of marked work, within five days of undertaking an examination, and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).

2.4. To protect the interests of the students and the integrity of the qualification, the College will:

- 2.4.1 Tell students about academic appeals process at induction and publish it in our Student Handbook, on our website and outside the exams office;
- 2.4.2 Provide an opportunity to discuss assessment outcomes informally with the learner and to confirm the assessment, internal and external verification process, relevant awarding organisation guidelines and any other guidance with relates to the assessment. (stage 1 – early resolution);
- 2.4.3 Convene an Academic Appeals Panel to hear the appeal if informal resolution is not achieved. The panel will comprise of the relevant director or equivalent, relevant curriculum manager and an independent manager, will sit within 10 working days of receipt of the appeal, and will decide whether the processes used for the assessment or exam conformed to the published requirements of the awarding organisation and/or the examinations code of practice of the QCA (stage 2 – formal);
- 2.4.4 Inform the candidate in writing of the outcome of the appeal, including any relevant correspondence with the awarding organisation, and any changes made to college procedures;
- 2.4.5 Provide the opportunity for the candidate to have final decision reviewed. Learners can request a review of the formal academic appeal process to ensure appropriate procedures were followed and that the decision was reasonable (stage 3 – review);
- 2.4.6 Take appropriate action to protect the interests of other learners and the integrity of the qualification if the outcome of any appeal warrants such action;
- 2.4.7 Retain records of appeals in line with relevant awarding organisation guidance; all academic appeals and notes and outcomes of panel meetings will be forward to the quality team for their records;
- 2.4.8 Monitor the content of appeals to inform quality improvement.

Appeal Hearings

The normal procedure for a Disciplinary Panel or appeal hearing will be:

1. Attendees from the College will be introduced by the Chair.
2. The student will introduce any person brought as a supporter whose name was submitted prior to the hearing.
3. The member of staff presenting the case will present the evidence, which may include presenting documentary evidence or calling witnesses.
4. The student or his/her supporter will be given the opportunity to question the member of staff presenting the College's case.
5. The Chair will be given the opportunity to question the member of staff presenting the College's case.
6. The student or his/her supporter will present evidence in support of the student's position, which may include presenting documentary evidence or calling witnesses.
7. The member of staff presenting the College's case will be given the opportunity to question the student or his/her supporter.
8. The Chair will be given the opportunity to question the student or his/her supporter.
9. Summing up by the member of staff presenting the College's case.
10. Summing up by the student or his/her supporter.
11. The Chair will adjourn the meeting and consider what action is appropriate. They will confirm that an outcome will be communicated in writing within five working days of the meeting.
12. The decision, confirmation of any action to be taken and details of the appeals procedure will be sent in writing to the student within five working days.

Peer on Peer Abuse including Sexual Harassment

The college has a zero-tolerance approach to abuse. Any inappropriate behaviours between students will be challenged by staff.

Students should be aware that any form of abuse both inside and outside of college, including online, is unacceptable and that action will be taken. All reports will be taken seriously and investigated by staff including personal tutors, managers and designated Safeguarding Officers.

When investigating any incidences, the college will consider the wishes of the victim in terms of how they want to proceed and will enable them to have as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. This will however be balanced by the college's duty and responsibilities to protect other students.

Where peer on peer abuse is proven, students will face disciplinary action as outlined in this document and where appropriate the police will be advised. Referrals will also be made to other relevant agencies such as Social care if appropriate.

Students are encouraged to come forward and report **any** inappropriate behaviour including:

- any form of bullying,
- abuse in intimate personal relationships,
- physical abuse,
- threatening or encouraging physical abuse,
- sexual violence,
- threatening or encouraging sexual violence,
- any form of sexual harassment
- consensual and non-consensual sharing of nudes and semi nudes images and or videos
- upskirting (taking a picture under a person's clothing without their permission)
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party

Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment is not tolerated. Students should not accept this and are encouraged to report it.

The College has a dedicated and trained team of professionals who are able to support the victims of peer on peer abuse and help to keep them safe. Students requiring support should request a referral by their personal tutor or contact the HUB.

The College recognises that the alleged perpetrator may also need support both during and after investigation. Appropriate support is available and will be offered.

Confiscation and Search

All students should be aware of the actions that can follow should there be an incident of bad or dangerous behaviour. Under the Education and Inspections Act 2006, all schools and colleges have statutory powers which include:

- the legal right to confiscate inappropriate items from students such as drugs, alcohol, stolen items, mobile phones and music players;
- the removal of offensive images of staff, students and other individuals stored on electronic recording devices;
- statutory powers to discipline students who behave badly on the way to and from college, for instance when travelling on buses and trains;
- greater legal scope and flexibility in giving detentions, which may include after-college and Saturday detentions;
- the right of all staff to use ‘reasonable force’ to prevent students from committing a crime or causing injury, damage, or disruption;
- a legal duty on schools and colleges to make provision to tackle all forms of bullying.

Legislation in the Violent Crime Reduction Act 2006 allows the Principal, or those acting with his or her delegated authority, to search students if they suspect one of them is carrying an offensive weapon. At CRC, this delegated authority lies with the Safeguarding Manager or Student Liaison Officers, the College Management Team, Curriculum Heads of Department and Work Based Learning Managers. As well as manual search, they are also entitled to use metal-detector arches and wands to carry out random, non-intrusive searches of students for weapons. These powers came into effect in May 2007.

In addition, under the Violent Crimes Reduction Act, 2006, the Apprenticeships, Skills, Children and Learning Act, 2009 and the Education and Inspections Act, 2006, the Safeguarding Manager and Student Liaison Officers have the delegated authority to restrain or use reasonable force to prevent or stop a potentially harmful/violent or dangerous act taking place where the well-being of students or another member of the College community is at risk.

Criminal Activity (whilst engaged in college activities)

The College reserves the right to report possible criminal activity to the Police and/or advise victims of their right to do so. Disciplinary action by the College may be deferred pending the outcome of criminal proceedings however disciplinary action by the College can be taken regardless of the outcome of any criminal investigation by the Police. In some cases the College may decide to suspend a student pending the outcome of proceedings.

E-Bullying

All areas of the College are Wi-Fi accessible and the majority of smart phones have web access and mobile TV. This means that students can access content from the internet and TV wherever they are, and without supervision.

With increases in picture and video messaging, students need to be increasingly careful about the images they share. It is very easy for inappropriate images to be shared around a number of phones, changed and even put online, where it is extremely difficult to remove from circulation.

Students also need to be aware that they put themselves at risk of mobile bullying, or inappropriate intimate contact if they give out their mobile number or other personal contact details to people they don't fully know or trust. This includes posting to social networking sites such as 'YouTube', 'Facebook', 'Snapchat', 'Twitter', 'Instagram' etc.

Students should not use electronic recording or photography equipment either at home or in College to bully or harass any staff or students, which is likely to cause personal distress or embarrassment, or bring the College into disrepute. This includes online identity fraud e.g. "frapping" where someone has gained access to another person's personal email or social networking page, by using another person's login details, and then sends cyberbullying messages. Any such incidents will be viewed as gross misconduct.

Students who experience E-Bullying should report this to a college member of staff who will act to investigate the incident(s). Students should take screen prints of text messages or web pages, and be careful to record the time, date and address of the site as evidence for the investigation.

All incidents of E-Bullying will be taken seriously and investigated by staff including personal tutors, managers and designated Safeguarding officers. If a student is found guilty of E-Bullying then they will face disciplinary action as outlined in this document.