

## Policy Title: Learner Performance, Behaviour and Disciplinary

Author/Responsible Manager	Principal
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Risk Assessment (please note here any identified risks of non-compliance with the policy)	<ul style="list-style-type: none"> <li>Poor levels of performance and behaviour impacting on retention of other learners and college creditability with stakeholders</li> <li>adverse impact on learner success rates</li> <li>litigation against college by learners where procedures have been breached</li> <li>incidents of bullying are not challenged</li> </ul>

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Equality Impact Assessment				
Characteristic	No impact	Positive impact	Negative impact	Evidence
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion/belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marriage & civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carried out by: G Salt				

### Actions required:

Action	Date	Reviewed by	Date

## 1. Introduction

The main aim of the Performance, Behaviour and Disciplinary Policy and Procedure is to provide a framework to promote positive behaviour and clear procedures to deal with learner misconduct and/or *learner under-performance*.

Learner performance issues include:

- Lack of work on course or not meeting deadlines for set work
- Not studying in the Learning Centre or elsewhere as required
- Unauthorised absence
- Attendance below college target including attendance at English and Maths
- Repeated lateness

Learner misconduct includes:

- Bringing drugs or alcohol into College or coming into College under the influence of alcohol or drugs
- Selling or giving drugs or alcohol to other students on college premises
- Anti-social behaviour
- Abusive behaviour
- Bullying and harassment particularly in relation to protected characteristics such as homophobic, racist or sexist bullying
- Not complying with Health and Safety Regulations (including actions which are in breach of the COVID 19 Student Handbook)
- Misconduct, bad language and unruly behaviour
- Use and misuse of College property and premises
- Plagiarism, and related academic malpractice
- IT abuse, including introducing viruses onto college IT systems and accessing or attempting to access inappropriate internet sources including those related to radicalisation/extremism
- Health and Safety issues (including actions which are in breach of the COVID 19 Student Handbook)
- Not wearing the College Lanyard
- Not maintaining in 'bubble'/maintaining social distance where required (as stated in the student handbook – COVID 19).

This, however, is not an exhaustive list.

*The misconduct and learner underperformance processes operate in parallel (unless specified within the resulting action plan/condition). Therefore a learner may be at different stages in either element of the procedure.*

The expectations apply when learners are engaged in College activities and this may not necessarily mean that they are on College premises. For example, the policy will still apply if learners are representing the College or are engaged on a College trip, event, placement or on transport to and from College.

The policy applies to all learners, whether full or part time and includes apprentices.

Reference to any disciplinary actions will be included within a learner's record for a period of 9 months and may be referred to in references or personal statements required by learners in respect of employment and university applications.

## **2. Policy Statement**

The welfare and wellbeing of all users of the College depends on the reasonable and disciplined behaviour of College members. The behaviour and disciplinary procedure is designed to help learners achieve and maintain the high standards set by the College and to ensure consistent and fair treatment for all, by setting out the actions which will be taken if College rules are broken.

## **3. Procedure**

- The rules and regulations that the College operate are reasonable and if learners are unsure about any aspect of the scope of the College's expectations regarding their behaviour and conduct, then they should discuss the matter with their Course Tutor or, in the case of apprentices, with their Apprentice Lecturer.
- In line with Kendal College culture, all members of College staff have a responsibility to ensure that positive behaviour is encouraged, learner discipline is maintained and that learners are clearly informed of expected behaviour.
- The procedure is designed to deal with facts in a fair, supportive and consistent manner.
- Disciplinary action will not be taken until allegations have been fully investigated
- At every stage in the disciplinary procedure, learners will be given details of the complaint against them and given the opportunity to state their case before any decision is made.
- The procedure may be implemented at any stage depending on the seriousness of the alleged misconduct.
- If a learner feels he/she has been unfairly treated then he/she has a right to appeal against any disciplinary penalty.
- At every stage, consideration will be given to the needs of the learners in line with the College's Equality policy. Examples include the method of providing information to the learner, consideration of their individual needs when setting up the timing and location of meetings, provision of feedback to the learner and consideration of any additional needs, for example ADHD when assessing whether behaviour merits disciplinary action.
- Instances of disciplinary will be monitored in respect of equality strands and included within Equality and Diversity monitoring reports provided to governors annually.

## **The Disciplinary Framework**

### Scope of the Framework

#### Apprentices

This policy applies to apprentices and will be applied equally. The difference is that Employers must be informed when any Apprentice is issued with a disciplinary notice, either in relation to performance or misconduct.

#### Learners with Additional Needs

Where a learner has additional needs or mental health issues which have substantial impact on their behaviour, consideration will be given as to the extent to which the

additional needs have caused the unacceptable behaviour. This does not mean that disciplinary action is not still appropriate (for example where learners with food intolerances knowingly eat large quantities of sugars or learners deliberately fail to take medication) or that behaviour which impacts very negatively on other students can continue. Staff should seek advice from the Learning Services Team when using the disciplinary framework for learners who receive learning support.

#### Parental, Carer and Advocate Contact

Parents will be informed of any disciplinary actions where a learner is under the age of 18 at the start of their course, unless that learner has previously expressly withdrawn their permission for us to have contact with their parents/carers.

Parents/carers/or a named advocate will also be informed of any disciplinary actions where the student is defined as a vulnerable adult\*.

#### 14-16 Learners

Where a learner attends a Kendal College collaborative programme they will be subject to their home school disciplinary procedures or a common procedure agreed through South Lakes Federation. Infringement of the College behaviour rules should be reported to the appropriate school contact and clear actions should be agreed. It is important that College staff work closely with school staff in such situations to ensure continuity and clear expectations for the learner.

#### Higher Education Learners

Where learners attend a College Higher Education programme as learners of partner Universities, they may be subject to disciplinary action by the College and/or the University. Behaviour such as bullying, disruption and alcohol misuse will be dealt with by using the Kendal College policy. Failure to submit work and plagiarism will be reported to the relevant University and may also be dealt with under their procedures.

#### Part time adult learners

Where a disciplinary action needs to be taken against an adult student studying part time at the College, the procedure will commence at an appropriate level that ensures the issue is dealt with in a timely and appropriate way. If the disciplinary action relates to behaviours in class and in front of other students, then immediate action must be taken to ensure the learning of the whole group is not disrupted and the tutor should call upon the support of their head of school, assistant head of school or duty manager, particularly when it applies in the evening.

#### Induction Period

Kendal College is committed to ensuring that full time learners are enrolled on the right course. The induction period is to demonstrate that this is the case. Where a learner's behaviour during this period (eg non-submission of work, non-attendance without appropriate cause, attitude or behaviour in class) does not demonstrate appropriate commitment to the course, a learner may have their place withdrawn without the use of the disciplinary procedure. Where this is the case the tutor will make it clear to the learner where their behaviour/performance is not acceptable and will give clear guidance on expected performance or improvements to behaviour. If the performance/behaviour does not improve the tutor will discuss with the learner continuance on the course and informing them if the place is to be withdrawn. Prior approval from the appropriate Director should be obtained. The Principal is to be kept informed of the matter, and must be assured that the process has been adhered to, and appropriate evidence provided.

Where the learner does not continue on the course the tutor should ensure that appropriate guidance is offered in relation to alternatives, or make suitable referrals to Student Services.

Parents/carers of those under 18 at the start of their course should be informed **before** a decision is made to withdraw a learner's place.

## The Procedure

The Procedure has four stages, preceded by an informal stage:

0. 'Preliminary Informal Actions' (PA) including 'Verbal Warnings'
1. Stage One - 'First Written Warning' (S1)
2. Stage Two - 'Second Written Warning' (S2)
3. Stage Three - 'Final Written warning' (S3)
4. Stage Four - 'Temporary Withdrawal' (TW) or 'Permanent Withdrawal' (PW)

Under normal circumstances there will be a progression through the stages, beginning with 'Preliminary Informal Actions' and escalating if the required actions/behaviours are not met.

Implementation of the Procedure illustrates that the number of learners reaching the more serious stages is much lower than those receiving Preliminary Informal Actions. The implication being that the procedure is effective if these are used to manage lower level disciplinary concerns, rather than allowing disciplinary concerns to build up until intervention is needed at a higher level.

If a learner's behaviour is inappropriate to a very serious extent, then an additional 'Gross Misconduct' stage is available (see below).

### Preliminary Informal Actions (PA)

Any minor infringements of College policy or behaviour expectation will be dealt with informally by members of the College staff for the benefit of the learner or others.

Learners must be made aware of any minor infringements (for example non-attendance of a session without authorisation, a first missed deadline) and be given clear guidelines to improve. This should be recorded on Promonitor for FE students including comments about any parental contact. Part time, and higher education students should be notified by email by the course tutor, with support from the Head of Department (who should always be consulted - due to the differing academic regulations of Universities etc.).

If the infringement relates to a part time student, the tutor should make the student aware of their concern and agree how the behaviour can improve.

If the matter is more serious than a minor infringement and a learner's conduct or performance continues to be unsatisfactory, a verbal warning, which is a pre-formal disciplinary action, may be given. If the relevant performance/behaviour of the learner does not improve, formal disciplinary procedures should be used.

Multiple verbal warnings may be given for different performance/behaviour issues but where this indicates an unacceptable pattern of issues then formal disciplinary procedures should be used.

### Stage One - "First written Warning" (S1)

This warning is issued by the learner's Course Tutor. Other members of staff may request a Stage 1 warning by discussion with the Course Tutor. After discussions with the learners, the Course Tutor may issue or decline the warning request. If a request is declined, the course Tutor must provide justification for the rejection and discuss this with the Head of Department.

When a first written warning is issued by the Course tutor, the learner will be told why their conduct or performance does not meet an acceptable standard. The learner will receive a notification of written warning and their actions will be included on Pro-Monitor. The learner will be made aware of their right to appeal (Appendix 2).

The Parent/Guardian/Carer of those who were under 18 year olds at the start of their course and Employers of sponsored learners will receive a copy of the warning and action plan, (Appendix 1) unless the learner has withdrawn permission to contact their parents (withdrawn consent may be overridden in certain circumstances, this decision should be made by the Head of Department ).

#### Stage Two “Second Written Warning” (S2)

If the offence is serious, or if a further offence occurs, then the learner will receive a written warning following a meeting with the Head of Department (Appendix 2). This will be issued by the Head of Department. They will be told why their behaviour or performance does not meet an acceptable standard. They will be made aware of what they have to do in order to meet a level that is acceptable. The ‘Notification of Written Warning’ will be completed, with a copy given to the learner and a copy kept by the course tutor and Head of Department.

The Parent/Guardian/Carer of those under 18 at the start of their course, and employers of sponsored learners of any age will receive a copy of the action plan and written warning (Appendix 1 and 3) unless the learner has previously withdrawn permission to contact their parents (as above). The learner will receive a notification of written warning and their actions will be included on Pro-Monitor. The learner will be made aware of their right to appeal (Appendix 2).

#### Stage Three – “Final Written Warning” (S3)

If a learner’s conduct or performance is still unsatisfactory or if their misconduct is serious enough to move straight to a final written warning but insufficiently serious to warrant exclusion, they will receive a Final Written Warning, following a meeting. This will be issued by the relevant Director. The learner will be made aware of what they have to do in order to meet a level which is acceptable and this will be recorded on ProMonitor. The learner will receive a notification of written warning, and be made aware of their right to appeal (Appendix 2) with a copy given to the learner, the course tutor, Head of Department and the relevant Director (Appendix 4)

The Parent/Guardian/Carer of those under 18 at the start of their course and employers of sponsored learners will receive a copy of the action plan and warning (Appendix 1 and 5) unless the learner has withdrawn permission to contact their parents (withdrawn consent may be overridden in certain circumstances, this decision should be made by the relevant Director). The learner will be made aware of their right to appeal.

#### Stage Four – “Temporary Withdrawal” (TW) and “Permanent Withdrawal” (PW)

If a learner’s conduct or performance is still unsatisfactory or the misconduct continues and they fail to meet the actions required, he or she will be temporarily withdrawn for a specified period or permanently withdrawn. The decision will be made by the relevant Director. The learner will be given written reasons for their withdrawal (Appendix 6) and the parent/guardian/carer of those under 18 year old at the start of their course and employers of sponsored learners will be informed (Appendix 7) unless the learner has previously withdrawn permission to contact their parents (this cannot be done after the process has started) (withdrawn consent may be overridden in certain circumstances, this decision should be made by the relevant Director.)

A learner who has been withdrawn from the College may be re-admitted at a later stage but re-admission will depend upon a satisfactory interview with the Principal or

their nominee. An excluded learner must not access any Kendal College sites without explicit permission from the Principal.

### Gross Misconduct

Where an act of gross misconduct has been alleged, a learner could be suspended from the College pending investigation. If a learner is found to have made knowingly malicious or misleading accusations against another, they themselves could face the disciplinary process.

The learner will be given written reasons for their temporary suspension (Appendix 6) and their parents/guardian/carer those under 18 year old at the start of their course and employers of sponsored learners will be informed (Appendix 7). If on completion of the investigation of the alleged offence, the College is satisfied that gross misconduct has occurred, the learner will be excluded from the College in accordance with Stage Four of the Disciplinary Procedure. The decision will be made by the Principal or a Director.

The following list provides examples of offences which are regarded as gross misconduct:

- Theft; fraud; falsification of records
- Fighting
- Being under the influence of alcohol or drugs
- Bringing drugs into College with the intent to sell to others
- Serious or continued bullying or harassment of others
- Vandalism of College property
- Using foul, abusive or threatening language to a member of the College staff, learners or visitors
- Misuse of College equipment including computers
- Serious infringements of the College IT system, for example hacking and viewing of seriously inappropriate materials including those linked to terrorism or radicalisation that cannot be explained (eg linked to curriculum research)
- Making images of staff and students without permission
- Committing a serious criminal offence including an offence linked to terrorism
- Serious breach of Health and Safety expectations
- Bringing the College into disrepute
- Breaching and deliberately not complying with COVID19 safety measures.

### Appeals (for written and final written warnings)

All appeals should be made in writing within 5 working days to the Principal, clearly stating the grounds on which the learner will base their appeal.

Where an appeal against a disciplinary decision is received, an appeals meeting should be convened to include the relevant Director and review the information used to make the decision. This may require discussion with the learner making the appeal and others involved in the process.

The manager chairing the appeal will post a written decision to the learner within 5 working days of the appeal hearing being held.

### Appeal Against Exclusion

This appeal will be chaired by the Principal and accompanied by other staff acting in an advisory capacity where appropriate. A minute taker will also be present, to produce a brief written record of the appeal. The excluded learner may be

accompanied by a parent or friend (however they should not have been involved in the incident). The following procedure will be followed:-

- The person who has recommended the exclusion of the learner will present their case as to why the learner was excluded. It is expected that supporting documentation from the learner file will be available eg copies of previous warnings, records of attendance.
- The learner will have the opportunity to ask for clarification. At this stage the learner will have the opportunity to present their appeal, as to why the College should overturn the exclusion.
- The person who has recommended excluding the learner may ask the learner for clarification.
- The Chair may ask the learner for clarification or further information and then summarise the points that have been made.
- The learner is then asked if they wish to add anything further before the meeting is closed. They are informed that a decision will be given in writing and will be posted to them within the next five working days.
- The Principal will then make a decision which will be conveyed in writing to the learner and (Appendix 8 or Appendix 9) copies of this letter will be lodged in the learner personal file and copied to CIS for early leaver records and flagged on the CIS system to alert guidance should the person re-apply to the College
- Where possible the written record of the meeting will remain confidential, however it may be necessary in certain circumstances to disclose certain information particularly when relating to safeguarding.
- In the event of a learner being excluded they will be offered the opportunity of a progression interview and if under 19 referred to Inspira Cumbria Ltd.
- Once all appeal processes have been exhausted, the course tutor will be responsible for implementing the Early Leaver system. All membership cards, library and bus passes, learner support fund must be returned to the College.
- Where a student has taken out a student loan for their course, the Student Loan Company will be advised that the student is no longer at the College and payments will immediately cease. A decision will be taken as to whether or not the student will be billed for outstanding fees.
- Learners who have been permanently excluded will be noted on the learner record system and should they re-apply for courses in the future they will receive enhanced advice and guidance and the Principal will approve readmission to the College.

#### **4. Documentation**

- Appendix 1 Notification of Warning and Action Plan for Learner File
- Appendix 2 Sample Disciplinary Letter Notification of Written Warning (Learner)
- Appendix 3 Sample Disciplinary Letter Notification of Written Warning (Parent/Guardian/Carer/Employer)
- Appendix 4 Sample Disciplinary Letter Notification of Final Written Warning (Learner)
- Appendix 5 Sample Disciplinary Letter Notification of Final Written Warning (Parent/Guardian/Carer/Employer)
- Appendix 6 Sample Disciplinary Letter Notification of Withdrawal /Temporary Withdrawal (Learner)
- Appendix 7 Sample Disciplinary Letter Notification of Withdrawal /Temporary Suspension (Parent/Guardian/Carer/Employer)
- Appendix 8 Sample Disciplinary Letter Outcome of Appeal Against Withdrawal (Unsuccessful)
- Appendix 9 Sample Disciplinary Letter Outcome of Appeal Against Withdrawal (Successful)

#### **5. Reference to Other Policies**

Assessment, Internal Verification and Moderation  
IT Code of Conduct  
Equality Policy  
Health & Safety Policy  
Bullying and Harassment Policy  
Safeguarding Policy

**N.B. The Safeguarding Policy has primacy over all other policies. Where there is a safeguarding issue/concern please refer to the safeguarding team.**

**NOTIFICATION OF WARNING AND ACTION PLAN FOR LEARNER FILE**

**Name of Learner:** Click or tap here to enter text.

**Name of Course Tutor:** Click or tap here to enter text.

Please tick relevant box

First written Warning  Letter to Parent/Guardian/Carer/Employer

Second written Warning  Letter to Learner

Final Writing Warning  Letter to Employer

Withdrawal

A warning has been issued today because of:

Click or tap here to enter text.

Behaviour/Performance Required- list actions

Click or tap here to enter text.

**Sample Disciplinary Letter**  
**Notification of Written Warning (Learner)**

Name	Our Ref:
Address	Date:
	Direct Dial No      01539 814

Dear (Name)

Following your meeting with **(Name)** which you attended on **(Day) (Date)**, this letter serves as a First/Second Written Warning.

(DESCRIBE THE BEHAVIOUR OR PERFORMANCE ISSUES THAT HAVE LED TO THIS ACTION)

If there is no improvement in your performance or behaviour, (STATE WHICH APPLIES) the College will have to consider taking further disciplinary action.

If you wish to appeal against this decision you should write to Kelvin Nash, Principal at the College. This should be received no later than five working days from the date of this letter and should give the reasons for your appeal.

You will then be invited to attend an appeal meeting to discuss what you have to say and you may bring someone with you to that meeting. If you intend to bring a friend or relative to the appeal, please provide details of name and status of the accompanying support.

Yours sincerely,

**Name**  
Department Head of .....

Copies to:      Course Tutor for learner file  
                         Director of .....

## Sample Disciplinary Letter

### Notification of Second Written Warning (Parent/Guardian/Carer/Employer)

Our Ref:

Date:

Direct Dial No      01539 814

Name

Address

Dear (Name)

**Re: (Name of Learner)**

I regret having to inform you that I have issued your son/daughter/ward/employee **(Name)** with a Second Written Warning as outlined in the notification of warning and action plan.

This performance or behaviour is unacceptable. If there is no improvement in **(Name)** as outlined in the notification of warning and action plan, the College will have to consider taking further disciplinary action.

If you wish to discuss the situation please don't hesitate to contact me on **(Contact No.)**. If **(Name)** feels they have been unfairly treated they have the right of appeal. This appeal must be submitted in writing to Kelvin Nash, Principal and received by the College no later than five working days from the date of this letter. The letter must state the grounds on which you are making an appeal. If **(Name)** intends to bring a friend or relative to the appeal please provide details of name and status of the accompanying support.

Yours sincerely,

**Name**

Director of ....

Copy to Course Tutor for learner file

Copy to Head of Department for...

## Sample Disciplinary Letter

### Notification of Final Written Warning (Learner)

Name

Our Ref:

Address

Date:

Direct Dial No      01539 814

Dear (Name)

Following your meeting with **(Name)** which you attended on **(Day) (Date)**, this letter serves as a **(Final)** Written Warning.

If there is no improvement in your performance or behaviour the College will have no alternative but to remove you from your programme.

If you wish to appeal against this decision you should write to the Kelvin Nash, Principal of the College. The letter of appeal should be received no later than five working days of the date of this letter and the reasons for your appeal must be included.

If you intend to bring a friend or relative to the appeal please provide details of name and status of the accompanying support.

Yours sincerely,

**Name**

Director of....

Copy to      Course Tutor for learner file  
                  Copy to Head of Department for

## Sample Disciplinary Letter

### Notification of Final Written Warning (Parent/Guardian/Carer/Employer)

Name

Our Ref:

Address

Date:

Direct Dial No      01539 814

Dear **(Name)****Re: (Name of learner)**

I regret having to inform you that I have issued **(Name)** with a Final Written Warning as outlined in the notification of warning and action plan.

This behaviour or performance is unacceptable. If there is no improvement in **(Name)** behaviour as outlined in the notification of warning and action plan College will have to consider taking further disciplinary action.

If you wish to discuss the situation please don't hesitate to contact me on **(Contact No.)**.

If **(Name)** feels they have been unfairly treated they have the right of appeal. This appeal must be submitted in writing to Kelvin Nash, Principal, and received by the College no later than five working days from the date of this letter. The letter must state the grounds on which you are making an appeal. If **(Name)** intends to bring a friend or relative to the appeal please provide details of name and status of the accompanying support.

Yours sincerely,

**Name**

Director of

Copies to:

Course Tutor for learner file

Copy to Head of Department for

## Sample Disciplinary Letter

### Notification of Exclusion or Temporary Suspension (Learner)

Name

Our Ref:

Address

Date:

Direct Dial No      01539 814

Dear **(Name)**,

I regret having to inform you that you have been excluded from College. This is due to **(details of incident/behaviour/performance)**.

This performance/behaviour is totally unacceptable.

If you feel that you have been unfairly treated you have the right of appeal. This appeal must be submitted in writing to the Principal to be received by College no later than five working days from the date of this letter. Your letter must state the grounds on which you are making your appeal.

This exclusion does not mean that you will never be re-admitted to Kendal College. Any future application will be treated on its merits. However, we would expect to see evidence of **(state expected behaviour)** and an interview with the Principal will be required prior to any offer of a place being made.

Yours sincerely,

**Name**

Director of...

Copies to:    Principal  
                   Head of Department for...  
                   Course Tutor for learner file  
                   Admissions Officer

**Sample Disciplinary Letter**  
**Notification of withdrawal (Temporary or permanent)**  
**(Parent/Guardian/Carer/Employer)**

Name	Our Ref:	
Address	Date:	
	Direct Dial No	01539 814

Dear **(Name)**

**Re: (Name of Learner)**

I regret having to inform you that your son/daughter/employee **(Name)** has been withdrawn from College. This is due to **(details of incident/behaviour)**. This behaviour is totally unacceptable.

If **(Name)** feels they have been unfairly treated they have the right of appeal. This appeal must be submitted in writing to Kelvin Nash, Principal and received by the College no later than five working days from the date of this letter. The letter must state the grounds on which you are making an appeal. If **(Name)** intends to bring a friend or relative to the appeal please provide details of name and status of the accompanying support.

(Name's) exclusion does not mean that (he/she) will never be re-admitted to Kendal College. Any future application will be treated on its merits. However, we would expect to see evidence of **(state expected behaviour)** and an interview with the Principal will be required prior to any offer of a place being made.

Yours sincerely

Name

Director of .....

**Sample Disciplinary Letter**  
**Outcome of Appeal against Withdrawal**  
**(Unsuccessful)**

Name	Our Ref:
Address	Date:
	Direct Dial No      01539 814

Dear **(Name)**

I am writing to you regarding your appeal against exclusion from College. After considering all the evidence, particularly your **(details of offence or number of warnings)** you are excluded from Kendal College as of today. This means that you do not attend any College activity on any site.

It does not mean that you cannot re-apply for a course in the future. College will review each application on its merits. If you do re-apply the College will need to see evidence of **(example of what we want to see)** and an interview with the Principal will be required prior to any offer of a place being made.

Yours sincerely

**Kelvin Nash**  
Principal

Copy to      Course Tutor for Learner file  
                  Director of ...  
                  Head of Department for ....  
                  CIS  
                  Admissions Officer

**Sample Disciplinary Letter**  
**Outcome of Appeal against Withdrawal**  
**(Successful)**

Name

Our Ref:

Address

Date:

Direct Dial No      01539 814

Dear **(Name)****Re:    Appeal against suspension held on (Date)****Chaired by (Name and Title)**

I wish to inform you that following recommendations from **(Name of Chair)**, the College is prepared to give you a final opportunity to complete your programme successfully. You need to be aware that, given your previous disciplinary record, this is an unusual action for College to take. I have only agreed to this action on the strict understanding that you take the following action:-

**(Action required here)**

**(Name of Chair)** will monitor your attendance and performance and if it does not meet the agreed levels you will be asked to leave College.

We have agreed to this final opportunity so that you can be successful in your programme and then progress to **(Details of expected progression)**. Please do not waste this opportunity.

I wish you every success.

Yours sincerely,

**Kelvin Nash**

Principal

Copy to      Course Tutor for learner file  
                  Parent/Carer/Employer