National Star
Realising the aspirations of people with disabilities

Working with National Star

Student Disciplinary Policy (England)

1. About this Policy

1.1 This policy and supporting procedures are designed to support the maintenance of expected behaviour by students and to provide a fair and transparent system for dealing with any disciplinary situation that may arise. Essentially, the policy aims to promote compliance with the Rights and Responsibilities detailed in the Student Handbook, ensuring students and staff can work in a safe and considerate environment that supports learning.

1.2 All National Star college sites will actively encourage and support students to behave in accordance with National Star's values and college rules. Where students purposely act in a way to cause distress to others, harm to property, or in instances where their behaviour may break the law or bring the reputation of the college into disrepute, the college may decide to take disciplinary action.

1.3 This policy seeks to ensure that any disciplinary action taken by the college is fair, proportionate and that students have fair access to appeal the decision.

2. Scope

2.1 This policy applies to all students enrolled on courses across National Star College sites, including residential students, day students or community learners.

3. Policy Statement

3.1 It is expected that staff will use a range of strategies to encourage and explain acceptable standards of behaviour to students, seeking support from the key staff, including the student's Personalised Learning Co-ordinator, key worker or other trusted adult.

3.2 Any disciplinary action taken will reflect the circumstances and severity of the offence, together with any previous disciplinary action taken against the student concerned.

3.3 There is a range of disciplinary offences that can be graded from significant, through serious to extremely serious. However, the disciplinary action taken will consider other relevant factors including provocation, severity of the effect on others and the likelihood

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that disciplinary action will prevent the unwanted behaviour or action from occurring again.

3.4 A range of sanctions can be used from minor through, intermediate to major which may include suspension and/ or expulsion.

3.5 National Star will take into account a student's ability and understanding when taking the decision whether to follow the disciplinary procedures. Where appropriate, students may be referred to a specialist support service instead of disciplinary sanction being used.

3.6 Where a student's conduct or behaviour is likely to lead to a major sanction, the funding agency will be informed and in most cases the student's families or carers.

3.7 Students will have the right to be accompanied to any disciplinary hearing by a peer, advocate or member of staff and will have reasonable opportunity to appeal any decision.

4. Roles and Responsibilities

4.1 All staff of the college are responsible for supporting students to prevent issues of discipline arising and to report to their line manager any concerns about a student's conduct or behaviour.

4.2 The responsibility for major sanctions remains with the Director of Learning Programmes or other Director of Services. Minor and intermediate sanctions can be Heads of Department, who may delegate this authority to Programme Managers or Residential/ Day service Managers.

4.3 Information, advice & guidance regarding this policy can be sought from a Head of Learning and Support, Head of Healthcare, and the National Lead for Safeguarding.

4.4 Information regarding this policy will be available to all staff on the college intranet.

4.5 The expectations of behaviour (included in the student Rights and Responsibilities document) and the procedures that could be taken by the college under this policy will be given to all students through the College Student Handbook and explained during college induction.

5. Relationship with other policies

- Safeguarding Policy
- Behaviour Management Policy
- Student Handbook
- Complaints Policy
- Deprivation of Liberty Safeguard Policy
- Mental Capacity ACT Policy
- Assessment, Offer, Admissions and Transition Policy
- Disability (exams) Policy
- EDI Policy

- IQA (qualifications) Policy
- Misuse of Drugs and Alcohol (student) Policy
- Student Absence Policy
- Student Appeals Policy
- Social Media Policy
- Technology and Acceptable use Policy

6. Review

6.1 This policy will be reviewed regularly through the Self-Assessment Process and in line with the policy schedule and presented to the board every three years.

Senior Manager responsible	Reviewed by	Approved by	Date approved	Next review date
Director of Learning and Support	Jojo Kingsbury-Elia	Governors Committee	08/07/2025	May 2028