

**Magna Academy Sixth Form - Disciplinary Procedure
Conduct (Including poor attitude to learning ATL)**

TUTOR ACTIONS		TEACHER ACTIONS	
Where issues are in more than one subject area the tutor should raise concerns with student and log any interventions put in place to support and monitor progress.		Teacher should raise concerns with student and log instances such as missed deadlines or lacking effort within PROGRESSO (under Behaviour) having put in place an appropriate sanction (time after school or use of a study session). Teachers should log any interventions put in place to support and monitor progress.	
Where issues continue or additional concerns arise the tutor should make contact with parents. Student issued with verbal warning . Targets to be set and reviewed after 2-3 weeks. Recorded on PROGRESSO.		Where issues continue or additional concerns arise the teacher should make contact with parents. Student issued with a subject specific verbal warning . Targets to be set and reviewed after 2-3 weeks. Recorded on PROGRESSO.	
Improved conduct/ ATL Monitor but no further action.	Further instances of poor conduct or continuation of a poor ATL would result in evidence being referred to the Assistant Principal Curriculum and Sixth Form. Meeting with parent and student. Level 1 Warning to be issued by Assistant Principal in consultation with Vice Principal. Targets to be set and reviewed after 2-3 weeks. Letter saved on PROGRESSO. When student shows improvement meet with student and call home to inform of improvement. Record on PROGRESSO.	Improved conduct/ ATL Monitor but no further action.	Further instances of poor conduct or continuation of a poor ATL would result in evidence being referred to the Head of Subject/Curriculum. Meeting with parent and student. Targets to be set and reviewed after 2-3 weeks. Letter saved on PROGRESSO.
	No significant improvement then forward evidence to Assistant Principal Curriculum and Sixth Form. Level 2 Warning to be issued in consultation with Vice Principal Standards. Targets to be set and reviewed after 2-3 weeks. Letter saved on PROGRESSO.		No significant improvement then forward evidence to Sixth Form Tutor and Assistant Principal Curriculum and Sixth Form. Level 1 Warning to be issued by Assistant Principal in consultation with Vice Principal. Targets to be set and reviewed after 2-3 weeks. Letter saved on PROGRESSO. When student shows improvement meet with student and call home to inform of improvement. Record on PROGRESSO.
			No significant improvement then forward evidence to Assistant Principal Curriculum and Sixth Form. Level 2 Warning to be issued in consultation with Vice Principal Standards. Targets to be set and reviewed after 2-3 weeks. Letter saved on PROGRESSO.
Persistent poor conduct and a poor attitude to learning could result in a student having their place in sixth form withdrawn by the Vice Principal. One off instances of extreme poor conduct will be judged individually and may not follow the escalated approach outlined above.			

All sanctions and other actions (including copies of letters) to be recorded on Progresso in order that Sixth Form Team, tutors and teaching staff are fully informed.

Summary of Disciplinary Actions to be taken: Verbal Warning

Level 1 (Written) Warning by Assistant Principal in consultation with tutor

Level 2 (Written) Warning by Vice Principal in consultation with Assistant Principal

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