



Information Advice and Support Kent

A service for
special educational needs and disabilities-
helping you to make informed choices

Helpline 03000 41 3000
Email iask@kent.gov.uk

Disciplinary/exclusions in College

For breaches in the code of conduct

Colleges may use one of the following options

Informal or verbal warning – Stage 1 - This would be a discussion between you and the head of department or curriculum leader. The discussion is recorded on a disciplinary form and put into your personnel file. Some examples that could result in a verbal warning are – not keeping to the dress code, not submitting homework, interrupting whilst your tutor is speaking, distracting other students and inappropriate use of mobile phone.

As a result of a verbal warning, you may receive an internal sanction such as a loss of privilege or be on report for a fixed period of time.





Formal warning – Stage 2 - This is a written warning, generally from the curriculum manager or deputy principal.

Some examples that could result in a written warning are - abusive behaviour/language, theft, unauthorised absence from lesson or work placement, bringing the college into disrepute, smoking or having already received 3 verbal stage 1 warnings.

As a result of a written warning you may receive a fixed term exclusion of up to 5 days, a referral to the assistant principal and a letter home.

Final warning – stage 3 - This is a final written warning from the assistant principal and is for serious breaches of the College's disciplinary policy.



Some examples of serious breaches may include physical assault on a teacher or peer, sexual assault, arson, any criminal offense, possession of an offensive weapon or an illegal substance or racist or homophobic abuse.

As a result of a final warning you may be permanently excluded from the college, the local authority will be notified.

You can go straight to stage 2 or 3 depending upon the seriousness of the incident/behaviour.

For full information on the disciplinary policy and appeals procedure for a specific college, please see the college website or ask at college reception for a copy.

This leaflet is a general outline only and is produced as guidance.

On request, this information can be provided in alternative formats.

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