



Disciplinary Procedure

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Date: JAN 2026
Next Review Date: JAN 2027

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1.0 Introduction

1.1 Purpose

To support a positive learning environment and ensure students behave responsibly.

1.2 Overview

Disciplinary stages include informal warning and up to 4 formal stages, depending on severity.

1.3 Informal Stage

Staff may issue verbal warnings before escalating to formal procedures.

2.0 Formal Stages

2.1 Stage 1 - Verbal Warning

Issued by staff and confirmed in writing. Examples include: disruptive behaviour, copying, or use of inappropriate language.

2.2 Stage 2 - Written Warning

Issued by Admin or Academic teams. Examples: illegal internet use, damage to property, persistent disruption.

2.3 Stage 3 - Final Written Warning

Examples: plagiarism, suspected malpractice, or repeated misconduct.

2.4 Stage 4 - Suspension/Expulsion

Immediate action for serious misconduct. Investigation follows, and outcome shared in writing.

3.0 Examples of Gross Misconduct

3.1 Misconduct Types

Includes alcohol or drug use, criminal behaviour, breach of equality policy, or actions risking safety.

3.2 Immediate Expulsion

Possible without prior warnings if behaviour is clearly documented and severe.

4.0 Readmission

4.1 Policy

Students expelled for gross misconduct will not be readmitted to any future programmes.

5.0 Appeals

5.1 Right to Appeal

Available at every disciplinary stage. Must present new evidence or justification.

5.2 Appeal Timeline

Must be submitted within 2 weeks. Hearing arranged within 2 more weeks.

5.3 Appeal Decision

Outcome communicated within 2 weeks. Higher-level staff or Board handles final decisions.

5.4 External Appeal

After college procedures, students may approach the Office of the Independent Adjudicator (OIA).