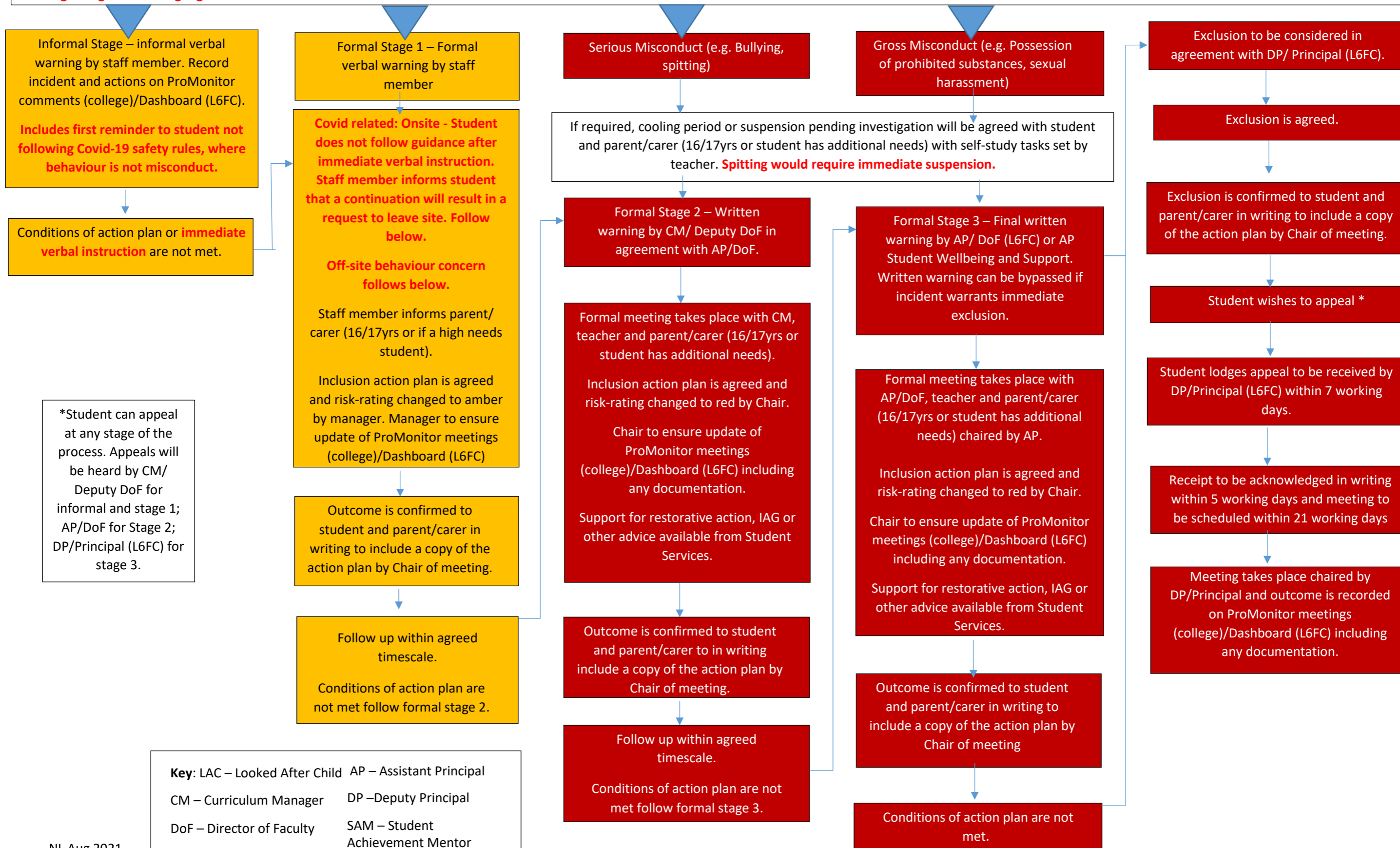


# Student Inclusion and Disciplinary Flowchart 2021/22

- Concern about progress, attendance or behaviour – interaction can begin at the most appropriate stage
- If student is a Care Leaver/LAC or there is a safeguarding/wellbeing concern inform Safeguarding Co-ordinator or ALS Co-ordinator if SEND.
- If concern/incident involves bullying or harassment inform manager and duty safeguarding officer.
- In the event of virtual learning - student invited onsite to complete work or receive face to face support, immediate action should be taken where social distancing and college processes are not followed. **Additional guidance regarding Covid-19 highlighted in red.**



\*Student can appeal at any stage of the process. Appeals will be heard by CM/ Deputy DoF for informal and stage 1; AP/DoF for Stage 2; DP/Principal (L6FC) for stage 3.

**Key:** LAC – Looked After Child AP – Assistant Principal  
 CM – Curriculum Manager DP –Deputy Principal  
 DoF – Director of Faculty SAM – Student Achievement Mentor