Academic
Disciplinary Procedures

2026 - 2027

Academic Disciplinary Procedure

At West Thames College, we expect all students to meet agreed academic standards so they can achieve their full potential. The Academic Disciplinary Procedure sets out how we support students whose performance is not satisfactory.

Academic disciplinary procedures aim to:

• Enable the student to review their academic and classroom performance and to bring about change to an agreed standard within a specified time.

• Ensure the student receives help and support to continue on their chosen programme of study or an acceptable alternative.

When the disciplinary procedure should be:

Academic Disciplinary Procedures are used when a student's academic performance is not satisfactory. Examples of unsatisfactory academic performance include but are not limited to:

• Attendance below College target

• Lateness for lessons

• Repeated disruptive classroom behaviour

• Submitting work late

• Not being prepared for lessons resulting in lateness

• Cheating or plagiarism, including inappropriate use of AI

There are two procedures, depending on the time of year/course, are overlined on the following pages.

Curriculum Area Responsibilities:

1. An effective system for guidance, tutorial and academic support is in place for all students.

2. An effective system is in place for the referral of students to careers for guidance.

3. Academic standards and 'ground rules', e.g. detailed in the Standards of Success, are stated clearly at the start of each course or programme.

4. Students are made aware of progression criteria at the start of any course.

5. Students' academic and classroom performance is reviewed regularly to provide feedback on progress. This will be provided formally through the learning review and individual learning plan and informally through contact with subject teachers and SLAs.

Overview of the procedures

The following stages should be used when implementing disciplinary procedures on the grounds of unsatisfactory academic performance.

First 6 weeks of the course: A10

This disciplinary process is used within the first 6 weeks of a student starting a course.

The student will be given adequate time within the first 6 weeks to improve. The CQTM and the SLA will both meet with the student to review their progress.

If there has been no or insufficient improvement, the student can be withdrawn from the course.

The minimum period of withdrawal will be until the following term. A guidance interview with the appropriate Director or member of the Executive Team will be required before re-admission.

After week 6 of the course: Stages 1-3

Stage 1:
Academic cause for concern (Teacher or SLA)

Stage 2:
Academic review with Curriculum and Quality Team Manager (CQTM)

Stage 3:
Academic disciplinary hearing with Curriculum Director

Notes

Failure by the student to achieve standards agreed in the disciplinary process will result in their case being referred up to the next stage.

Any student absent for an extended period of time without the permission of their SLA will be required to attend a disciplinary hearing (Stage 3).

The minimum period of withdrawal will be until the following September. A guidance interview with the appropriate Director or member of the Executive Team will be required before re-admission.

Withdrawal within the first 6 weeks (42 days) of a course (A10)*

In addition to the Academic Disciplinary Procedures, there is a procedure in place that allows for students to be withdrawn within the first 6 weeks of joining the College.

This can happen if a student is unable to meet the required standards regarding attendance, punctuality, coursework and general behaviour, all of which are made clear to a student during induction. If for some reason a student does have problems in any of the above areas, they will be asked to attend a review meeting to discuss any concerns that are affecting the student's ability to succeed and will be logged on ProMonitor.

At this point targets will be agreed, however if a student does not achieve the required improvements within the 6-week period, they may be withdrawn from the course.

This decision must be made in writing to the student and a copy will be sent to the parent/carer if the student is under 19 years of age on 1 September preceding the start of the course.

Details will be recorded on ProMonitor by the CQTM and SLA and must be approved by the relevant Curriculum Director.

Stage 1: Cause for Concern - Issuesd by the subject teacher and SLA

1. Academic concerns regarding a student's progress will be brought to the attention of the student by their subject teachers or SLA.

2. If the progress of the student continues to cause concern, the teacher or the SLA will formally record a concern in writing to the student and notify the parent or carer, if student is under 19 years old at the start of their course, in writing.

3. If a student continues to be a cause for concern and based on the maximum number (3) of A1s* received, the SLA or teacher will ecide if a Stage 1 Academic Review Meeting with the student is needed. Academic performance standards will be set out in a letter sent to the student's home (including parents/carers as appropriate) and a date set for a review (normally within 2 weeks). The teacher or SLA will log the letter and concerns on ProMonitor and provide a copy to the student.

4. If a Stage 1 Academic Review Meeting is held, the SLA will meet with the student to discuss the issues. A2* must be completed and additional support may also be offered. Targets will be set along with a date for review (normally within 2 weeks).

Targets and other outcomes will be logged on ProMonitor by the SLA or teacher and students will receive a copy. If the student is absent they will be informed of the academic performance standards required and the review date in writing.

5. Targets are reviewed with the student at the previously set date and time by the SLA.If the student has met the targets and is no longer a cause for concern this will be recorded on ProMonitor.

If the student fails to meet the targets and there is still cause for concern, the student moves up to Stage 2 of the Academic Disciplinary Procedures as set out in the next section. The SLA will alert, via ProMonitor, teachers, the CQTM and the Curriculum Director of the outcome of Stage 1 meetings.

Stages 2: Academic review meeting with a CQTM

1. If a student fails to meet the targets set at stage 1 and continues to be a cause of concern, then a Stage 2 Academic Review Meeting is called by the CQTM.

The request to attend will be made in writing to the student and recorded on ProMonitor. Parents/carers will also be informed and invited if a student is under the age of 19.

2. At this Stage 2 meeting, revised targets and a review date (normally within 2 weeks) will be made in writing to the student (and parent/carer if student is under 19) and a written warning issued. Additional support may also be offered at this stage.

Students will be informed that failure to meet the performance standards will result in a Stage 3 disciplinary hearing and may lead to their withdrawal from the College by the Principal. The targets, review date and warning will be recorded on ProMonitor and all staff concerned will be alerted.

A Stage 2 Academic Review Meeting may be held in the student's absence and an A5 issued following the discussions.

3. Targets will be reviewed with the student at a meeting on the appropriate date by the CQTM. If the student has met the targets and is no longer a cause for concern this will be recorded on ProMonitor. The CQTM will alert, via ProMonitor, the SLA, Curriculum Director and the Vice Principal the outcome of Stage 2 meetings.

Stage 3: Academic disciplinary hearing with the Curriculum Director or Designated Deputy

1. Following a review of academic targets set under Stage 2, if a student fails to meet the targets set and continues to be a cause of concern, then a Stage 3 Academic Disciplinary Hearing is called by the Curriculum Director.

2. The request to attend will be made in writing to the student and recorded on the student's file. Parents/carers will also be informed in writing and invited if a student is under the age of 19 on the previous 1 September.

3. The student will be given 5 working days' notice of the meeting.

4. Legal representation is not usually permitted unless agreed by the Principal in writing in advance of the Stage 3 Academic Disciplinary Hearing.

5. The Stage 3 Academic disciplinary hearing may take place in the absence of the student or parent, guardian or carer, if the student has been informed of the date and time and is not prevented by certificated ill health from attending.

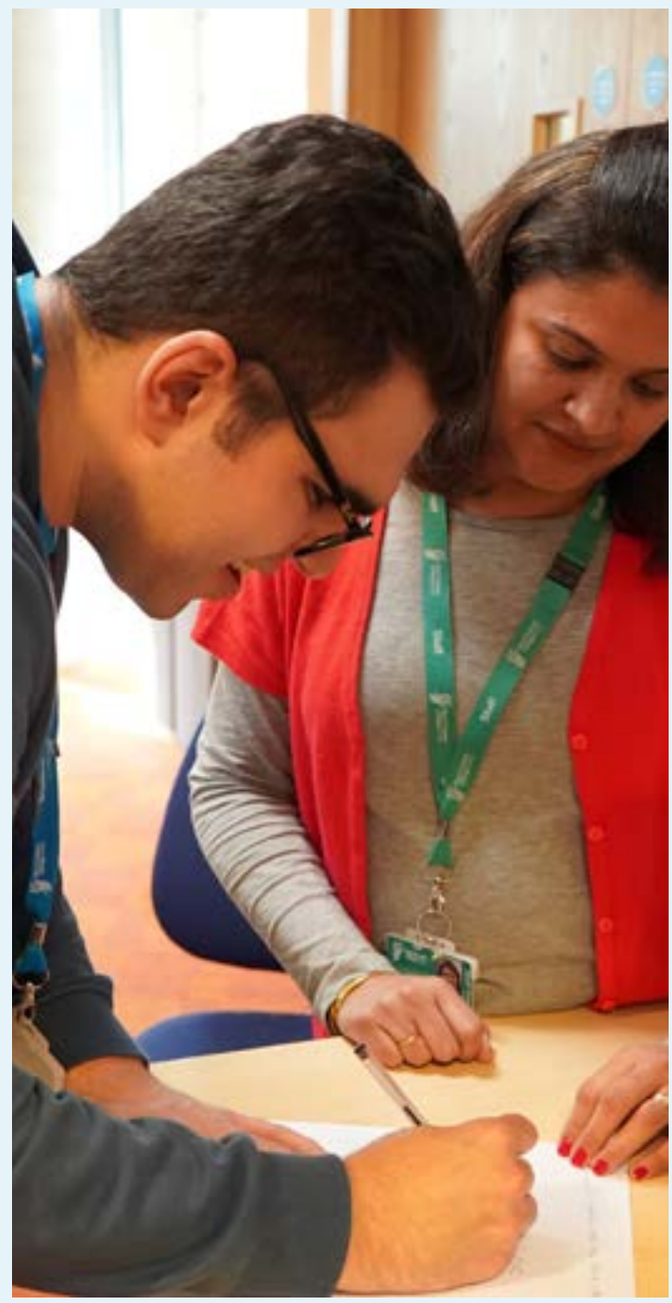
6. The hearing will be chaired by the Curriculum Director and attended by an adviser and note taker where deemed necessary by the chair.

7. The Curriculum Director will review evidence from the subject teacher(s), SLA, CQTM and the student. When the presentation of evidence is complete, the Curriculum Director or designated deputy will reach a decision and inform the student.

8. The Director or designated deputy will keep a record on the student's file of the hearing and the decision reached. Outcomes of a Stage 3 Academic Disciplinary

Hearing could be as follows:

- The student continues the programme without further action.
- The student continues on their programme for a trial period between 2 and 4 weeks.
- The student is transferred to a more appropriate programme.
- The student is provided with additional learning support.
- The student is withdrawn from the course.



Appealing the Outcome of an Academic Disciplinary Hearing

A student has the right to appeal against the following outcomes made at a Stage 3 hearing:

- Transfer to a more appropriate course
- Withdrawal

The student has 10 working days in which to appeal against the decision from the date of the letter. If the student decides not to appeal against the decision within the time limit, the sanction will be implemented without further proceedings.

The grounds for the appeal are limited to the severity of the decision, because the correct process was not followed by the Curriculum Director or because new evidence has come to light. If there is new evidence, this must be submitted, as part of the appeal.

The appeal should be made in writing and addressed to the Vice Principal Curriculum & Quality and sent to

Umaymah.Miah@west-thames.ac.uk
Assistant to the Executive Team

It should give reasons for the appeal, any additional evidence and include any mitigating circumstances.

The appeal will be considered by the Vice Principal Curriculum & Quality.

Student Contract

Continuing students for whom attendance was not in line with expectations in the previous academic year will have been issued with a student contract, which details expectations for the first 6 weeks of the course. This will be recorded as an A10*

Disciplinary Leads

Inclusive Learning, Creative Industries and Student Experience	**Katrin Lehmann** Vice Principal - Inclusive Learning, Creative Industries and Student Experience

Inclusion	**William Preston** Senior Inclusive Learning Manager

Curriculum Areas & Directors	
Business, ICT, Travel, Sport, Public Services and ESOL Adult	**Eric Stober** Director
English, Maths and ESOL	**Reman Swidan** Director
Health, Care and Science, Nursery, and Access to Higher Education	**Carolyn Moncrieffe** Director
Skills+Logistics Centre, Feltham and Alternative Provisions	**Beverley McGuire** Director

Note: Please refer to the Parents Guide for additional information. The guide can be found on the College website west-thames.ac.uk under 'Advice for Parrents' or by scanning the QR code:

* description as per ProMonitor

West Thames College London

Ofsted Outstanding Provider

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