



LEARNER DISCIPLINARY POLICY

Date Last Reviewed	December 2025
Date Effective From	6th January 2026
Date of Next Planned Review	December 2026
Signed	Natalie King, Managing Director

INTRODUCTION

AccXel is committed to supporting learners to be workplace ready, acknowledging learner achievement and fostering excellent behaviour. Positive and productive relationships with learners are central to excellent behaviour management.

AccXel is committed to providing an environment in which all learners feel comfortable, and everyone is treated with respect and dignity. We will not tolerate any forms of bullying or harassment, including off-site and online.

AccXel expects learners to be committed to their studies and behave in line with the code of conduct at all times. Where learners fail to do this, they will be subject to AccXel's disciplinary policy. AccXel reserves the right to withdraw learners from their programme at our discretion. In particular, AccXel will not tolerate any behaviours from learners or connected parties that it deems as being abusive towards staff at AccXel.

SCOPE OF POLICY

The policy is applicable to all learners enrolled at AccXel. This includes learners who are flagged as having specific needs or living in specific circumstances (such as learners with an EHCP).

CODE OF CONDUCT

All learners who enrol at AccXel are bound by its Code of Conduct. Any breach of this Code of Conduct, including any breach of Health and Safety or other regulations, is deemed misconduct. Learners who in the opinion of AccXel fail to meet its code of conduct will be subject to this disciplinary policy. This applies irrespective of whether incidents are within or outside of the College, and includes failure to follow college procedures and policies, non-payment of fees due, and any activity that the College deems adversely affects its reputation or the well-being of other people. Please note that any physical or verbal abuse towards staff will not be tolerated and will be deemed as gross misconduct.

ASSESSMENT

A learner must follow the HE Extenuating Circumstances Policy and request any deadline extensions as per this Policy. Where learners fall behind, AccXel will explore ways of supporting learners to achieve their qualifications subject to the rules of the relevant awarding bodies. However, AccXel reserves the right to withdraw learners from their programme due to failure to submit qualification work at our discretion.

ATTENDANCE

In line with the Attendance Policy, AccXel may withdraw any learner whose attendance falls below the levels set out in our Attendance Policy.

THE DISCIPLINARY PROCESS

Overview:

AccXel operates a stepped disciplinary process as set out below:

Learners may be escalated through the process in stages or may enter at or be taken directly to any subsequent stage depending upon the nature of the misconduct. Actions in the opinion of the College deemed to be Gross Misconduct will always be taken to a Final Stage Disciplinary.

The stages are set out below:

Verbal Warning

Academic tutors, Student Mentors and Heads of School may issue a learner with a verbal warning for breaches of the code of conduct, including concerns about academic progression and achievement. Failure to make appropriate changes to conduct will result in progression to further stages in the disciplinary process. Verbal warnings will be recorded by the College and may be taken into consideration in future disciplinary actions.

Cause for Concern (CC) Meetings and Written Warnings

A Cause for Concern meeting may be called in circumstances where a learner has failed to follow the code of conduct. This would include concerns around academic progress and attendance as well as behaviour.

Note that allegations of gross misconduct would always be heard at a Final Stage Disciplinary without recourse to previous

Cause for Concern meetings.

Potential outcomes of a Cause for Concern meeting include:

- No Further action
- A written warning including an action plan to be followed
- Escalation to final stage disciplinary

Where a written warning is confirmed, the record will contain an Action Plan for improvement within an agreed timescale and outline the consequences of further misconduct or poor academic

performance. The learner will be expected to meet the actions outlined by the agreed deadline. Failure to do so and/or further breaches of conduct could result in a further cause for concern meeting or a final stage disciplinary. In determining the outcome, the Cause for Concern meetings will take into account previous breaches of the code of conduct by a learner, and also their attendance, attitude, behaviour and commitment that has been demonstrated in their studies to date. If a learner has already had three Cause for Concern meetings within an academic year, further breaches of the code of conduct (including failure to meet any action plans) would result in a final stage disciplinary.

Final Stage Disciplinary

A final stage disciplinary will be held in all instances of gross misconduct or where a significant disruptive event has occurred. This includes any actions which in the opinion of AccXel endanger or potentially endanger the safety of any other person.

In some instances of gross misconduct or where a significant disruptive event has occurred, learners involved may be subject to a 'time out' from college whilst the event/behaviour is investigated. Any member of staff can 'time out' a learner. A 'time out' does not pre-determine the outcome of the disciplinary process or imply guilt.



A final stage disciplinary may also be held where:

- there has been a failure to address conduct following a cause for concern meeting
- there is persistent and on-going poor behaviour

A final stage disciplinary would consider all breaches of the code of conduct, including those previously considered during other stages of the disciplinary process, as well as their attendance, attitude, behaviour and commitment that has been demonstrated in their studies to date. In addition, conduct at the meeting may be taken into consideration.

Learners will have the right to bring representation to this meeting. They are entitled to be accompanied by a friend, learner representative or relative, but not by a legal adviser.

Written notice of this meeting will be given to the learner and (if appropriate) sent home to parents, carers, employers. The written notice will state:

- The nature of the breach of the code of conduct
- The learner's entitlement to accompaniment
- Confirmation of the time and place of the meeting. In the event that a learner fails to attend a final stage hearing it will be held in their absence.

Because of the nature of the misconduct alleged, it may be recommended that the learner be excluded or formally suspended from AccXel by the Principal.

In the event of exclusion, the letter will also set out any conditions to be met in order to re-enrol at the College in subsequent years. In the event that a learner enrolls without meeting these conditions, the College reserves the right to automatically exclude them without recourse to appeal.

TIME OUT: a temporary removal from AccXel for a specified period whilst investigations are completed

SUSPENSION: formal disciplinary outcome where a learner is unable to attend college for a specified period, which is recorded on their disciplinary record

EXCLUSION: a formal disciplinary outcome where a learner is permanently removed from the college

APPEALS

The learner can request an appeal hearing from the Principal against any recommendation for permanent exclusion or formal suspension.

A learner must send an appeal in writing to the Principal within 10 working days of the date of the recommendation for exclusion or suspension. If an appeal request is not received within the 10 working days, then no appeal will be granted. The request must give the reasons for the appeal against the outcome of the final stage meeting. This must be either new evidence and/or mitigating factors

that were not considered at the final stage meeting. It is at the absolute discretion of the Principal whether to grant an appeal.

Any new supporting evidence could include, but would not be limited to, a new witness or CCTV footage that was not referenced at the final stage meeting.

If the appeal relates to the severity of the outcome (exclusion) due to mitigating circumstances these must be mitigating factors that were not considered at the final stage meeting.

If the appeal hearing is allowed, a meeting with a member of the AccXel Senior Management Team (SMT) will normally be arranged to take place within 10 working days of the receipt of the written appeal. The college reserves the right to permanently or temporarily exclude any learner who is perceived to be a danger to anyone else in the college. In these circumstances any appeal, if granted, will be progressed via an on-line meeting or written documents.

At the Appeal Meeting, the learner will be invited to explain the reasons for the appeal and to state their case. The meeting will not review why the original decision was made but will only consider the new evidence or mitigating factors set out in the appeal request that were not considered at the final stage meeting.

Any documents considered at the Final Stage Meeting will be available at the Appeal Meeting. The Chair of the Final Stage Disciplinary who made the recommendation to exclude or suspend will be asked to respond to the appeal and explain the reasons for the recommendation.

The SMT member may question the learner and any witnesses who are called. Witnesses will not normally be asked to attend except in relation to any relevant new evidence which has come to light since the final stage meeting.

Following the conclusion of the meeting, The SMT member chairing the appeal will then consider whether to uphold the decision of the Final Stage Disciplinary. The SMT member may decide to uphold the decision or that disciplinary action less than that recommended should be taken, including a shorter period of suspension. The SMT member may also decide that no further disciplinary action should be taken.

Within 5 working days of the appeal meeting, the decision of the appeal hearing will be confirmed in writing to the learner. There will be no further appeals granted.

Except for the time allowed for requesting an appeal, time periods stated above are for guidance and may be varied by the College if it is not practicable to adhere to them.

Documents sent by recorded delivery will be deemed to be received within 48 hours of posting.

LEARNERS UNDER 18/THOSE WITH A CURRENT EHCP

Except for a verbal warning or a first Cause for Concern meeting, where a learner, subject to AccXel's disciplinary process, is under 18 years of age or has a current EHCP, a parent or guardian will be invited to attend any disciplinary or appeal meetings.

If a learner under the age of 18 is given a formal written warning or permanently excluded, or suspended from the College, a parent or guardian or carer will be informed in writing of the outcome (this correspondence may be through email or letter).

If a learner is being sponsored at AccXel by an employer and is subject to any disciplinary meetings, the employer will be informed within 5 working days.

CRIMINAL OFFENCES

Where any member of staff suspects that a learner may have committed a criminal offence, the College may refer the matter to the Police and may continue proceedings under this disciplinary policy or suspend the learner pending the outcome of Police enquiries and any charges which may be brought against the learner. The College reserves the right to recommence proceedings when the results of any Police enquiries are known.

SAFEGUARDING & PREVENT

Where any member of staff believes that a learner may be involved in activities which present concerns around safeguarding and/or 'Prevent', AccXel may refer the matter to the relevant agencies and may continue proceedings under this disciplinary policy or suspend the learner pending the outcome of any enquiries. AccXel reserves the right to recommence proceedings when the results of any enquiries are known.

This policy has been agreed by the AccXel senior management team and agreed. It will be reviewed every year or after significant changes to AccXel's business or staff.

Signed:

Natalie King

Date: 06/01/2026