**Appendix 1**

**E1 - Minor Misconduct Form** – to be completed by relevant Manager

Learner Name: Learner Number:

Contact Information:

**Details to be taken from the learning agreement:** (if known / available)

Age: Disability:

Gender: Religion:

Ethnicity: Learner Sexual Orientation:

Has the learning provider made reasonable adjustments to account for any of the declared information detailed above? Please give details:

Manager’s name, Job title and contact details:

Details of gross misconduct:

Justification as to why action is being taken:

Could the misconduct have been lessoned if reasonable adjustment had been made by the learning provider on the grounds of a disability or other protected characteristic?

Action Taken: when: by who: in liaison with:

Follow up date:

Signed: Dated:

This form is to be stored in accordance with GDPR.

**Appendix 2**

**E2 Permanent Exclusion Form** – to be completed by relevant Manager and forwarded to the Exclusion Panel.

Learner: Learner Number:

Contact Information:

**Details to be taken from the learning agreement:** (if known / available)

Age: Disability:

Gender: Religion:

Ethnicity: Learner Sexual Orientation:

Has the learning provider made reasonable adjustments to account for any of the declared information detailed above? Please give details:

Designated manager’s name, Job title and contact details:

Details of Gross Misconduct:

Justification as to why action is being taken:

Could the misconduct have been lessoned if reasonable adjustment had been made by the learning provider on the grounds of a disability or other protected characteristic?

Action Taken: when: by whom: in liaison with:

Sanctions imposed:

Follow up date:

Follow up action to be made by:

Signed: Dated:

This form is to be stored in accordance with GDPR.

**Appendix 3**

**E3 Exclusion Panel Consultation Form** – to be completed by relevant Manager.

Learner: Learner Number:

Contact Information:

**Details to be taken from the learning agreement:** (if known / available)

Age: Disability:

Gender: Religion:

Ethnicity: Learner Sexual orientation:

Has the learning provider made reasonable adjustments to account for any of the declared information detailed above? Please give details:

Details of relevant mangers on the panel (name, Job title, contact details)

Details of events leading up to the panels meeting: List details of all reported / recorded misconducts and actions of gross misconduct.

Justification as to why action is being taken:

Could the misconduct have been lessoned if reasonable adjustment had been made by the learning provider on the grounds of a disability or other protected characteristic?

Sanctions to be imposed:

Actions to be taken by the panel:

Follow up date and actions:

Signed: Dated:

This form is to be stored in accordance with GDPR

**APPENDIX 4**

**E4 Suspension Letter Template**

***Learner Name***

***Learner Address***

***Date of Letter***

Dear

Ref:

We have encountered a number of issues ***“time period”*** regarding your behaviours. Staff have spoken to you, many times, and offered support however your behaviours remain disruptive to college life.

You have been spoken to about these on numerous occasions and have been asked to *“****actions required****”* to demonstrate you know the behaviours expected within ACL. However these behaviours are still causing concern.

Therefore, we will be temporarily suspending you from all of your classes at ACL from “***date***” until “***date***”. During this time you are not to come on to ACL premises.

If on your return you continue to demonstrate inappropriate behaviours, we will proceed with the Positive Behaviours Policy which may result in you being permanently excluded from ACL Essex and unable to return to your studies.

The behaviours that we expect include:

*
*
*
*

I enclose the Positive Behaviours Policy and the Fitness to Learn policy

**Yours sincerely**

***Name***

***Position***