

DISCIPLINARY ACTION POLICY AND WITHDRAWAL PROCEDURES

1. Introduction

LanguageUK is committed to maintaining a safe, respectful, and inclusive learning environment for all students and staff. This policy outlines the procedures for managing student misconduct, including potential course withdrawal. The primary purpose of this policy is to support students in achieving and maintaining acceptable standards of behaviour while ensuring fairness, transparency, and consistency in all disciplinary matters.

2. Scope of the Policy

This policy applies to all enrolled students at LanguageUK and covers both academic and non-academic misconduct. Disciplinary action may be taken if a student fails to meet the required behavioural standards.

Grounds for disciplinary action may include (but are not limited to):

- Conduct in breach of the Policy on Bullying, Abusive Behaviour, Harassment, Victimisation
- Repeated or unexplained absences from classes
- Falsification of academic or administrative documents
- Engagement in criminal behaviour or being subject to criminal investigation
- Behaviour that presents a safeguarding concern or risk to self or others due to physical or mental health
- Any action that adversely affects the safety, integrity, or reputation of LanguageUK

3. Principles

All disciplinary matters will be handled in accordance with the following principles:

- **Fairness and impartiality:** All investigations and outcomes will be free from bias and based on clear evidence.
- **Timeliness:** All concerns will be addressed promptly and without unnecessary delay.
- **Confidentiality:** Information will only be shared with staff directly involved in the process and stored securely. All documentation, correspondence, and information in relation to student disciplinary investigations and proceedings will be treated as strictly confidential.
- **Right to respond:** Students will be informed of any allegation and given an opportunity to respond before any formal decision is made.

- **Right to support:** Students have the right to be accompanied by a supportive peer, friend or representative during any formal meetings (excluding individuals who are direct witnesses to the incident).
- **Equity and inclusion:** Reasonable adjustments will be made to accommodate students with disabilities, specific learning differences, or long-term medical conditions.

During the process, the policies on Equal Opportunity and Diversity, Mental Health Policy, and Learning Difficulties and Disability are strictly followed.

LanguageUK reserves the right to report any incident to the Police where the alleged misconduct may constitute a criminal offence and has been committed against LanguageUK or where there is suspected terrorist activity.

4. Informal Stage – Early Intervention

The Director of Studies (DoS) and a designated member of the Safeguarding Team will initially seek to address minor incidents of misconduct through informal discussion and early intervention.

This stage aims to:

- Address concerns at an early stage through constructive conversation
- Set clear expectations and provide appropriate support
- Monitor improvements in behaviour over a reasonable period

Should the behaviour continue or escalate, or if the matter is found to be of a more serious nature, the formal disciplinary process may be initiated.

5. Formal Stage – Investigation and Decision

Where informal measures are insufficient, or the misconduct is deemed serious, the Principal may initiate formal disciplinary proceedings.

5.1 Investigation

- A Safeguarding Officer (Level 2 or 3) appointed by the Principal will conduct a preliminary investigation to determine whether sufficient evidence exists to support the allegation.
- The investigation will classify the misconduct as either minor or major.

5.2 Formal Meeting

- The student will be invited to attend a formal disciplinary meeting with the Principal, Director of Studies, and a representative of the Safeguarding Team.
- The student will be informed in writing of the nature of the allegation in advance and may present their account of the incident during the meeting.

6. Outcomes

Following the disciplinary meeting, one or more of the following outcomes may be applied:

6.1 Written Warning

- Issued for confirmed misconduct of a less serious nature or as a first offence
- A copy of the warning will be kept on the student's record for the duration of their course
- The warning will detail the breach and the consequences of any future misconduct

6.2 Suspension or Expulsion

- In cases of serious or repeated misconduct, the student may be suspended or permanently withdrawn from the course
- Only the Principal has the authority to expel a student from LanguageUK.

7. Notification of Outcome

The student will receive a written statement from the Principal, generally within five working days. In all cases, the student will be provided with a rationale for the decision.

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