



**Wigston College**  
**BEHAVIOUR, SUSPENSION AND**  
**ATTENDANCE POLICY**

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Signed:

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## **1. Introduction:**

Wigston Academies Trust believes every student has the right to learn in a calm and safe environment. Wigston College aims to build strong, respectful relationships between students and staff and to support students in developing positive behaviour.

This policy may be updated at any time. It will be shared with students, parents and carers during induction and revisited throughout the year.

## **2. Aims & Purpose:**

This policy aims to:

- Support students to meet high standards of conduct.
- Make sure behaviour expectations are clear and applied fairly.
- Explain what happens if behaviour falls below expectations.

**Misconduct** means behaviour that negatively affects learning, progress, the college environment or the wellbeing of others.

**Gross misconduct** means very serious behaviour or repeated misconduct that continues even after support.

Most students behave responsibly when expectations are clear and support is given early. The college understands that personal circumstances can affect behaviour and will use professional judgement when making decisions.

All staff are responsible for upholding behaviour expectations, based on the Trust's values:

**Respect • Ambition • Responsibility • Engagement • Resilience**

## **3. Code of Conduct & Gross Misconduct:**

### **3.1 Positive Behaviour**

Positive behaviour is encouraged through:

- Praise and recognition
- Acknowledging commitment, punctuality and improvement
- Staff modelling appropriate behaviour
- High-quality teaching and strong academic/pastoral support

Systems such as Commitment to Learning points and termly awards support this.

### **3.2 Student Code of Conduct**

Students are expected to meet expectations in four areas:

## **A. Academic Expectations**

Students must:

- Study a full programme (usually three Level 3 subjects + any required GCSE resits).
- Prioritise learning over outside commitments (e.g., jobs, social activities).
- Complete independent study as directed.
- Attend all interventions/boosters.
- Meet deadlines for DIL, coursework, and assessments.
- Submit work that is their own and not plagiarised or AI-generated.

## **B. Attendance & Punctuality**

Students must:

- Attend all lessons and inform the college promptly of any absence.
- Avoid unauthorised absences (e.g., holidays, driving lessons, casual work).
- Arrive on time for every lesson.
- Avoid non-essential appointments during college time.
- Catch up on missed work independently.

Support may include:

- 1:1 meeting
- Meetings with parents/carers
- Personal Support Plans
- Referrals to counselling/mentoring

## **C. Conduct Expectations**

Students must:

- Follow staff instructions.
- Treat everyone with respect.
- Wear ID lanyards on site.
- Be ready to learn with the right equipment.
- Follow rules on behaviour, phones, food, dress code etc.
- Behave responsibly on and off site as representatives of the college.
- Respect the local community.
- Be available to meet staff when required.

## **D. College Environment Expectations**

Students must:

- Use facilities respectfully.

- Follow health and safety rules.
- Respect property.
- Park safely and appropriately.
- Not use e-scooters; e-bikes must be legal and not ridden on site.
- Help keep the site clean and tidy.
- Follow rules on smoking, vaping, alcohol and prohibited items.
- Dress appropriately for a learning environment.

### **3.3 Directed Catch-Up (C1–C3 System)**

**C1** – For missing registration.

→ 25-minute catch-up the next day at 3pm.

Missing it = rolled-over catch up → then extended to 1 hour.

**C2** – For three lates in a week or missed deadlines.

→ 1-hour supervised session (3–4pm).

**C3** – For failing to attend the C2 session.

→ Sixth Form Team follow-up + parents informed.

### **3.4 Gross Misconduct**

Examples include:

- Violence or threats
- Bullying or harassment (including online)
- Possessing or using drugs or alcohol
- Serious breaches of equality policy
- Cheating in exams
- Theft or deliberate damage
- Carrying a weapon
- Sexual harassment or assault
- Dangerous behaviour
- Bringing unauthorised people onto site
- Actions bringing the college into disrepute
- Serious or repeated plagiarism/AI misuse
- Repeated absences or failing to improve after suspension

Possible outcomes:

- Stage 4 or 5 of Behaviour System
- Internal suspension
- Fixed-term suspension
- Permanent exclusion

## **4. Behaviour & Attendance Intervention**

### **4.1 Low-Level Concerns**

Minor issues are usually dealt with through a simple conversation to reset expectations.

Examples:

- Late to lessons
- Not focused
- Phone misuse
- Poor-quality DIL or missed deadlines

Staff will use judgement to decide when more formal action is needed.

### **Stages of Behaviour Management**

#### **Stage 1 – Verbal Warning**

For low-level issues such as:

- Not following instructions
- Poor attitude
- Phone misuse
- Incorrect dress
- Poor punctuality or attendance
- Rudeness or inappropriate language

#### **Stage 2 – Second Warning**

Usually with parental contact and possible monitoring report.

Used when behaviour:

- Continues despite Stage 1
- Includes persistent lateness or truancy
- Involves vandalism or verbal abuse
- Shows ongoing failure to meet deadlines or expectations

#### **Stage 3 – Formal Meeting**

- Meeting with Student Manager/Post-16 Leaders.
- Targets set + monitoring report.
- Parents informed and may be asked to attend.
- The college may add extra directed study sessions.

## **Stage 4 – Senior Leadership Involvement**

If behaviour still doesn't improve:

- SLT contact home
- Formal meeting held
- Further monitoring strategies decided

## **Stage 5 – Written Warning / Conduct Contract**

- A formal written warning is issued.
- A Conduct Contract may be put in place and must be signed by student and parents.
- Failure to meet expectations may put the student's place at risk.

## **Final Written Warning**

If concerns continue:

- Final written warning issued
- Meeting with Trust SLT
- Possible fixed-term suspension (up to 5 days)
- Reintegration meeting required on return

## **5. Gross Misconduct**

Handled by the College Leadership Team.  
Police or other agencies may be involved if needed.

## **6. Procedure for Dealing with Gross Misconduct**

**If the student admits the behaviour:**

- Statements collected
- Student goes home for a cooling-off period
- Meeting held with parent/carer
- Action decided based on severity

**If the student denies the behaviour:**

- Formal investigation by senior staff
- Statements taken
- Student asked to go home temporarily
- Decision based on balance of evidence
- Meeting arranged if misconduct is likely to have occurred

Police may be involved where criminal activity is suspected.

## **7. Serious Misconduct – Immediate Action**

For extremely serious incidents:

- Student may be sent home immediately
- Parents informed
- Investigation follows

## **8. Investigation of Serious Incidents**

- Investigations aim to be transparent
- Parents kept informed where possible
- Police may advise or be involved
- Senior staff may search a student's belongings if they suspect prohibited items

## **9. Complaints Procedure**

If parents or students are unhappy with how this policy has been applied:

1. Contact the Deputy Headteacher.
2. If unresolved, the Governing Body can be contacted.
3. Finally, an Independent Appeals Panel can review the complaint.