



HARTPURY

FE Student Academic Behaviour Management Policy

APPROVAL & REVIEW CYCLE		
Policy Owner/Reviewer	College Principal	June 2026
Approved By	SMT	June 2026
Interim-Review	No	-
Next Review Date		June 2027

PURPOSE

To identify, document and take agreed action on student behaviour, constituting academic performance or attitude that is below expectation, in order to support the student with modification of behaviour or improved academic performance and a successful programme outcome.

SCOPE

1. The Policy applies to all students of the College, whether full-time, part-time, whether or not their programme is validated by, or associated with any other institution, and at all times during the year, whether or not during College terms, College working hours or on College premises.
2. Academic performance or attitude that does not meet the Hartpury expectations may include but is not restricted to attendance that is below target, inability to meet deadlines, standard of work that is below expectation and poor behaviour. Non-academic behaviour management is covered in the Student Non-Academic Behaviour Management Policy.

RESPONSIBILITIES

1. The Executive Principal and CEO is responsible for the operation of this Policy.
2. The College Principal (FE) or their nominee has a formal role in the operation of this Policy.
3. Other members of the College staff may be required to investigate and report on academic performance issues to the Executive Principal or College Principal (FE) or their nominee.

METHOD

1. Cases of poor academic performance will be treated informally or formally through the Academic Behaviour Management Policy.
2. Course Tutors are able to raise an online 'caution' at any stage as a reminder to a student that they are not meeting the Hartpury expectations. This will be visible to the student on MyHartpury and will generate an email to the next of kin in accordance with the Hartpury Privacy Statement.
3. Course Tutors will raise their concerns about a student's academic performance/behaviour with the student through the C1/2 Academic Behaviour Management process. The Course Tutor will advise the student that they are starting C1/2 of the Academic Behaviour Management Policy and complete a C1/2 Academic Behaviour Management notification on Staff Advantage. This will be visible to the student on MyHartpury and will generate an email to the next of kin in accordance with the Hartpury Privacy Statement.
4. Any issues that are not resolved will be referred to the Subject Leader, who will inform the student that they are progressing to C3 of the Student Behaviour Management - Academic Policy, and complete a C3 Behaviour Management online record with targets and review dates. The C3 will be visible to the student on MyHartpury and will generate an email to the next of kin in accordance with the Hartpury Privacy Statement.

5. Any C3 issues that remain unresolved will be referred to the Head of Department. The Head of Department will notify the student that they are progressing to C4 of the Behaviour Management Policy. A C4 Behaviour Management record with targets and review dates will be completed by the Head of Department. This will be visible to the student on MyHartpury and will generate an email to the next of kin in accordance with the Hartpury Privacy Statement.
6. Any C4 issues that remain unresolved will be referred to the Assistant Principal. The Assistant Principal will notify the student that they are progressing to C5 of the Student Behaviour Management - Academic Policy. A C5 Behaviour Management record with targets and review dates will be completed by the Assistant Principal. This will be visible to the student on MyHartpury and will generate an email to the next of kin in accordance with the Hartpury Privacy Statement.
7. Any C5 issues that remain unresolved will be referred to the College Principal (FE). The College Principal (FE) will notify the student that they are Progressing to C6 of the Behavior Management Policy. The Academic Behaviour Management meeting will review evidence of academic and non-academic behaviour management records at this point and take a holistic view although any action taken will relate to the academic matters only.
8. The College Principal (FE) may suspend a student pending the outcome of a formal hearing with an Academic Behaviour Management Panel. The suspension is a neutral act and any potential sanctions are not agreed at this point. During suspension, the student, whether residential or non-residential, is usually asked to leave specific College premises to return home. Parents/Guardians of any student at the time of suspension will also be advised, via telephone, of the suspension and this will be communicated in writing via email to the parent/guardian and the student so affected in accordance with the Privacy Statement. Where a student has to return to the family home, this will be discussed and agreed with the parent/guardian prior to the student leaving campus in accordance with the Privacy Statement.
9. The College Principal (FE) through the academic teams will offer the suspended student academic support during this period of the suspension. This support will usually be assignment work supported by the virtual learning environment, Moodle and virtual/telephone tutorials
10. Should the behaviour management issue be of a more serious nature, then the process will progress onto the relevant level of the procedure, without going through the early stages.

ACADEMIC BEHAVIOUR MANAGEMENT HEARING/PANEL MEETING

1. The student will be notified of the date to attend a Behaviour Management hearing with the Academic Behaviour Management Panel within 14 days of the decision to commence behaviour management action. The Academic Behaviour Management Panel will be chaired by a member of the Senior Management Team (but not the Executive Principal or College Principal) and consist of two other College Executive Managers / Members of the Hartpury Executive Team and on occasions their Deputy. The letter sent via email convening the hearing will indicate the nature of the alleged breach, or breaches of expected behaviour. The letter will also advise the student of his or her right to be accompanied at the hearing by an advocate, friend or relative.
2. College Students with Special Education Needs (SEND) can request that an advocate from the Aspire Team (Learning Support) attend their Behaviour Management Panel to provide appropriate support when required. This support can be requested at any level of behavior management process by the student and the team administering any behaviour management meetings will also refer directly to Aspire when a student reaches Level 3 or above.
3. The Academic Behaviour Management Panel may adjourn matters for a period of time to gather further evidence, reinstate the student with no action as there is no case to answer, , permanently exclude the student from their course or administer a formal warning as to the consequences of any further breach of College behaviour management and provide additional sanctions and/or targets to meet. On conclusion of the meeting, the student and parent/guardian, in accordance with the Hartpury Privacy Statement, will receive a letter detailing the meeting outcome together with a set of the meeting notes. In the event that the student/parent/guardian feel there are omissions or inaccuracies in the meeting notes, they have 5 working days to submit any proposed changes to the panel for consideration.
4. The panel will confirm the decision via email.
5. Please note all meetings will be documented and from the point of a C6 onwards meetings will be recorded by a set of meeting notes.

Please note that all email communication to students will be sent via their Hartpury email account. This remains active for a period of time over and above the timescales related to this Policy in the event of exclusion.

Please note that the Academic Behaviour Management will remain on record for the duration of the College programme where a course spans more than one academic year, rather than starting again at the first stage in year two or three, other than for students progressing from an FE programme to the Access to HE programme.

APPEALS

1. The student may appeal against the decision of the Academic Behaviour Management Panel only if the outcome is permanent exclusion from Hartpury. There is no right of appeal for any other sanction given. Any appeal must be made in writing to the PA to the Executive Principal within seven days of the decision being communicated to the student formally in writing. The letter of appeal must give the grounds of appeal. Appeals will normally be considered on the basis of procedural irregularity, excessive nature of sanction or new evidence.
2. The appeal will be responded to by the Executive Principal normal practice is for a written response to the appellant. The Executive Principal can deem it necessary to involve two senior managers not already involved in the case to respond to the appeal with him. Where the Executive Principal has been previously involved in the individual student's Behaviour Management process or is not available then the appeal will be responded to by members of the Senior Management Team not already involved in the case. At the discretion of the Executive Principal, an Appeals Panel may be convened to hear the appeal to which the student will be invited; this will be instead of a written response to the appeal. In this case, the student has a right to be accompanied at the appeal hearing by an advocate friend or relative but not by a legal or professional adviser unless the College otherwise agrees, having been given notice before the day of the hearing. A legal or other professional adviser will be allowed if the College intends to have an external adviser present.
3. The Appeal will be responded to within 21 working days of receipt of the Notice of Appeal.
4. The Executive Principal will consider any written evidence and submissions which have been circulated as part of his response.
5. The decision of the Executive Principal will be confirmed in writing and will be final and binding on both parties.
6. Where an appeal against a panel decision is lodged, this removes the right to lodge a Formal Complaint if the complaint relates to the disciplinary matter.

FINANCE

A student who has been suspended or excluded will still be liable for any debt owed to the College.

SERVICE OF DOCUMENTS

All documents will be delivered by email as standard practice and sent to a student's Hartpury email address and where sent to a parent/guardian, in accordance with the Hartpury Privacy Statement, these will be sent to the email address held on our Student Record System confirmed at the point of enrolment. In the event that hard copies are requested as an alternative, these will be sent to the registered address on our Student Record System. A document which is sent by First Class post will be considered to be served on the second day after it has been posted.

REFERENCE

1. Academic Regulations

RELATED DOCUMENTS

1. C1/2 Academic Behaviour Management record
2. C3 Academic Behaviour Management record
3. C4 Academic Behaviour Management record
4. C5 Academic Behaviour Management record
5. C6 Academic Behaviour Management record
6. Joining Instructions

FREEDOM OF SPEECH

As part of this policy, Hartpury reaffirms its commitment to the principles of freedom of speech and academic freedom, in accordance with the Higher Education (Freedom of Speech) Act 2023 and guidance from the Office for Students (OfS). Hartpury will take all reasonably practicable steps to secure the right to express lawful views and engage in open debate without fear of censorship or institutional discipline for staff, students, and visiting speakers. In addition, this policy prohibits the use of non-disclosure agreements (NDAs) in any situation that would prevent staff from speaking out about misconduct, harassment, or other matters of public interest.

EQUALITY, DIVERSITY AND INCLUSION

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff and students regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee or student feels that this or any other policy does not meet this aim, please contact the HR Department (staff) or an academic tutor (student).

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter, holds the Student Minds University Mental Health accreditation and has signed the AoC Mental Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.