	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
Academic expectations not met	**Academic concern** **Teacher** *There is a concern.* Informal conversation Academic Concern + targets + review date Explain the stages and consequences of not improving. St.1 Learning contract if targets not met.	**Learning contract** **Teacher** *Less progress than expected and / or than other students.* Contact family, agree targets with student + set review date If student doesn't meet targets refer to HOD and St.2	**Learning contract** **HoD** *Discernibly behind. Risk of underachievement.* Contact family, agree targets with student + set review date Compulsory private study (4 times a week). If targets not met refer to St.3 **Senior Tutor** to consider if SPM motivational programme is needed	**Learning contract** **Senior Tutor** *Underachievement likely. Progression jeopardised.* Case conference with student and family. Agree targets with student + set review date. If not met, refer to St.4 Compulsory private study (8 times a week), refer to SPM Consider internal suspension	**SLT** Meet with student and family. Identify where progress has not been satisfactory. Consider: Change of programme And / or Final supportive programme if likely to succeed OR Temporary exclusion pending meeting with Principal. **Principal** Outcomes are: Permanent exclusion Extend temporary exclusion Allow return under specific conditions. There is limited discernible benefit to the student staying Or They have failed to improve Or Return is too high risk.
Attendance	**Attendance concern** **Tutor/teacher** *There is a concern. >2 Unauthorised abs. &/ or lates in a week for 2 weeks* Informal conversation Attendance Concern + targets + review date	**Attendance contract** **Attendance team** *Attendance &/or punctuality below 95%.* Contact family, agree targets with student + set review date Punctuality: sign in with attendance for 3 weeks	**Attendance contract** **Senior Tutor** *Attendance remains below c. 90%* Contact family, agree targets with student + set review date. Compulsory private study (4 times a week). Refer to SPM for motivation	**Attendance contract** **Senior Tutor** *Attendance remains below c. 90%.* Case conference, compulsory private study (8 per wk). Consider internal suspension Set targets + review date.	
Behaviour	**Behaviour concern** **Tutor, teacher or other involved member of staff** *There is a concern.* Informal conversation Behaviour concern + targets	**Behaviour contract** **Tutor (or other involved member of staff)** *Repeated behaviour of concern or rule infringement* Contact family, agree targets with student + set review date	**Behaviour contract** **Senior Tutor** *Failure to improve or not taking College membership seriously* Contact family, agree targets with student + set review date. Compulsory private study (4 times a week). Refer to SPM if relevant.	**Behaviour contract** **Senior Tutor** *Failure to improve or student has high risk behaviour.* Case conference, compulsory private study (8 per wk). Consider internal suspension Set targets + review date.	