

**APPEALS FORM FOR DISCIPLINARIES**

**Learner Formal Verbal Warning (Stage 1)**

**Learner First Written Warning (Stage 2)**

**Learner Second Written Warning (Stage 3)**

**Learner Final Warning Exclusion (Stage 4)**

For each of the above Disciplinary Stages, a letter will be sent to the Learner by the Administration Team or Programme Manager inviting the Learner to attend a meeting with their Tutor/Teacher and/or Programme Manager. At Stage 3 and 4, the meeting will take place with the Parent/Guardian of the Learner in attendance also.

A Warning Form and an Action Plan will be completed for the Learner and signed by both the Learner and the Manager present during the meeting.

The Learner has 7 days in which to make an appeal by completing the Appeals Form or writing to Reynolds Training Academy at:

Reynolds Training Academy

Orchard House

Kent Road

Dartford

DA1 2AJ

or [training@reynoldsgroup.co.uk](mailto:training@reynoldsgroup.co.uk) and addressed to the Programme Manager or Principal.



**FORMAL WARNING FORM**

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| **Formal Verbal Warning / First Written Warning / Second Written Warning / Final Warning (Exclusion)**  **(please circle as appropriate)** | | | |
| Learner’s Name: |  | | |
| Tutor’s/Teacher’s/Programme Manager’s Name: |  | | |
| Date of Disciplinary Meeting: |  | | |
| Name of Other Parties Present: |  | | |
| Nature of the Disciplinary/Reasons for Warning (specific examples and facts to be provided): | | | |
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| **SMART ACTION PLAN:** | | | |
| Actions | | Support/Resources | Target Date |
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I, the Learner, hereby agree to the Disciplinary Action Plan set and to work to the best of my ability and positive behaviour, to be able to continue with my studies effectively and complete my course:

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| --- | --- | --- | --- |
| Learner’s Signature: |  | Date: |  |
| Tutor’s/Teacher’s/ Programme Manager’s Signature: |  | Date: |  |
| Parent’s/Guardian’s Signature (where applicable): |  | Date: |  |

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| **Final Warning Outcome Decision (Tick one only):** | | | |
| Learner is excluded and escorted from premises immediately: | | |  |
| Learner is excluded and will leave their study programme and RTA on: ………………….at …………….AM/PM | | |  |
| Learner will leave their study programme at the end of the term and move into an Exit Programme: | | |  |
| Principal’s Signature: |  | Date: |  |
| Programme Manager’s Signature: |  | Date: |  |
| Learner’s Signature: |  | Date: |  |
| Parent’s/Guardian’s Signature (where applicable): |  | Date: |  |



**LEARNER APPEALS FORM**

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| Learner’s Name: |  |
| Learner Registration Number: |  |
| Programme of Study: |  |
| Learner’s Address: |  |
| Email Address: |  |
| Contact Number: |  |
| Date Appeal Submitted: |  |

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| Describe the nature and reasons for the Appeal (please include factual evidence and with clear examples as much as possible): |
| Please attach an additional sheet, if necessary in addition to any supporting evidence |

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| Learner’s Signature: |  | Date: |  |
| Programme Manager’s / Principal’s Signature: |  | Date: |  |
| Parent’s / Guardian’s Signature (where applicable): |  | Date: |  |

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| --- | --- | --- | --- |
| Date Appeal Received: |  | Date Appeal acknowledged with Learner: |  |

RTA Disciplinary Appeals Form 2024 – 8-3-2024