Positive Behaviour Management & the Referral System

What is Referral?

A referral meeting is arranged to identify and address any challenges or barriers to your learning, ensuring we can provide the appropriate support to help you succeed at college. Attending a referral meeting means that we are listening to you and supporting you regardless of the barrier. This is designed to improve your engagement with college or to work towards achieving the best possible grade in your chosen qualification. There are four stages of referral, each one offers you increasing levels of support and opportunities to aid the removal of the barriers causing concern with the setting of realistic and achievable targets.

Why am I on Referral?

A member of your course team, a Pastoral Support Tutor (or equivalent), or even yourself have decided you need some extra support. This may be because of an incident that falls outside of the college's behaviour expectations, or it could be due to needing support with completing or managing your workload. Our process ensures you are listened to and given the appropriate time to adjust and get back on track with your studies.

What referral stage am I on?

There are various reasons why you could be on referral and the stage at which you enter will be determined by your behaviour and/or the barriers to your learning that have been identified. There are four stages to the referral process and your Pastoral Support Tutor (or equivalent) will be present at all these stages.

What we expect from you?

- Attend each meeting to maximise the support being offered.
- Be honest about any challenges or barriers you face.
- Show politeness and respect to everyone involved.

Your Pastoral Support Tutor (or equivalent) will:

- Meet with you on a regular basis.
- Act as your advocate in referral meetings.
- Provide advice and guidance to help you reach your targets following the referral meeting.
- Be available to you by email, Teams or telephone.

Parents / Carers / Guardians:

- If the student is under the age of 18 years old, and we have their consent, you will be invited to attend the referral meeting from stage two up.
- You will be kept up to date about the students' developmental targets set in their referral meeting and about their progress.

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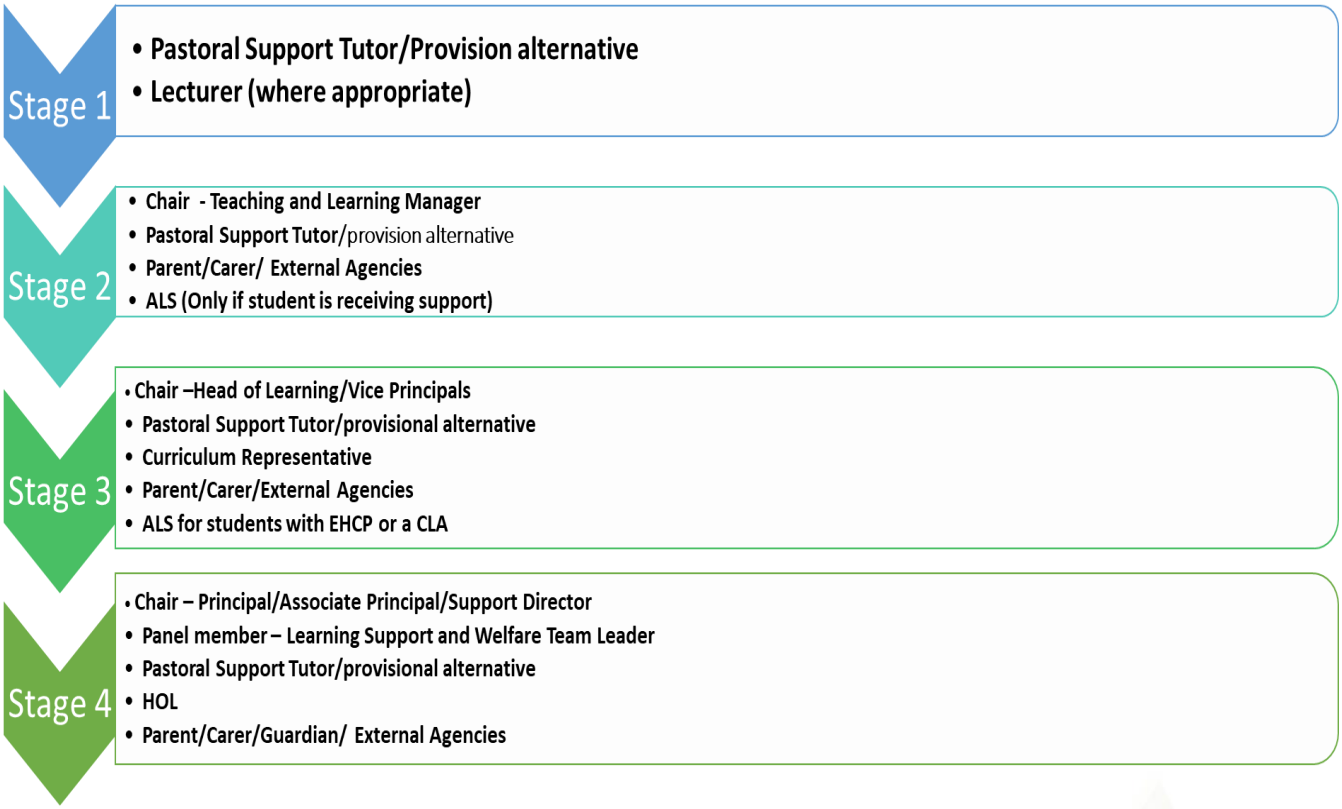
What next?

- Referral meetings and the targets set will be reviewed with a follow up meeting at an agreed time – this is normally two weeks following the initial meeting unless the circumstances dictate any changes to the timeframe. At a review meeting students can move up, down or off the referral process depending on how they have responded to their targets. A potential outcome of a stage four meeting is that a student could be excluded from college, this outcome is avoided whenever possible as we want our students to stay in education.

Referral Stages Explained

Referral stages:
See the table below for information regarding who will attend your referral meeting.



Additional Information:

- You can start the referral process at any stage depending on the identified need for the meeting.
- The referral process is fluid, this means you can move up and down through the stages depending on the requirements of support needed.
- Referral meetings are arranged to take place in person, at college. Please contact the college, or your Pastoral Support Tutor with any questions, queries or special assistance requests.

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