

# POLICY

## SANCTIONS POLICY: YEARS R -13



LOUGHBOROUGH  
Amherst School

This policy applies to all School departments, including EYFS.

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For each type of breach of the code of conduct, this grid shows how many repetitions of that breach will lead to each stage along the scale of sanctions. Serious (red) breaches of the code of conduct carry a 'weighting' of 3,4, 5 or 7 places on the grid, according to their nature (as shown by the shading). The interpretation of which exact category a particular breach of the code of conduct falls into is at the final discretion of the Head.

**Note that this system is cumulative. That is, any combination of sanctions totalling 10 makes expulsion (at the discretion of the Head) possible.** To give an example, a pupil who has been removed twice from lessons by SLT for low level disruption (counts as 6 places on the grid) and has been caught consuming alcohol or tobacco on site once (counts as 4 places on the grid) is already liable to be expelled. If the Head decides to give a pupil another chance before expulsion, he/she must be explicit with the pupil and her/his parents about what will definitely lead to expulsion. As a Catholic School we will, dependent on the nature of each exact incident, always tend to err on the side of reconciliation, forgiveness and second chances. However, we have to use our professional judgement to balance these principles against the wellbeing of the whole community.

**Blue sanctions are wiped at the end of each term and red sanctions are wiped at the end of each academic year at the discretion of the Head (according to the detailed circumstances and record of the pupil concerned). In the Prep School, all sanctions are wiped termly at the discretion of the Head.**

**Teachers must record all incidents on SIMS and / or CPOMS if appropriate, which is checked weekly by Heads of Year. In addition to recording on SIMS, any incident in the red category should be reported immediately to the relevant HoY and to the Head.**

**Please note that there is a distinction between a recorded concern (a 'behaviour point') on SIMS and a place on the sanctions grid. All sanctions linked to behaviour for learning should have evolved from a clear and direct verbal warning to the pupil. The final verbal warning should be explicit and clear of what action will happen if the behaviour continues.**

**It is down to the judgement of the relevant Head of Year/Head of Department (in consultation with an SLT member if required) to look at behaviour points on SIMS/logged by teaching staff on a **weekly** basis and decide where this places pupils on the sanctions grid.**

No sanctions policy can be exhaustive in its anticipation of individual situations. Therefore, **with regard to suspension and expulsion the Head's discretion is always final. If a parent wishes to challenge a decision by the Head, they should be directed to email the Chair of the Board of Governors for Loughborough Amherst School.**

Finally, please note that this sanctions policy applies to Years 12 and 13 in exactly the same way as to Years R-11.

*when subject specific	Verbal warning from teacher/Form tutor concerned (teacher makes note)	Teacher/HOY takes appropriate sanction – missed break/re-do work/  Email pupil and copies in form tutor and HoD	Teacher takes appropriate sanction – missed break/re-do work/  HOD* or AH of Prep talks to pupil and contacts home (whether by phone or email) copy in Form tutor and HOY	Thirty minute lunchtime detention with HoD or AH of P (subject specific)or HOY + home contacted  Form tutor & HOY alerted on CPOMS	Thirty minute lunchtime detention with HoD (subject specific)or HOY + home contacted  Form tutor & HOY alerted on CPOMS	One hour lunch detention with HOY or SLT + email from Head to parents including attached copy of this policy  Form tutor & HOY alerted on CPOMS	Isolation/Ready to learn room Or After school detention With HOY/SLT email from Head to parents including attached copy of this policy  Form tutor & HOY alerted on CPOMS	Head or Senior Deputy Head gives short suspension (24 or 48 hours) + parents called for meeting with Head  Form tutor & HOY alerted on CPOMS	Head or Senior Deputy Head gives long suspension (one week) + parents called for meeting with Head  Form tutor & HOY alerted on CPOMS	Expulsion (at the discretion of the Head)
	1	2	3	4	5	6	7	8	9	10
Obvious lack of effort for class or homework <sup>1</sup>										
Missed work deadline										

<sup>1</sup> Note that this does not just apply to written work but to reading tasks or, indeed, any tasks that has been set. Whenever a homework deadline is missed the pupil concerned should be given a deadline of 48 hours (or as close to this as is practical) to complete the work. If they do not meet this second deadline, this is another note on SIMS and another move up the sanctions grid

(without pre-arrangement or valid reason)										
Standard breach of behavioural rules in code of conduct (including low level disruption in lessons - see below)										
Continued disruption of a lesson despite two warnings from the teacher <sup>2 3</sup>										
Serious breach of behavioural rules in code of conduct										
Breach of uniform or food rules in										

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<sup>2</sup> If a pupil has been warned twice already about low level disruption in a lesson and persists, the teacher concerned must press the alert button on SIMS, which will summon the SLT member on duty. The pupil is then excluded from class for the remainder of that lesson (be it a single, double or triple period). If the SLT member on duty fails to appear after ten minutes please phone reception. If a pupil disrupts a lesson once or twice but then stops when warned, this is still counted as a standard breach of behavioural rules and should be recorded on SIMS as such.

<sup>3</sup> In the case of Y3-6 pupils, exclusion from lessons for repeated disruption should be for one hour, or (if the disruption occurred with someone other than their form teacher) until their next lesson with their form teacher. In the case of Prep SEN pupils, any disruption should be dealt with by the Prep Head or Deputy Head.



Consumption or carrying of illegal drugs										
Possession of a weapon (e.g pen knife)										
Off site without permission/out of lesson without permission										
Bullying/Racial/Sexual or any form of continued harassment								At least		

- 4 Supervised Learning Room (SLR): Isolation may be used as a sanction **or when an incident is being investigated**. Students in isolation will always be provided with relevant work to complete and the appropriate support to complete the work. Detentions/After-school detentions of up to 60 minutes duration are approved by the Department of Education and endorsed by the Governing Body. Students detained for the 60 mins of lunchtime will be accompanied to lunch by the appropriate member of staff. Parents/carers will normally be given 24 hours notice of an after school detention, usually in writing. Whilst this is not required by law, the welfare of the child is paramount and due consideration will be given to safeguarding procedures in any situation where 24 hours' notice is not given. Detentions will be on a Tuesday or Friday evening after school for 60 minutes.

This policy was approved by SLT

Date: September 2021

Review date: September 2022

Point of contact (Reviewer): Mrs Thea Demitriou

## Summary of Sanctions Grid – All classrooms must have this poster displayed



<p>No sanctions policy can be exhaustive in its anticipation of individual situations. Therefore, <b>with regard to suspension and expulsion the Head's discretion is always final.</b></p>	
A1a	Verbal warning
A1b	Final verbal warning
A2a	Teacher/HOY takes appropriate sanction – Missed Break/re-do work/ Email pupil and copies in form tutor and HoD
A2b	Teacher/HOY takes appropriate sanction – Missed Break/re-do work/ HoY intervention and Email Parents. Copy in form tutor and HoD
A3a	<b>Thirty minute lunchtime detention with HoD (subject specific)or HOY + home contacted Form tutor &amp; HOY alerted on CPOMS</b>
A3b	<b>Thirty minute lunchtime detention with HoD (subject specific)or HOY + home contacted Form tutor &amp; HOY alerted on CPOMS. SLT consulted</b>
A4	<b>Supervised Learning Room (SLR) Or After school detention With HOY/SLT email from Head to parents</b>
A5	<b>Head or Senior Deputy Head gives short suspension (24 or 48 hours) + parents called for meeting with Head</b>
A6	<b>Head or Senior Deputy Head gives long suspension (one week) + parents called for meeting with Head</b>
A7	<b>Expulsion (at the discretion of the Head)</b>