

# POLICY



LOUGHBOROUGH  
Amherst School

## SANCTIONS POLICY: YEARS 3-13

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).

**Teachers must record all incidents on SIMS, which is checked weekly by KSHs. In addition to recording on SIMS, any incident in the red category should be reported immediately to the relevant KSH 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. It is down to the judgement of the relevant Head of Key Stage (in consultation with an SLT member if required) to look at behaviour points on SIMS 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.**

Please note that pupils are never allowed to do their own work in detentions. A detention task must be provided for them. Usually, this can take the form of writing a carefully composed, drafted and corrected, letter of apology to the relevant member of staff or other pupil(s).

Finally, please note that this sanctions policy applies to Years 12 and 13 in exactly the same way as to Years 3-11.

	Verbal warning from teacher concerned (teacher makes note)		Key Stage Head talks to pupil and contacts home (whether by phone or email)	Thirty minute lunchtime detention with KSH + home contacted		One hour evening detention with Head or SDH + email from Head to parents including attached copy of this policy		Head or Senior Deputy Head gives short suspension (24 or 48 hours) + parents called for meeting with Head	Head or Senior Deputy Head gives long suspension (one week) + parents called for meeting with Head	Expulsion (at the discretion of the Head)
Obvious lack of effort for class or homework <sup>1</sup>										
Missed work deadline (without pre-arrangement or valid reason)										
Standard breach of behavioural										

<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

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 code of conduct										
Accessing another pupil's property without permission										

<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.

Standard breach of phone /electronic device rules in code of conduct										
Unauthorised use of phone during school hours*										
Serious breach of phone /electronic device rules in code of conduct										
Bullying/ harassment										
Theft										
Physical assault										
Consumption or carrying of tobacco or alcohol										
Consumption or carrying of illegal drugs										

*\*Sixth Formers on phones outside of common room at break / lunch will also have to hand in their phone to reception for the next two weeks*

This policy was approved by SLT

Date: May 2019

Review date: May 2020

Point of contact (Reviewer): Dr J Murphy