



EMMANUEL COLLEGE

Detentions and Exclusion Procedures

1. Exclusions Policy

Students whose behaviour is in serious breach of the Student Code of Conduct will be excluded from College, either temporarily or permanently, in order to emphasise to the students concerned that actions have consequences, and to protect other students in the College.

Temporary exclusion is triggered by a single serious behavioural incident, or failure to respond to correction for ongoing lower level behaviour issues. Permanent exclusion ('expulsion') is applied upon sustained defiance, breach of a final warning or serious breach of the home/school agreement, or a single very serious misdemeanour such as a drug-related offence. Only the Principal or a Vice Principal can temporarily exclude a child; only the Principal can expel a child.

More details on the circumstances, which might result in temporary or permanent exclusion is outlined within the *Behaviour and Discipline Policy* and in the *Student Code of Conduct*.

Government guidelines set out the following examples of cases where pupils may be asked to leave the school site but which would not be recorded as exclusions:

- Where a student's presence at school poses a serious risk to the health and safety of other pupils or staff for medical reasons, the Principal can send the pupil home after consultation with the pupil's parents;
- When the school sends a student home briefly to remedy a breach of the school's rules, such as not conforming to the uniform code, this is not an exclusion but rather an authorised absence. Where a student continues to breach the rules in order to avoid school, their absence is counted as unauthorised, but not as an exclusion. Missed time from school may, however, be made up in a detention after school or as a holiday detention;
- When a pupil is accused of a serious criminal offence but the offence took place outside the school's jurisdiction, the Principal may decide that it is in the interests of the pupil, or of the school community as a whole, for the pupil to be educated off-site for a while. Or there may be insufficient evidence to warrant exclusion because the police may be involved in an incident at school and the Principal is therefore constrained from collecting evidence. In these circumstances, the head can still remove the pupil from the school site, but this would not be exclusion.

1.1 Temporary Exclusion ('Suspension')

Once the decision to exclude is taken the parent is to be phoned to secure their permission for the student to return home then and there. The student is to remain at home until a parental meeting has taken place, either with the Principal or a Vice Principal. On occasion, a Vice Principal will request that a Head of School host the parental meeting. Once a parental meeting has taken place the student may be readmitted to College, either immediately following the meeting or at a specified time thereafter.

Every student who is temporarily excluded must also serve a Saturday detention at an agreed on date.

1.2 Permanent Exclusion

Should the need arise for the Principal to permanently exclude a student, the following procedure will be followed.

1. The child is suspended and the parents are asked to meet with the Principal;

2. The Principal will inform the parents in that meeting and in writing that the child is permanently excluded with immediate effect and notify the parents of their right of appeal. This correspondence is copied to the Director of Education for the area in which the excluded child lives and the Chairman of the Board of Governors;
3. Should the parents choose to appeal, they must write within 7 days of receipt of the Principal's letter to the Chairman of the Board of Governors, c/o Emmanuel College, with the outline of their case. They will be informed of the hearing process which proceeds as follows:
 - (a) A hearing will be called, normally within 14 days or, should this period coincide with College holidays, as soon as practicable. Should the hearing be timed to occur through the long summer holidays, it will be held before 18th August.
 - (b) The Appeal Committee, comprising two Governors and an independent third party, will hear the case and, once both College and parents have completed their submissions, the Appeal Committee shall make their decision and this decision will be final and binding on all parties.
 - (c) The Director of Education for the area in which the excluded child lives will be informed in writing of the outcome of any appeal.

2. Detentions and Support Sessions

For particular reasons, which necessitate the issuing of an after-College detention, please see the *Behaviour and Discipline Policy*.

When circumstances necessitate an after-College detention, parents should be given at least 24 hours' notice by way of a blue behaviour or green homework detention slip, signed by the subject teacher and counter-signed by the student's tutor. In some circumstances (for example if the student regularly fails to attend detentions), agreed to by the Head of School, parental consent will not be required and the student will remain in school routinely until 5pm, until such time that detentions are no longer necessary. In all cases, students on detention must be fully supervised throughout, and it is expected that they spend this time completing written punishment tasks, relevant to the reason for them being detained. This might include copying relevant pages from the Study File or writing an essay explaining why their actions were inappropriate.

Students on detention would not normally complete homework or other academic tasks or be taught by a teacher, since a detention should be a sanction, not an opportunity to catch up on work or receive a personal support session. However, on rare occasions, especially if a student is nearing important exams or is very behind in homework or academic tasks, completing academic work during a detention might be appropriate. This is at the teacher's discretion.

Procedures for students who miss a detention are laid out below.

Saturday detentions, overseen by senior College staff, begin at 9am and usually end by 12pm.

Study support sessions are arranged and supervised in a similar way to detentions, but parents are advised by the completion of a white study support slip. Support sessions do not carry the stigma of a detention, since it is not a punishment but a means of supporting a student in various ways to enable them to make academic progress. A record is kept of the number of support sessions each child receives as well as the number of detentions. The total of each is reported to parents on their annual report. It is essential that study support sessions are used as an opportunity to help students with their understanding of the subject in which the support has been offered and the session should therefore not consist of punishment tasks.

It is the responsibility of the Pastoral Team, and the respective Head of School in particular, to identify students who have received a significant number of detentions and to instigate further action as appropriate. This will involve

parental liaison and escalation either of disciplinary measures or of strategies for organisational support. Details of this are below.

3. Detention Procedure

The expectation is that every child at Emmanuel will attend detentions on the scheduled date. A detention will always take priority over other commitments, such as playing in a sporting event, attending a study support (unless the support has already been booked in on that date), or attending co-curricular activities in or out of school. It is not for a student to seek to negotiate the detention date, but consideration might be given to a written request to change a detention date on occasions, if one is provided from a parent or guardian.

3.1 Parental consent for detentions

Students are required to keep parents informed of their attendance at detentions, by collecting their signature on the detention slip. If they forget to do this, they can report to pastoral on the day of the detention (before the end of P5) and ask for a phone call to be made home. If a student turns up to detention without a signed slip, then they must be sent away and the detention will count as a missed detention (registered as "AO").

For students who have accrued 3 or more missed detentions, parental consent will no longer be required and students will be expected to remain in school, even without a parental signature. Where possible, Pastoral Staff will ring home and inform parents that the student has remained in school. Parents will have received a letter, sent via email, informing them if this is to be the case.

3.2 Monitoring Behaviour Detentions:

On a half termly basis, the following strategy of intervention is implemented (and the slate wiped clean at the end of every half term):

| Number of behaviour detentions in half term: | Action |
|--|---|
| 3 | letter home from Student Welfare Officer |
| 5 | letter home and referral to relevant Head of School |
| 8 | letter home and referral to Vice Principal (students) |
| 12 | letter home and referral to Principal |

In terms of sanctions from Heads of School, this will be applied on a case-by-case approach, to reflect the reasons behind the detention (e.g. uniform, behaviour in the corridor, behaviour in particular lessons etc.)

Sanctions at this level to be selected from:

- Daily target sheet to monitor lesson by lesson;
- Time in isolation in the referral room;
- Recommendation for a certain type of Departmental Support (see *Character Development in the Classroom*);
- Behaviour Support Plan;
- Lunch and break detentions;
- Compulsory daily uniform check.

Where it is necessary to refer a student to the Vice Principal (students), the corresponding sanctions will also be escalated. This could include:

- Extended time working in the Referral Room;
- Suspension from College;
- Withdrawal from school activities;
- Holiday detention(s);
- Meeting with parents;
- Behaviour contract;
- Pastoral Support Plan (PSP).

If there is a persistent pattern whereby a student consistently fails to meet the disciplinary expectations by not attending detentions, or by accruing an unacceptable number of detentions for persistent poor behaviour, then their place at Emmanuel may be jeopardised; this would be reviewed by the Principal.

3.3 Monitoring Homework Detentions

Students' homework detention rate is monitored by the Pastoral Leads and Head of School. Students who persistently receive large numbers of homework detentions will usually be placed on some form of Endeavour Support (see *Character Development in the Classroom*). This will usually entail a parental meeting and the students supported through after College Homework Support or Homework Club.

3.4 Following up missed detentions:

All missed detentions need to be rearranged with the member of staff who originally set it. In addition, the following sanctions will be actioned:

| Number of missed detentions: | Actions |
|------------------------------|---|
| 1 | <ul style="list-style-type: none"> • Email home to inform parents of missed detention • Next day break time detention (escalated to lunchtime if missed) • Detention to be rearranged. |
| 2 | <ul style="list-style-type: none"> • As for 1 above • 4-5pm Pastoral Detention set |
| 3 | <ul style="list-style-type: none"> • As for 1 above • First referral to Head of School • Letter home and Friday detention 2.30-4pm |
| 4 | <ul style="list-style-type: none"> • As for 1 above • Second referral to Head of School • Letter home and Saturday detention 9am- 11am |
| 5 | <ul style="list-style-type: none"> • As for 1 above • Third referral to Head of School • Letter home, day in isolation and Saturday detention extended: 9am-12noon |
| 6 | <ul style="list-style-type: none"> • As for 1 above • Referral to Vice Principal (students) for further action, including meeting with parents |