

EMMANUEL COLLEGE

APPENDIX 2: DETENTIONS, SUSPENSIONS AND EXCLUSION PROCEDURES



Part 1: Sanctions and Detentions

When the behaviour of students falls below the standard that is reasonably expected of them sanctions are imposed to reinforce the expectations and ensure that learning is free from disruption and that the school culture is exemplary.

Sanctions are not considered to be in opposition or rewards and recognition but complementary to them and should always be reflective of the behaviour demonstrated by the student. Sanctions may include:

- Verbal warnings
- Caution – CODE: a written account of the student code of conduct and their behaviour
- Detentions: social time, afterschool, Friday and Saturday (see below)
- School based community service such as tidying a classroom
- Reporting: RFL monitoring

Although not an exhaustive list below are examples of the type of sanction that may be set in response to a conduct concern. Each individual conduct concern will be reviewed when deciding upon the sanction to ensure that mitigating and aggravating factors are considering including any SEND or additional needs that a student may have.

Verbal warnings and caution - CODE	<ul style="list-style-type: none">• Low level disruption in a lesson• Minor of out class conduct issues
Single day social time detention	<ul style="list-style-type: none">• Daily RFL score of a 3 or 4• Minor social time incident
Multiple social time detentions	<ul style="list-style-type: none">• Repeated social time incidents• Unsafe behaviour during social times such as pushing• Being in out of bounds areas• Weekly average RFL score of a 2.5 or lower
After school detention (4.00-5.00pm)	<ul style="list-style-type: none">• Code not completed• Swearing, blasphemy or inappropriate language• 3 uniform issues or out of class issues recorded in the study file• Homework incomplete• Graffiti (community service may be substituted here)
Friday detentions (2.30-4.00pm)	<ul style="list-style-type: none">• A student has been referred to first call from a lesson• 3 late to school marks in a term• Minor damage to property (community service may be substituted here)• Late to lessons during the college day
Saturday detention (9.00am -12.00pm)	<ul style="list-style-type: none">• Following a temporary suspension• Truancy

In all cases, students on detention are fully supervised throughout, and it is expected that they spend this time completing written tasks. This might include copying relevant pages from the Study File or writing an essay explaining why their actions were inappropriate or apology letter.

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 on homework or academic tasks, completing academic work during a detention might be appropriate. This is at the teacher's discretion

and would normally apply only to KS4 and KS5. During a detention, the teacher who issued the detention, if this has been issued due to disruptive behaviour in the classroom or poor conduct outside of a lesson, will spend some time with the student holding a restorative conversation if they are able to. Procedures for students who deliberately miss a detention are laid out below.

Detention Procedure

The expectation is that every child at Emmanuel will attend detentions on the scheduled date. 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 occasion, if the written request is provided by a parent or guardian, or in any other exceptional circumstance.

Detentions are used as the main sanction for conduct concerns. They are issued if a student has been removed from their lesson through a First Call referral or as a consequence of not meeting the expectations of the student code of conduct, for example: three incidents of not wearing uniform correctly, three incidents of poor conduct outside of the lesson, or as a result of other poor conduct.

The detention procedure is as follows:

- Students who have been issued with a detention will attend the lecture theatre or identified room immediately after the end of the previous lesson.
- In the room, students will be asked to sit in a specific seat. The students will be registered and then expected to complete their tasks in silence.
- Teachers or other members of staff will then discuss with students their poor conduct and hold a restorative conversation where they are able to.

It is the student's responsibility to organise their own administration and remember when they have a detention. If a teacher does not remind the student of their detention, it remains the student's responsibility to go there themselves, be registered and work silently. Students are reminded of after school detentions by their tutor.

If a student deliberately absconds from a detention or refuses to go to a detention or is late to detention beyond 5 minutes, they will receive a Friday detention.

The College is not legally obliged to get parental consent for a detention to take place. However, the College always endeavors to work closely with parents and ensure that consent is given. If a parent feels strongly that a detention has been issued wrongly, they should contact the Head of Year relevant Head of Department, or the teacher who issued the detention *prior to the detention date* to discuss the issue. Detentions are logged on Bromcom and can therefore be viewed by parents using the parent app.

Part 2: Exclusions

When considering a suspension or permanent exclusion the College aims to use these sanctions fairly and as a proportionate response to serious single or persistent breaches of the student code of conduct. In particular, the College is mindful of the provisions of the 2010 Equality Act and the SEND code of practice when considering whether it is lawful and just to exclude a student.

Temporary Suspensions

The Principal is responsible for taking the decision to exclude a student. In the absence of the Principal, the Vice Principal may take this decision. Once the decision to exclude is taken, the parent will be phoned to secure their permission for the student to return home immediately. A letter is also sent home where possible on the same day, explaining the category for the suspension if temporary and the necessity of a parental meeting prior to the re-admittance of the student. The student is to remain at home until a parental meeting has taken place (no longer than five school days). In most cases, if a student has been issued with a suspension for the first time, the meeting will take place with the Head of Year or Assistant Vice Principal. However, if a student is suspended again, they will meet with the Vice Principal. They may also meet with the Vice Principal following a first suspension if the circumstances of the incident warrant this. The circumstances regarding further suspensions will be discussed on an individual basis and may result in the meeting being held with the Principal.

Once a parental meeting has taken place, the student may be re-admitted to College, either immediately following the meeting or at a specified time thereafter within a maximum five-day period. Every student who is suspended must also serve a Saturday detention at an agreed date.

A meeting with a Vice Principal can conclude with a 'formal warning', indicating the consequences for the student should they be excluded for a similar reason again. In most cases, a formal warning would indicate a referral to the Principal. Heads of Year and the Assistant Vice Principal cannot issue formal warnings but can indicate in meetings and letters who the student will be referred to, normally the Vice Principal, if there is a recurrence of the issue.

A meeting with the Principal following a suspension will normally result in one of the following outcomes:

- A specific final warning, indicating that if the student in question breaches the *Student Code of Conduct* in a specific way again in the next 12 months, the student would be permanently excluded.
- A general final warning, indicating that any suspension over the next 12 months would be permanent.
- An indication that any suspension over the next 12 months would trigger a specific or general final warning.

A meeting with the Principal following a single conduct issue or a persistent conduct issue may result in a permanent exclusion being issued if the incident is serious enough to warrant this consideration.

Permanent exclusion

Should the Principal decide to permanently exclude a student, the following procedure is followed:

1. The Principal informs the parents in the meeting and in writing that the child is permanently excluded with immediate effect, and notifies 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.
2. The College notifies the local authority (LA) of the exclusion and provides work for the first five days of the exclusion. The LA then provides work from the sixth day.

Should the parents choose to appeal, they must write to the Chairman of the Board of Governors, c/o Emmanuel College, within seven days of exclusion being issued. They will be informed of the hearing process which proceeds as follows:

1. 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.
2. The Appeal Committee, comprising of three governors or at least 2 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. The Chairman of the Board of Governors will inform the parents/carers of their decision in writing following the hearing.
3. The Director of Education for the area in which the excluded child lives will be informed in writing of the outcome of any appeal.

Part 3: Students asked to leave College without being excluded

In line with statutory guidance, students can be asked, on occasion, to leave the school site without this absence being recorded as an exclusion. This would be in the following circumstances:

- Where a student’s presence at school poses a serious risk to the health and safety of other pupils or staff, or for medical reasons. The Principal can send the student home after consultation with the pupil’s parents.
- When the school sends a student home briefly to remedy a breach of the College’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 to avoid school, their absence is counted as unauthorised, but not as an exclusion. Missed time from College 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 student, or of the College community as a whole, for the pupil to be educated off-site for a while. Or, there may be insufficient evidence to warrant suspension or 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 Principal can still remove the student from the school site, without this being a suspension

Fig 1. Reasons for a suspension or permanent exclusion

The Department for Education asks that all suspensions and permanent exclusions are reported to them using the following exclusion codes. When suspending or permanently excluding a student the following codes will be used to categorise the reason for suspension. The table includes example incidents within each category however reasons for suspension or permanent exclusion are not limited to those included and any incident which is deemed to be a serious breach of the student code of conduct may lead to suspension or permanent exclusion.

Exclusion Code	Pupil Exclusion Reason	Includes
OW	Use or threat of use of an offensive weapon or prohibited item	<ul style="list-style-type: none"> • Carrying or bringing onto the school site an offensive weapon/prohibited item such as knives, sharp instruments and BB guns. • Carrying any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property. • Use of an offensive weapon.
LG	Abuse against sexual orientation and gender identity	<ul style="list-style-type: none"> • Derogatory statements about sexual orientation (e.g., heterosexual, lesbian, gay, bisexual) and gender identity (e.g., transgender). • Homophobic, biphobic and transphobic bullying.

		<ul style="list-style-type: none"> • LGBT+ graffiti. • LGBT+ taunting and harassment. • Swearing that can be attributed to LGBT+ characteristics.
DS	Abuse relating to disability	<ul style="list-style-type: none"> • Derogatory statements or swearing about a disability. • Bullying related to disability. • Disability related graffiti. • Disability related taunting and harassment.
MT	Inappropriate use of social media or online technology	<ul style="list-style-type: none"> • Sharing of inappropriate images (of adult or pupil). • Cyber-bullying or threatening behaviour online. • Organising or facilitating criminal behaviour using social media.
PH	Wilful and repeated transgression of protective measures in place to protect public health	<ul style="list-style-type: none"> • Deliberate breaching of protective measures such as (but not limited to) non-compliance with social distancing, causing distress such as through purposefully coughing very near to other pupils or adults, or any other deliberate breach of public health protective measures which the school has adopted.
PP	Physical assault against pupil	<ul style="list-style-type: none"> • Fighting. • Violent behaviour. • Wounding. • Obstruction and jostling.
PA	Physical assault against adult	<ul style="list-style-type: none"> • Violent behaviour. • Wounding. • Obstruction and jostling.
VP	Verbal abuse / threatening behaviour against pupil	<ul style="list-style-type: none"> • Threatened violence. • Aggressive behaviour. • Swearing. • Verbal intimidation.
VA	Verbal abuse / threatening behaviour against adult	<ul style="list-style-type: none"> • Threatened violence. • Aggressive behaviour. • Swearing. • Verbal intimidation.
BU	Bullying	<ul style="list-style-type: none"> • Verbal, physical, cyber-bullying or threatening behaviour online, racist bullying, sexual bullying, homophobic, biphobic, and transphobic bullying, bullying related to disability.
RA	Racist abuse	<ul style="list-style-type: none"> • Racist taunting and harassment. • Derogatory racist statements. • Swearing that can be attributed to racist characteristics. • Racist bullying. • Racist graffiti.
SM	Sexual misconduct	<ul style="list-style-type: none"> • Sexual abuse. • Sexual assault. • Sexual harassment. • Lewd behaviour. • Sexual bullying. • Sexual graffiti.

DA	Drug and alcohol related	<ul style="list-style-type: none">• Possession of illegal drugs.• Inappropriate use of prescribed drugs.• Drug dealing.• Smoking.• Alcohol abuse.• Substance abuse.
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