



KING JAMES I ACADEMY

Detention Policy

Date adopted by Governors: September 2018

Date of Last Review: December 2023

Date of Next Review: August 2024

Detentions are an important part of the Academy discipline structure. Detentions are **compulsory for all students**, unless there are exceptional circumstances which prevent a student from completing a detention. These circumstances must be agreed with a member of the academy senior leadership team. If a pupil is given an after-school detention and parents are unhappy with their child using public transport to travel home, then it is the parent's responsibility to arrange an alternative. This is not a valid reason for a pupil to be exempt from completing an after-school detention. Multiple detentions will be issued, where deemed an appropriate sanction by academy staff.

Escalations of Detentions

Escalation is as follows for any student that fails to attend one of the detentions shown below, and at the discretion of the given member of staff:

- Break Time Detention- with class teacher
- Lunch Time Detention- with class teacher
- After School Detention- with a Head of Year or member of the Senior Leadership Team (Monday / Wednesday / Friday for 45 minutes). These detentions can be extended by a further 15 minutes if behaviour within the detention is not acceptable.
- Senior Leadership Team Detentions – these are extended detentions (over 45 minutes, and usually for an extended period) which are agreed with parents for more significant or persistent negative behaviours.

Detention types

Break time Detention - 15 minutes

This detention can be given without notice at the discretion of the individual teacher, who is also responsible for administering it. Any member of staff may give a break detention but must follow the guidelines below:

- No pupil must be left unsupervised during a break time detention
- Pupils must be given constructive work to do in the appropriate subject or on another appropriate topic
- Pupils who fail to attend should be given a lunch time detention
- Break time detentions should last no longer than 15 minutes.

Lunch time Detention - 25 minutes

This detention can be given without notice at the discretion of the individual teacher, who is also responsible for administering it. Any member of staff may give a lunch detention but must follow the guidelines below:

- No pupil must be left unsupervised during a lunchtime detention
- Pupils must be given constructive work to do in the appropriate subject or another appropriate topic
- Pupils who fail to attend should be given an after-school detention (or a second opportunity to complete the lunchtime detention prior to an after-school detention being issued, at the discretion of the teacher)
- This detention should last no longer than 25 minutes so that the pupil has time to go for lunch.
- Students must be provided with the opportunity to get a lunch and to visit the toilet.

After School Detention (with HoY or Senior Leader)- 45 minutes

These detentions are given to pupils who have failed to attend the first two detentions or for more serious misdemeanours, i.e. persistent bad behaviour in lessons, repeated failure to do homework and so on, at the discretion of the member of staff. Any member of staff may give an after-school detention but must follow the guidelines below:

- Email must be sent to the appropriate staff member in the school office, who will then contact parents and schedule the detention for either the same night (via a phone call

to the parent) or for another night (in this case, an email will be sent to parent to confirm).

- The pupil serving the detention must be supervised by the member of staff supervising the detention. The academy rota, which is issued to relevant staff on a half-termly basis, identifies the member of staff supervising each detention.
- The pupil must be set work in the subject for which the pupil is being detained, or another appropriate topic, which must be provided by the teacher issuing the detention. Work must be provided the appropriate member of office staff at the point at which the detention is requested, and will not be scheduled until such work has been provided.
- The detention will usually last no longer than 45 minutes, but will be extended by 15 minutes (to a 1-hour duration) without notice, if the given pupil fails to behave as expected during the detention.

Senior Leadership Team Detention

These detentions are given to pupils for serious misdemeanours, that are agreed with the Senior Leadership Team and communicated to parents.

- These detentions can last up to 2 hours (5.30pm), at the discretion of the senior leader, and will be agreed with parents in advance to ensure that appropriate transport home for the pupil is provided.
- Parents will be informed by telephone call in all cases that an SLT detention is to take place.
- The pupil serving the detention must be supervised by the relevant member of the Senior Leadership Team / other staff member according to the academy rota until the agreed finish time.
- The pupil must be set work in relevant subject areas and will be provided by subject teachers, or in another appropriate topic.
- Pupils receiving 3 senior leadership detentions in a term could be invited to attend a meeting with the Head Teacher / other SLT member.

Same Day Detentions

A system of same day detentions without the requirement of 24-hour notice can be set up by special arrangement and mutual agreement between parents and the academy. In these cases, parents will be contacted by telephone and the detention will be held by the Head of Year or another appropriate staff member, as part of the whole-academy detention system.

Punctuality Detentions

These detentions are issued by the Attendance Coordinator/other responsible staff member and are issued to students who arrive late to school on a given date, if deemed appropriate by the Attendance Coordinator. These detentions are compulsory and must be completed. In this case, detentions will be awarded when a first verbal warning and a further final warning has been issued to the pupil (verbally). On the third occasion of lateness to school, an after-school detention will be issued. Once completed, further after-school punctuality detentions will be issued on each occasion that the pupil arrives late to school without a valid reason. Punctuality detentions last for 45 minutes, as in the case of detentions issued for other reasons.

Rescheduled Detentions

Detentions should be rescheduled when a student is absent from school. In all cases, parents will be contacted to inform them of the date of the rescheduled detention. Office staff have responsibility for this.

Failure / refusal to attend a detention

If pupils fail to complete an after-school detention, the detention will be rescheduled for the next possible detention, and 1 day in the Inclusion Centre will be issued. In some cases, the one-day placement in the IC may be suspended, pending the pupil attending the rescheduled detention, but only in agreement with the senior leader responsible or the head teacher. In all cases, this is at the discretion of academy staff.

Transport for pupils after completing after-school detentions

Parents will always be contacted prior to a detention being administered, either by telephone call for a same-day detention or by email or telephone for a detention which takes place on another day. If a pupil is issued with an after-school detention, a bus pass can be provided which is available from the main school office. Other arrangements can be made by parents for collection of pupils from school, if they deem this to be appropriate.

Exceptional Circumstances

In some cases, with agreement from academy staff, a detention can be split in to two detentions of 25 minutes. For example, if the 45-minute length of a detention would prevent travel home after the detention, two 25-minute detentions could be agreed to ensure that the pupil can travel home safely. This concession will be given rarely and is always at the discretion of senior staff.