



# KING JAMES I ACADEMY

## Detention Policy

Date adopted by Governors: September 2016

Last review: September 2022

Next review: September 2023

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 parents responsibility to arrange an alternative.

### **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 – Thursday for 45 minutes)
- Senior Leadership Team Detentions – (Friday's for 60 minutes) usually as a result of failure to attend an after-school detention or for a more serious behavioural issue.

### **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
- Pupils who fail to attend should be given a lunch time detention
- This detention should last no longer than 15 minutes
- The detention **must** be recorded on CPOMS

#### **Lunch time Detention - 20 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
- Pupils who fail to attend should be given an after-school detention
- This detention should last no longer than 20 minutes so that the pupil has time to go for lunch.
- The detention **must** be recorded on CPOMS
- 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 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 (email will be sent to parent to confirm).
- The pupil serving the detention must be supervised by the member of staff supervising (according to the Academy rota)
- The pupil must be set work in the subject for which the pupil is being detained, which must be provided by the teacher issuing the detention.
- The detention should last no longer than 45 minutes.

### **Senior Leadership Team Detention**

These detentions are given to pupils who have failed to attend an after-school detention or for serious misdemeanours that are agreed with the Senior Leadership Team.

- These detentions always take place on a Friday after school for an extended 1-hour period (2:45pm – 3:45pm), but can be extended to 90 minutes at the discretion of the Senior Leadership Team.
- Parents will be informed either by phone call (if the detention is to take place the same day) or by email if it is to take place on a day other than the day on which the detention is to be issued.
- 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
- The pupil must be set work in relevant subject areas and will be provided by subject teachers
- The detention will be recorded on the after-school detentions tracking sheet.
- 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 Head of Year. In these cases, parents will be informed by telephone and the detention will be held by the Head of Year or another appropriate staff member.

### **Same Day Lunchtime Punctuality Detentions**

These detentions are issued by the Attendance Coordinator on a daily basis 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.

### **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.

### **Failure / refusal to attend a detention**

If pupils fail to complete an after-school detention, the detention will be rescheduled, may be escalated to the next detention type, and/or time in our Inclusion Centre may be issued, at the discretion of 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 for a detention which takes place on another day. If a pupil is issued with an after-school detention and they travel on home to school transport, a bus pass can be provided which is available from the main school office. Other arrangements should be made by parents for collection of pupils from school if this is not the case.