

Sixth form sanctions system

We have taken the decision to introduce the following system in response to a changing educational environment. The impact of COVID, alongside of other changes in society, has meant a growing number of students (still very small) who find aspects of school challenging. WE have amended these systems in September 2026 as we continue to strive to educate our students to be ready for the world of work.

The following sets out the steps we will take as a school in response to concerns about a student's performance. All of the processes outlined below will be used in conjunction with our knowledge of the students and their individual needs.

The following issues are based upon our whole school reporting systems which can be accessed via the MCAS app.

Failure to follow Instructions

This will be logged if a student fails to follow an instruction given to them by an adult in school. The following stepped process will be followed:

- Meet with Head or Deputy Head of Sixth Form *
- Communication with home to inform parents of the incident
- Apology to member of staff
- Repeat offence is as above plus detention (30 mins after school)
- Further repeat offences are likely to result suspension from school

Behaviour in Lessons (BIL)/Behaviour outside of lessons (BOL)

This will be logged by staff where a student's behaviour in lesson or out of lesson does not comply with our school behaviour policy and is likely to cause issues for other students, impacting their safety or learning.

The Form tutor will discuss the log with students on each occasion:

- 1 x BIL/BOL – Lunchtime Detention
- 2nd BIL/BOL- After school Detention
- 3rd BIL/BOL-Parents will be invited in to discuss the student's future at the school

Phone

Mobile phones are only allowed to be visible when sixth form students are in Oakbrook house, or a designated study area. Additionally, they can be used in lessons when directed to do so by their teacher:

- If a student fails to follow this rule then their phone will be confiscated and returned at the end of their day.
- Form tutors to speak to the student following the incident.

Truancy

Where a student fails to attend a timetabled lesson without notifying the sixth form office of a legitimate reason E.g. Appointment, illness Then the following will apply:

1st occasion: Next day 30 minute lunch detention

2nd occasion: Next day 30 minute after school detention

3rd Occasion: Next day 1 hour after school detention

- Further action could be taken if deemed necessary, which could result in suspension from school

Approach to Learning

Where a teacher feels that a student is not responding in lessons as they should be, but this is not affecting other students learning, they will log an approach to learning concern.

Form tutors will follow up on this with students to offer support.

These logs will contribute to the approach to learning grade on each of the 4 monitoring reports per year.

All students with multiple issues with approach to learning in their monitoring reports will meet with the Head or Deputy Head Sixth form to resolve. If this is an ongoing issue, parents will be invited to a meeting alongside the student.

Homework

Where a student fails to complete homework, this will be logged by their teacher:

- 3 x homework logs will result in a lunchtime detention
- 2nd 3 logs will result in an after-school detention
- 3rd 3 logs. Parents will be invited in to discuss and a further 3 study periods added to their timetable. These will be removed if there are no concerns at the next monitoring period.

Form attendance

Where a student fails to attend form for more than 1 session in the week, without their absence being approved, this will trigger a 30-minute lunchtime detention.

Lates (during 1 term)

- 5 late marks recorded will result in a lunchtime detention
- 10 late marks recorded will result in an after-school detention
- 15 late marks will result in a parental meeting to resolve the issue-parents in

Detentions

Detentions will happen as shown in the table below.

Lunchtime→no show=after school→no show=suspension

Weekly after school 30 mins 1540 – 1610.

Letter (email) to parents informing them of date and reason. Also indicating the consequence of not attending.

Day	Lunch Time Detention 1:00-1:30-Parlour	After School Detention 3:40-4:10-Parlour
M	GD/SD	MS/ASM
T	GD/SD	MS/ASM
W	GD/SD	MS/ASM
T	GD/SD	MS/ASM
F	GD/SD	

- Further action could be taken if deemed necessary, which could result in suspension from school