

Sanctions and Rewards

2021/2022

In the Sixth Form, we aim to create good relationships between staff and students and encourage positive behaviour and effort at all times. However, there are times when a student’s behaviour and/or work fall short of our standards. In these circumstances, the following system should be used. We hope this framework will allow for consistency without losing sight of professional judgement and a student’s individual circumstances.

Sanction Points are recorded on SIMS (see over for instructions)

Sanction Point issued / dealt with at departmental level e.g. for:

Description	Points	Notes
Late work – warning	0	<i>Late/missing work gets a warning in the first instance and a clear and achievable deadline is re-negotiated</i>
Persistent late/missing work	1	<i>Failure to meet the new deadline or repeated late/missing work – sanction point issued - with clear reason logged in SIMS. Only one sanction point should be issued for each piece of work by the class teacher. Students who continue to fail to respond are referred to the HOD for departmental action. The details of this should be recorded in the comments box, e.g. “Lunchtime/support taken to complete work – seen by HOD for reprimand”.</i>
Head of Department sanction	2**	<i>Students still not responding can be issued with 2 sanction points by HOD**. If this occurs, please discuss concerns with HOY.</i>
Poor Behaviour	1	
Missed lesson	3*	
Missed compulsory support	2	
Persistent lateness to lessons	1	
Significantly late to lesson	1	
Mobile phone use in lesson	1	
Defiance	3	
Sanction point – Other	1	
Other warning	0	

*Alison Perry will see students re: lesson absence and email subject teachers if further clarification is needed.

*Staff must inform the student when a sanction point has been issued and be clear about the reason. **If the student is not informed**, the sanction point may be removed in the event of a governors’ appeal.*

Sanction Points issued by Sixth Form Team for:

Description	Tariff (sanction points)	
Missed enrichment	2	
Missed private study	1	
Single serious misdemeanour	5	
Persistent lateness to school (3 lates)	1	Lateness to school will be recorded, with professional discretion taken into account – Learning Support Manager to monitor

SANCTION STAGES

Heads of Year monitor sanction points and record referrals on SIMS.

Sanction stages:

Stage	Reason	Outcome
0		Sanctions are monitored initially by tutors using the dashboard
1	5 sanction points	Students seen by Head of Year – warning issued
2	10 sanction points	Student seen by Deputy Director of Sixth Form and HOY Private Study allocated to timetable if support required Parents informed by letter
3	15 sanction points	Student meeting with Deputy Director and Director of Sixth Form Parents contacted again
4	5 further sanction points since stage 3	Meeting with Director of Sixth Form, Headteacher and parents Additional conditions to the Learning Agreement drawn up Weekly CPOM monitoring with feedback from teachers. Student has 4 school weeks to respond, after which moved back to stage 3
5	Conditions of stage 4 not met	Permanent exclusion process begins

Learning agreements

At the end of year 12, the learning agreement for year 13 is signed by students. Students on referral stages 3 or above during year 12 will remain in the sanction system at stage 2.

Persistent Absence

Students with 85% attendance or less at the end of each half term will be reviewed and can be moved up a stage (5 points). This will result in a meeting during which the reasons for absence will be discussed. If a student provides evidence that explains the absences, e.g. of a medical condition, their position on the stages can be reviewed, and if necessary, the student can be moved back a stage. This will be at the discretion of the Director of Sixth Form.

In the case of a student moving up a stage due to absence, the meetings will be mainly to discuss the issues affecting attendance, and support put in place to enable a student to improve.

REWARDS

Reward Points are given for the categories below.

Reward points are entered in SIMS (see over)

Description
Significant Effort
Excellent Work
Contribution to school or sixth form
Other reward
Significant progress

Every term, students with reward points will be entered into a draw to win a voucher.