



Detention Policy

Assistant Principal – Behaviour and Attendance | September 2025

Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through Motivation, Commitment & Care.



Minsthorpe
Community College

Section 1

Policy Rationale

Behaving and Learning the Minsthorpe Way

Schools are permitted to set detentions by law. Legislation has changed so that schools are permitted to set detentions without giving parents prior knowledge. We however believe this is unfair and does not allow for parents to actively support the college in its behaviour policy. In the interests of students' safety we give a day's notice. We do not issue same day after-college detentions.

Section 2

Setting of Detentions

Detentions are a necessary sanction that are part of a teacher's toolkit. They act as a deterrent but also support a firm but fair discipline policy.

It is therefore important that parents and students can see that when a detention is set it has been done fairly without malice and that there is a rational reason for the sanction to take place.

Minsthorpe Community College sets clear BE FAIR expectations for students' behaviour. If a student fails to meet these expectations, the teacher gives a clear verbal warning. If the student continues to breach these expectations, they will be removed from the lesson to allow others to continue learning, they will be spoken to by the Pastoral Team/ Year Office the next college day, a detention may then be issued.

Lunchtime detentions are set primarily for incidents that are outside the classroom. Lunchtime detentions do not necessitate parents' prior knowledge.

Section 3

Reasons why detentions may be issued

1. Minor disruption
2. Not meeting BE FAIR expectations, despite receiving a warning.
3. Swearing or other inappropriate language
4. Any other form of inappropriate behaviour.

Section 4

How to set a detention

When a teacher removes a student from lesson the following flow chart must be followed.

A lunchtime detention/removal is usually in response to an incident at snack break and the senior member of staff will direct a student to go directly to the removal room.

In addition, to set a lunchtime detention on another day, simply notify by email the relevant Head of Year along with the Pastoral Support Manager with details of the incident.

Parents will receive notification of an after college detention via text or Gateway App message.

Section 5

Please use the warning system, all students have been informed of.

Please make sure you articulate verbally and clearly that a warning has been given. This gives the student the opportunity to make amends.

If after this warning students are not adhering to your instructions, they **MUST** be removed from the classroom to work within the Removal Room. Please email Classroom Assistance.

1. Highlight Student name/names in register (CTRL Click for multiple students)

Name	Reg	AM	Thu:1	Thu
	11.10	/	/	/
	11.10	/	/	/
	11.6	z	z	z
	11.8	/	/	/
	11.7	/	/	/
	11.6	/	/	/
	11.7	/	/	/
	11.7	/	/	/
	11.10	/	/	/

2. Click on Behaviour in the links panel



3. Complete **ALL** fields in Behaviour Incident details. (**Type, Location (subject), Time (lesson), Comments, Status**) **This must be completed the same day as the removal.**

- Status
 - Removal Room (student removed from lesson)** - removed from classroom following warning.

Save Behaviour incident.

Behaviour Incident Details

1 Details 2 Other Staff Involved 3 Students Involved 4 Follow Up Students Involved

1 Details

Type: [Dropdown] Points Defined: [Dropdown]

Type Of Bullying: [Dropdown]

Additional Types: [Description] [Points] [New] [Delete]

Activity: [Dropdown] Location: [Dropdown]

Date: 12-10-2015 [Calendar] Time: [Dropdown]

Lesson Information: Science - Y5/5/2 - Pk4 [Add] [Remove]

Comments: [Text Area]

Recorded On: 12-10-2015 [Calendar] Status: [Dropdown]

Recorded By: Mrs Victoria Kellard

2 Other Staff Involved

Name: David Lloyd Role: Class Teacher [New] [Open] [Delete]

The Year Office will review all removals and record this on the Behaviour trackers.

Admin will set detentions/ sanctions from the outcomes on the trackers.

Reminding Students of Detentions

On your class register any student with a detention that day will be highlighted in RED with (D) next to their name.

Name	Reg
[REDACTED] (D)	9.2
[REDACTED]	9.7
[REDACTED]	9.2
[REDACTED] n	9.2
[REDACTED] (D)	9.9
[REDACTED]	9.7

Please remind students throughout the day.

Students should be taken by staff to the Detention meeting area in Carnegie.

Detention Sessions are as follows:

KS3 – ICT 01- Every day

KS4 – ICT 06 – Every day

NB: Knowledge Organiser Commitment Sessions are highlighted as detentions too.

Final Section

Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

Policy Review Schedule

Policy last reviewed:	Due for next review:	Role Responsible
April 2015	April 2019	Assistant Principal (Progress and Aspiration)
April 2019	April 2022	Assistant Principal (Progress and Aspiration)
May 2022	April 2025	Assistant Principal (Behaviour and Attendance)
March 2025	March 2028	Assistant Principal (Behaviour and Attendance)