



## DETENTION

### Policy Statement

- Guidelines for detention
- Definitions and guidance for staff who operate the detention system

#### Summary:

**M. Houston**  
**Principal**

#### *Additional Notes*

**Policy Number:** 2007/8

#### **History:**

- Created November 2007
- Modified (introducing Saturday Detention) 2009
- Revised – June 2010
- Revised – June 2012
- Modified (on appointment of Pastoral Leader) Sept 2013
- Amendments May 2019

## **Detention Administration**

The following procedures should be adhered to in all instances.

### **General procedures and information:**

1. Detention is carried out in the Sixth Form Centre. Staff are asked not to move detention to their own teaching room as this causes more difficulty especially in the unlikely event of disruption in the Detention Room.
2. Normal school detention operates from 3.15pm to 4.15pm on Tuesdays throughout the school year.

Thursday detention operates from 3.15pm to 4.45pm once a fortnight throughout the school year. This detention is operated by Heads of Year only.

Friday detention operates from 3.15 to 5.15pm once every 4 weeks approximately. This detention is operated by SLT with support from the Heads of Year.

Saturday detention operates once every 6 weeks throughout the school year or when needed. It runs from 9 to 11am. This detention is operated by the Head of Pastoral Care and Principal.

### **Tuesday Detention**

- A detention Duty Rota is on the Staff Room notice board and all staff are given a copy of the Duty Rota at the beginning of the school term. If a teacher is unable to cover the duty on the allocated day, he/she should swap the duty with another member of staff to a day that he/she can cover the duty.
- A member of Senior Management will always be in school while official detentions are in operation. Two duty teachers are placed on the rota in the event of a higher number of pupils in the detention.
- If either duty teacher requires assistance, this can be sought by contacting the main office.
- Heads of Year monitor detention numbers before setting detentions to prevent too many pupils placed in the same detention.

### **Thursday Detention:**

- The Heads of Year operate this detention for more serious breaches in discipline or for students who fail/refuse, without acceptable reason, to turn up for a Tuesday detention.
- The rota for this detention is devised by the Head of Pastoral Care.
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### **Friday Detention:**

- The Senior Leadership Team operate this detention for serious and significant breaches in pupil discipline or for students to fail/refuse, without acceptable reason, to attend a Thursday detention.
- The rota for this detention is devised by the Head of Pastoral Care.

### **Saturday Detention:**

- The head of Pastoral Care and Principal operate this detention for breaches of discipline that in most circumstances could warrant a suspension from the college or for students who have failed/refused, without acceptable reason, to attend a Friday detention.
- Only the Principal, his deputy and the Head of Pastoral can authorise a Saturday detention.

### **Supplying Work for pupils in detention:**

1. If a pupil is placed in detention because of misdemeanours in a subject, or by the request of a subject teacher to a Head of Year, the subject teacher is expected to supply the work. Work should be of a level that the pupil can do. Please supply work to Head of Year before 12 noon on detention day and they will bring it to detention. If the Head of Year is absent, work should be supplied to the Head of Pastoral Care instead. All supplied work should be labelled with the student's name.
2. For all other pupils in detention, Heads of Year will supply work. Work may be requested from subject teachers.

### **Failure to attend detention**

Informal Detention:

The sanction system at Ulidia Integrated College is as follows:

1. Informal Break/Lunchtime detention – teacher organised and administrated
2. Informal after-school detention - teacher organised and administrated

Failure to attend either of these, without acceptable reasons, will result in a formal Tuesday after school detention.

Formal Detention:

3. Tuesday Detention
4. Thursday
5. Friday Detention
6. Saturday Detention

Failure to attend formal detention, without acceptable reason, will result in the next level of detention being issued. Eg. Tuesday > Thursday > Friday > Saturday.

Failure to attend a Saturday detention will result in suspension of the student.

## **The Law: (Education (Northern Ireland) Order 1998 – Article 5**

### **Detention of pupils outside school hours**

*“Where a pupil to whom this article applies is required on disciplinary grounds to spend a period of time in detention at his school after the end of any school session, his detention shall not be rendered unlawful by virtue of the absence of his parent’s consent...”*

#### **Note:**

Detentions are entirely an internal matter and are normally non-negotiable.

### **Teacher in charge of detention**

1. Collect registration folder from office at 3.10 and bring to Sixth Form Centre. Duty Teachers must arrive to the detention room promptly.
2. Heads of Year will bring appropriate work to the Sixth Form Centre, monitor attendance and check that each pupil has work and is organised to begin their work. Supervising teachers must complete the register of attendance on SIMS.
3. No speaking should be tolerated by pupils in detention. If the pupils have any needs or requests they should raise their hand for your attention. If any pupil distracts other pupils or causes disturbance in detention, this information should be passed on to the Head of Year who will ensure that appropriate action is followed up. A 1,2,3 indicating behaviour in detention should be noted on the detention sheet in the registration folder.
4. At the end of detention all work should be collected and placed in the appropriate Head of Year’s pigeonhole.
5. The following day Heads of Year will give work back to the appropriate subject teachers.
8. The Head of Pastoral care will monitor the process of detention.



