

## Academic Sanctions: F4 - U5

**The purpose of this academic sanctions framework is to reinforce our high academic expectations in a clear framework that can be sustainably managed.**

1. Non-Satis for academics (anything to do with academic work and attitude to learning)  
Examples include but are not limited to:
  - Poor quality Prep. The non-satis will be followed by a request for re-submission within 24 hours. (See below).
  - Missing equipment.
  - Consistent lack of focus in a lesson that doesn't improve despite a warning (one warning should be given before non-satis).
  - More than 3 minutes late to a lesson.
  - Late Prep (see below for further details).
  
2. Academic Detention
  - Late Prep, with no request for an extension prior to the lesson.
  - Prep not improved or re-submitted after a non-satis for poor quality Prep.
  - First instance of plagiarism or mis-use of Artificial Intelligence for Prep or classwork. If this is coursework more serious sanctions apply. Please also see the policy on Plagiarism.
  - Disrupting others' learning.
  - Three or more Academic Non-Satis in a week. This will be issued by SLT having reviewed the data.
  - Mis-use of a laptop, including gaming, accessing emails, messaging, completing other Prep.
  
3. Senior Team Friday Detention (Academic / Pastoral): 5.30 - 6.30pm.
  - Second instance of plagiarism or mis-use of Artificial Intelligence.
  - Two or more Academic Detentions within a two week period.

### Submission of Prep

Prep must be handed in on time. A teacher may grant a 24-hour extension (or within a reasonable time frame) only if the pupil has emailed or spoken with the teacher in advance and at least the **day before the deadline** to alert the teacher of an issue with submission.

If pupils have not requested an extension and the work is not submitted, they must be issued an immediate academic non-satis. They will then have 24 hours to complete the work. If the work is not submitted by the new deadline, pupils are put in an Academic Lunchtime Detention. The Academic detention overrides any other session, paid or otherwise. Failure to attend this detention results in a Friday Senior Team Detention.

### Monitoring sanctions

Academic Sanctions are monitored weekly by the Deputy Head Academic's PA. A spreadsheet collating that week's results is shared with the Deputy Head Academic and the Assistant Head Pastoral and reviewed on the Monday of the following week in their Monday morning meeting and actions / further sanctions assigned. This information will be shared with the whole Senior Team and reviewed in the Education Steering Group.