

Littleover Community School



and Sixth Form Centre

Sixth Form Behaviour, Rewards and Sanctions Policy

September 2026

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By:	Governing Board	Signed:	

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1. Rationale and Ethos

The Sixth Form is a stage of education in which students are expected to develop the habits, attitudes and behaviours necessary for success in higher education, employment and adult life.

This policy is underpinned by the following principles:

- Clarity and simplicity – expectations and consequences are transparent and easy to understand
- Consistency – systems are applied fairly across all students
- Personal responsibility – students are expected to manage their own conduct
- Early intervention – concerns are addressed before they escalate
- Recognition of success – positive behaviours are actively encouraged and rewarded

2. Core Expectations: The “Golden Rules”

1. Attend all lessons and registration punctually
2. Wear their lanyard/ID badge visibly at all times
3. Meet academic expectations (homework, effort, behaviour in lessons)
4. Meet pastoral expectations (role models for younger students; ambassadors for the school and courteous at all times, including enrichment)
5. Adhere to the Sixth Form dress code
6. Follow the school's expectations on mobile phone use
7. Follow the school's expectations and procedures for Independent Study time

3. Recording Behaviour

Negative Points (which will contribute towards potential interventions – see section 4) will be given for:

- Lateness to lessons or AM registration (Tutor or subject teacher to record negative)
- Failure to wear lanyard/ID clearly (staff member who observes this to record negative)
- Poor attitude to learning, missed homework or low effort (subject teacher to record negative)
- Disruption to learning (subject teacher to record negative)
- Failure to meet administrative deadlines (6th Form Admin Staff to record negative)
- Failure to meet dress code expectations (tutor or member of 6th Form leadership team to record negative)
- Use of mobile phones in un-authorised contexts (staff member who observes this to record negative)
- Failure to meet pastoral expectations (staff member who observes this to record negative)

Positive Points will be given for:

- Excellent work and attitude in lessons
- Contribution to the Sixth Form and wider school community
- Participation in extra- and super-curricular activities
- Strong attendance (97%+) in any given half term
- Excellent punctuality (no late marks per half term)

NB: Reasonable adjustments will be made for students impacted by factors such as SEND need, Young Carer responsibilities, medical conditions/needs etc.

4. Graduated Sanctions System

Stage 1: Low-Level Concern – Negative recorded

Stage 2: 3 Negatives – Period 6 intervention (1 hour after school to discuss reasons and improvement strategies). Students are contacted by email, with Parents/ Carers copied in.

Stage 3: 6 Negatives or Failure to Attend Period 6 intervention – Loss of Home Study privileges for a 2-week timetable cycle and parents informed (if students miss any sessions in the 2 week period, an extra week will be added).

Stage 4: 9 Negatives – 2-week monitoring report. Supervised non-contact time.

Stage 5: 12 negatives and/or concerns continuing despite earlier interventions - Parental meeting to agree behaviour contract if no improvement, and/ or possible use of 'Reflection', and/or possible use of suspension. This will be discussed between the Sixth Form pastoral team and, where relevant, Headteacher.

Stage 6: Review of Sixth Form place if behaviour contract is broken. See section 9 and 10 for more detail.

5. Reset and Fresh Start

Negative points are reset each term unless students are already on a behaviour contract.

6. Rewards System

Positive Points	Award	Recognition
10	Bronze	E-certificate to student and parents
25	Silver	E-certificate + queue-jump ticket (1 use)
50	Gold	E-certificate + queue-jump tickets (2 uses)
100	Platinum	E-certificate + queue-jump tickets (3 uses) + voucher

7. Roles and Responsibilities

Students: Take responsibility for their behaviour and engagement

Staff: Apply the policy consistently and record positives and negatives accurately

Sixth Form Leadership and Admin Teams: Monitor behaviour patterns and intervene where necessary – report back to governors.

Governors

Review any complaints at stage 2 that are linked to this policy.

8. Searching, Screening and Confiscation

Where appropriate, staff have the power to search students where there are reasonable grounds to believe they are in possession of band items as per Searching, Screening and Confiscation, DFE, July 2022. See **Appendix 1**.

9. Permanent Withdrawal of 6th Form Place

The decision to withdraw student's place in the 6th Form permanently is a serious one and would only be taken as a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies as part of the graduated response, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. (e.g. stages 1-6 of the graduated sanctions policy have been completed and support given throughout to the student including a clear behaviour contract to outline expectations).

10. Suspension and Exclusion

The decision to suspend or permanently exclude a 6th Form student is a serious one and would only be taken as a final step in a concerted process for dealing with certain disciplinary offences which would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or possession and/or use of an illegal drug or alcohol, for example.

In addition, where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one-off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1993 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him".)
- Arson
- Behaviour which poses a significant risk to the student's own safety.
- This is not an exhaustive list and other circumstances can lead to the grounds for permanent exclusion.

Appendix 1 - Searching and Screening of Students

The headteacher and any member of staff authorised by the headteacher have a statutory power to search a student or their belongings if they have reasonable grounds to suspect that the student may have a prohibited item (as listed in the [DfE's searching, screening and confiscation guidance](#)) or an item banned under our school rules.

They can use reasonable force to search for prohibited items (as listed in the DfE's searching, screening and confiscation guidance), such as knives, weapons, stolen items or illegal drugs. They cannot use reasonable force to search for items that are banned under our school rules only.

The decision to use reasonable force to carry out a search should be made carefully, on a case-by-case basis and taking into consideration the level of risk to students and staff.

- Knives and weapons
- Alcohol, illegal drugs/NPS (New Psychoactive Substances)
- Stolen items
- Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to, or damage to property of; any person (including the student)
- Tobacco and/or cigarette papers
- Fireworks
- Pornographic images
- Any item specifically banned by the school rules e.g. mobile phones and vapes or nicotine based products.

Before the Search

Any member of staff who believes a student has any of the above should call for SLT support and not search the student themselves.

The student should have it explained to them the reasons for the search, how it will take place and where. The student should be given the opportunity to ask questions. Staff should always seek the co-operation of the student before searching.

If a student refuses to co-operate in a search then parents and/or police will be contacted following consultation with the Headteacher. The student will be disciplined according to this policy.

During the Search

The person conducting the search should be the same sex as the student and a second person should be present to witness the search – the only reason this would not be the case is if there was a risk of serious harm if it was not carried out urgently.

If deemed appropriate a metal detector may be used to 'screen' the student.

At no point should a student be asked to remove clothing other than outer clothing.

Confiscated items should be given to the Headteacher/Deputy Headteacher for safe storage.

After the Search

The DSL should be informed of any searches by the member of staff carrying out the search recording it on CPOMs. The following information should be recorded:

- Date, time and location.
- Who conducted the search.
- What was being searched for.
- The reason for the search.
- What items, if any, were found.
- What follow up action was taken as a consequence of the search.

Parents should be notified of any search for a prohibited item (1-8)

Electronic Devices

Headteachers (and staff they authorise) may examine any data or files on an electronic device if they believe the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence. Data should not be deleted if it relates to a suspected offence.

Staff have the authority to confiscate any items found during a search listed previously. The school will involve the Police where certain items are found, such as weapons and extreme/child pornography and/or drugs.

School staff can confiscate, retain or dispose of a student's property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff should consider whether the confiscation is proportionate and consider any special circumstances relevant to the case.

LCS policy is to abide by the guidelines provided by the DfE (July 2022), a summary of which is included below:

- Schools are not required to inform parents before a search takes place, or to seek their consent to search their child.
- Power to search enables a personal search in the presence of the student concerned and another member of staff. This can involve removal of outer clothing and searching of pockets, but not an intimate search going further than this. A search of this nature can only be undertaken by a person with more extensive powers, for example a Police Officer.
- The member of staff conducting a search may only require a student to remove any item of 'outer' clothing ie., hats, coats, shoes, gloves, scarves and not other items of clothing worn next to the skin.
- Members of staff can use force as is reasonable given the circumstances when searching a student for knives or weapons, alcohol, illegal drugs/NPS, stolen items, tobacco and cigarette papers, fireworks, pornographic images or items that have been, or could be, used to commit an offence or do harm. Such force cannot be used to search for items banned under the school rules.
- A member of staff can confiscate, retain or dispose of a student's property as a disciplinary sanction, where deemed reasonable to do so. Certain items found during a search, including weapons, illegal drugs/NPS, extreme/child pornography and/or stolen items must be passed to Police as soon as possible.