



WALTHAMSTOW HALL
SEVENOAKS

PUPIL SANCTIONS RECORD

The Pupil Sanctions Record is a statutory requirement. It is maintained by the relevant Senior School and Junior School Deputy Heads, with a copy of any entry supplied to the Headmistress for information. The Record will be stored securely at both sites.

The Record will include details of any serious and significant sanction taken in response to a pupil's attitude or behaviour.

Those sanctions deemed serious will include:

- Detention of a pupil outside normal school hours/times.
- Sanctions taken in response to a pupil found to be involved in bullying or harassing another/others in the School community.
- Sanctions taken in response to a pupil found to be involved in any discrimination of another/others in the School community on grounds of religion, ethnicity, race, sexual orientation or gender.
- Alcohol abuse, drug abuse, fraud, gambling, improper behaviour towards a member of staff or another pupil, malicious damage, persistent disruptive behaviour, physical assault/threatening behaviour, using pornography, sexual misconduct, theft, violence, any other activity that is illegal under English law.
- Instances of where a pupil is either suspended (including internal suspension) or expelled for whatever reason.

Any other disciplinary sanction not specified above is in the view of the Headmistress applied for a reason considered serious in their professional judgement.

The sanctions that will be imposed are set out in the School's policy on Discipline and Exclusion.

It is the policy of Walthamstow Hall to keep all our Pupil Sanctions Record securely until your daughter has reached the age of 25, when they will be destroyed. They will not be disclosed to any third party, unless required by statutory regulations.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed June 2023
Next Review date June 2024

Signed.....

.....Date.....30 June 2023...

Mrs J Adams
Chairman of the Governing Body



Pupil's Full Name:	
Pupil's details: (Year/Class/Tutor Group)	
Date and Nature of Sanction:	
Brief reason for Sanction and date of incident:	
Staff/Governors involved:	
Parent(s) informed:	
HM / DH SS / DH JS signature:	