

Major Sanctions Policy

For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.

Hebrews 12:11

Ampleforth College

Person responsible for Policy	Headmaster Ampleforth College
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Policy: At a glance:

- This policy sets out the major sanctions which Ampleforth College uses to help manage behaviour.
- This policy includes details of each sanction and how sanctions must be recorded
- The policy sets out the process for expulsion, removal and review
- This policy applies to all students of Ampleforth College

1. Introduction and guiding principles

This policy details the Major Sanctions which may be used in line with the [Behaviour Policy](#).

To be read in conjunction with the [Rewards and Sanctions Policy](#)

No member of staff at Ampleforth may use any degree of physical contact which is deliberately intended to punish a student, or which is primarily intended to cause pain or injury or humiliation. This ban on corporal punishment is absolute. It applies regardless of the seriousness of the student's misbehaviour, or the degree of provocation. The staff do have access to the College's [Physical Contact and Physical Intervention Policy](#).

2. Implementation:

a. House sanctions and other low-level sanctions

Some sanctions are available for Houseparents (HsM) to use in house:

- working in HsM study
- confiscation of equipment
- service to the house (e.g. kitchen cleaning)
- off gallery (i.e. restricted access to bedroom gallery)
- withholding of privileges (e.g. Sixth Form and no attendance at Windmill)
- house gating

For minor and relatively low-level disciplinary infringements see [Rewards and Sanctions Policy](#).

Often for the first infringement of the rules, Detention will apply. Some students may require more targeted interventions to support them with their behaviour. This may include:

- On report to tutor or to Head of Year
- Meetings with senior staff
- Case conference
- Wellbeing support strategies

Depending upon the severity of any breach of the College Rules, response in terms of punishment will be decided, as appropriate and if necessary in consultation, by the Deputy Head or Headmaster.

A combination of sanctions may be applied, as deemed appropriate.

b. More serious disciplinary issues

The more serious centralised sanctions applied by the Deputy Head and / or Headmaster are as follows. These are the sanctions that will be recorded as serious disciplinary sanctions for the purposes of ISI returns.

In the event that a major sanction requires that the student be returned to the care of a parent or guardian, the Deputy Head will consult the Designated Safeguarding Lead (DSL) to consider, agree and record the information about the student which must be shared. The parent

or guardian will be provided with documentation which will support the safety and welfare of the student whilst away from College.

i. Removal from the classroom

Removal is where a student, for serious disciplinary reasons, is required to spend a limited time out of the classroom at the instruction of a member of staff. This is to be differentiated from circumstances in which a student is asked to step outside of the classroom briefly for a conversation with a staff member and asked to return following this.

Removal from the classroom should be considered a serious sanction. It should only be used when necessary and once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal. Parents should be informed on the same day if their child has been removed from the classroom. As with all disciplinary measures, consideration must be given to whether the sanction is proportionate and whether there are any special considerations relevant to its imposition.

Removal should be used for the following reasons:

- a) to maintain the safety of all students and to restore stability following an unreasonably high level of disruption;
- b) to enable disruptive students to be taken to a place where education can be continued in a managed environment; and
- c) to allow the student to regain calm in a safe space.

In all cases provision must be made for the appropriate continuation of the student's education. When necessary staff must follow the **Physical Contact and Physical Intervention Policy**.

Students may be removed to work:

- in a different classroom under the supervision of another teacher (usually the Head of Department or a Head of Year);
- in the Learning Hub under the supervision of the Learning Support team;
- in the Pastoral Hub to work under the supervision of the DSL;
- in the Academic Office to work under the supervision of the Deputy Head: Academic; or
- in the Headmaster's Department to work under the supervision of the Deputy Head.

In all situations every effort should be made to reintegrate the student back into the classroom as quickly as possible. An individualised plan should be put in place to support the student and this will include a meeting with the teacher from whose class the student was removed with the relevant pastoral staff in attendance. In line with KCSIE (2026), consideration will be given to whether Early Help or the targeted early help level of Family Help would be of benefit for any student who has been repeatedly removed from the classroom.

ii. Gating and Saturday Night Detention

If it is a serious first offence a student will normally be gated for a set period (up to 6 days), follow the programme designated, which will involve, extra registrations, reduced free time and supervised work time in the Library, Alcuin Room or Big Study. Saturday night detention will also be given. Note: A house-based detention is used for students in Years 7 and 8.

iii. Rustication and Internal Rustication

This involves a requirement for a student to be removed from the College and to return home or to a guardian for a specified length of time, up to 7 days. A request will be made to staff for academic work to be undertaken during this absence.

Internal rustication is an alternative to rustication and will be used when it is deemed that sending the student home would seriously interrupt the academic progress of the student concerned, or if circumstances were that the student could not be safely sent home (for example, due to a safeguarding concern, or parents or guardian away or not available). This involves depriving a student of normal liberties in school time. Lesson time will be unaffected. This will mean that the student concerned will be required to do academic work in the Library / Big Study rather than attend any extra-curricular activities or have free time; this could last for two weeks in serious cases.

iv. Suspension

A student may be placed under suspension as a sanction, or for a period of up to fourteen days as a neutral act while a complaint that may lead to a student being removed, withdrawn or expelled from the College is investigated. College privileges may be withdrawn during the period of suspension at the discretion of the Headmaster or the Deputy Head.

A student who is suspended ceases to be a member of the College whilst their future career as a student at Ampleforth is considered. The Chair of Governors is informed of any such case. It would usually be expected that both the student and his or her parents would write formally to the Headmaster to request reinstatement. A suspension may therefore become deemed a rustication, may result in reinstatement under set conditions, may result in a parental decision to withdraw their daughter or son from Ampleforth, or may result in formal expulsion from College. A suspension would be formally recorded in any reference from the College, unless the Headmaster should decide that the student's subsequent behaviour warranted the expunging of that information from a student's record.

v. Expulsion

A student may be formally expelled from the College if it is proved on the balance of probabilities that the student has committed a grave breach of school discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches.

A student who is expelled from College ceases to be a member of the College, is required to leave the College, is required not to return to College and loses membership of the Ampleforth Society. (See Annex A).

c. Recording

Behaviour incidents should always be recorded on CPOMS, and following the imposition of a major sanction (as defined in section 2b above) a summary added to the centralised Incidents and Accidents Log on iSams (Management of Information System). The procedure for this is described in the **Incident Reporting Protocol**.

3. Review Procedure

The review procedure against expulsion or removal can be found in the Expulsion, Removal and Review Protocol (Annex A).

Annex A

Expulsion, Removal and Review Protocol

Introduction

- 1.1 **Scope:** This protocol contains guidelines, which will be adapted as necessary, explaining the circumstances under which a student may be expelled from the College, or required to leave permanently for misconduct or other reasons. The protocol applies to all students at the College but does not cover cases when a student has to leave because of ill-health, non-payment of fees or withdrawal by her/his parents. This procedure can be made available in large print or other accessible format if required.

- 1.2 **Interpretation:** The definitions in this clause apply in this procedure.

College: this term applies to Ampleforth College.

Headmaster: references to the Headmaster include the Deputy Head.

Governing Body: reference to the Governing Body means the Governors of St Laurence Education Trust (SLET) for Ampleforth College.

Parent: includes one or both of the parents, a legal guardian or education guardian.

Expulsion: means a dismissal from the College following serious misconduct formally recorded.

Removal: means that a student has been required to leave, but without the stigma of expulsion, for a serious breach of discipline such that the student cannot expect to remain a member of the school, or where a parent has treated the school, members of its staff or any member of the school unreasonably.

Withdrawal: means that the student is removed from school by the parent, but without the stigma of expulsion.

College Day: means any day Monday to Sunday inclusive during term time.

Working Days: means any day Monday to Saturday inclusive, (excluding Exeat days) during term time when the College is open.

2 Protocol Statement

- 2.1 **Aims:** The aims of this protocol are:

- to support the Code of Conduct and the College's Behaviour Policy
- to ensure procedural fairness and natural justice
- to promote co-operation between the College and parents when it is necessary for the College that a student leaves earlier than expected

- 2.2 **Misconduct:** The main categories of misconduct which may result in expulsion or removal are:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco
- theft, blackmail, physical violence, intimidation, racism or persistent bullying including cyber-bullying
- misconduct of a sexual nature; supply or possession of pornography
- possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the College's ethos
- other serious misconduct which affects the welfare of a member or members of the school community or which brings the College into disrepute (single or repeated episodes) on or off school premises

2.3 **Behaviour related to a Disability:** The College will make reasonable adjustments for managing behaviour which is related to a student's disability. Where expulsion needs to be considered, the College will ensure that a disabled student is able to present his or her case fully where the disability might hinder this.

2.4 **Other Circumstances:** A student may be required to leave if, after all appropriate consultation, the Headmaster is satisfied that it is not in the best interests of the student, or of the College, that she/he remains at the College.

3. Disciplinary Meeting before the Headmaster

- a. **Preparation:** The Chairman of the SLET will be informed of the investigation. Documents available at the disciplinary meeting before the Headmaster will include:
- a statement setting out the points of complaint against the student
 - written statements and notes of the evidence supporting the complaint, and any relevant correspondence
 - the Deputy Head's Investigation Report
 - the student's school file and (if separate) House file and conduct record
 - the relevant school policies
- b. **Attendance:** The student and her/his parents (if available) will be asked to attend the disciplinary meeting with the Headmaster at which the Deputy Head will explain the circumstances of the complaint and the investigation. The student may also be accompanied by a member of staff of her/his choice. The student and her/his parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of students will be preserved.

If the parents or the student have any special needs or disability which call for additional facilities or adjustments (eg parking or the provision of documents in large print or other accessible format), those requirements should be made known to the Headmaster or Deputy Head so that appropriate arrangements can be made.

- c. If the student or the student's parents experience difficulty in attending due to a disability, the College will make reasonable alternative arrangements to accommodate the disability. If a parent is unable to attend because of travel and working commitments, the College will make reasonable alternative arrangements to ensure the parent can be involved with the disciplinary process and their child's education.
- d. **Proceedings:** There are potentially three distinct stages of a disciplinary meeting:
 - i. **The Allegations:** The Headmaster will consider the allegation/s and the evidence, including statements made by and/or on behalf of the student. The Headmaster will state that the emphasis of the meeting is on hearing what the parents have to say. Unless the Headmaster considers that further investigation is needed, he will decide whether the allegation has been sufficiently proved. The standard of proof shall normally be the civil standard, eg the balance of probabilities. The Headmaster may refer to the student's disciplinary record at this stage.
 - ii. **The Sanction:** If the allegation has been proven, the Headmaster will outline the range of disciplinary sanctions which he considers are open to him. He will take into account any further statement which the student and/or others present on their behalf wish to make. The student's disciplinary record will be taken into account. The Headmaster will then reflect on the matter for a minimum of 24 hours before communicating his decision, with reasons, to the parents.
 - iii. **Leaving Status:** If the Headmaster decides that the student must leave the College, he will consult with a parent before deciding on the student's leaving status (see below).
- e. **Delayed Effect:** A decision to expel or remove a student shall take effect seven days after the decision to proceed to a dismissal was first communicated to a parent. Until then, the student shall remain suspended and away from College premises. If within seven days the parents have made a written application for a Review by the SLET, the student shall remain suspended until the Review has taken place.

4. Leaving Status

- a. **Explanation:** If a student is expelled or required to leave, her/his leaving status will be one of the following: expelled, removed or withdrawn by parents.

Note: the Headmaster will decide which options are open for consideration on a case by case basis. For example, in the most serious incidents he may decide that, should the case be proven, expulsion is the only option available and parents will not be allowed to withdraw their child.

- b. **Detail:** Additional points of leaving status include:
 - the form of letter which will be written to the parents and the form of announcement in the College and House that the student has left
 - the form of reference which will be supplied for the student
 - the entry which will be made on the school record and the student's status as a leaver

- arrangements for transfer of any course and project work to the student, her/his parents or another school
- whether (if relevant) the student will be permitted to return to school premises to sit public examinations
- whether (if relevant) the College can offer assistance in finding an alternative placement for the student
- whether the student will be entitled to leavers' privileges
- whether the student will be eligible for membership of the Ampleforth Society and if so from what date
- the conditions under which the student may re-enter College premises in the future
- financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; or a refund made of pre-paid fees

5. Review

- Request for Review:** A student or her/his parents may request a Review of the Headmaster's decision to expel or require a student to leave, or where a decision has been made to suspend a student for seven school days or more, or where suspension would prevent the student from taking a public examination. The application must be made in writing using the Request Form at Appendix 1 and received by the Chairman of the SLET within seven days of the Headmaster's decision being notified in writing to a parent, or longer by agreement. If the parents or the student have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Chairman so that appropriate arrangements can be made.
- Grounds for Review:** In their application the parents must state the grounds on which they are asking for a Review and the outcome which they seek. For the avoidance of doubt, a mere disagreement with the decision of the Headmaster will not of itself be grounds sufficient for a Review.
- Review Panel:** The Review will be undertaken by a minimum of three-member sub-committee of the SLET. The panel members will have no detailed previous knowledge of the case or of the student or parents and will not normally include the Chairman of the SLET. Selection of the Review Panel will be made by the Chairman of the SLET. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel. The parents may ask for the appointment of an independent panel member who is not concerned with the management or running of the College nominated by the Governors and approved by the parents. Such approval not to be unreasonably withheld.
- Role of the Panel:** The role of the Panel is to consider the documentation provided by the parties and representations made and to decide whether to uphold the Headmaster's decision or to refer the decision back to her with recommendations so that she may consider the matter further. It is not within the powers of the Panel to reinstate a student's place at the College against the wishes of the Headmaster.
- Review Meeting:** The meeting will take place at the school premises, normally between three and ten working days after the parents' application has been received. A Review will not normally take place during school holidays. A Review Meeting is private and all

those who are concerned in it are required to keep its proceedings confidential, subject to law.

- f. **Attendance:** Those present at the Review Meeting will normally be:
- members of the Review Panel and the Clerk to the SLET or her/his Deputy
 - the Headmaster and any relevant member of staff whom the student or her/his parents have asked should attend and whom the Headmaster considers should attend in order to secure a fair outcome
 - the student together with her/his parents and, if they wish, a member of the school staff who is willing to speak on the student's behalf. The parents may be accompanied by a friend or relation. The parents must indicate on the Request Form if the friend or relation is legally qualified.
- g. If the student or the student's parents experience difficulty in attending due to a disability or the parent's travel and working commitments prevent them from attending, the College will make reasonable alternative arrangements to ensure the student and/or their parents can be involved in the Review.
- h. **Conduct of Meeting:** The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chairman who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comments. Everyone is expected to show courtesy, restraint and good manners. The Chairman may at her/his discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.
- i. **Procedure:** The Panel will consider each of the questions raised by the student or her/his parents so far as relevant to establish:
- whether the facts of the case were sufficiently proven when the decision was taken to expel or remove the student. The civil standard of proof, namely, 'the balance of probability' will normally apply.
 - whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the College's policy in that respect.
- The requirements of natural justice will apply. If for any reason the student or her/his parents are dissatisfied with any aspect of the meeting, they must inform the Chairman at the time and ask the Clerk to note their dissatisfaction and the reasons for it.
- j. **Identification:** If the Headmaster considers it necessary in the interests of an individual or of the College that the identity of any person should be withheld, the Chairman may require that the name of that person and the reasons for withholding it be written down and shown to the Panel Members. The Chairman at her/his discretion may direct that the person be identified, or not as the case may be.
- k. **Leaving Status:** If, having heard all parties, the Panel is minded to recommend that the Headmaster's earlier decision should be confirmed, it is open to the Panel, with agreement of the Headmaster, the student and her/his parents to discuss the student's

leaving status with a view to reaching agreement.

1. **Decision:** When the Chairman decides that all issues have been sufficiently discussed and if by then there is no consensus, he may adjourn the meeting; alternatively, the Chairman may ask those present to withdraw while the Panel considers its recommendations. The Panel's recommendations will be notified in writing, with reasons, to the Headmaster and the parents by the Chairman of the Review Panel or the Chairman of the SLET within three working days of the meeting. The Headmaster will provide his response to those recommendations in writing, usually within 24 hours. In the absence of a significant procedural irregularity, the Headmaster's decision will then be final.

Appendix 1 Request for a Review of a Decision to expel a Student

To The Chairman of Governors of St Laurence Education Trust,
Ampleforth College, York, YO62 4ER

Subject [Name of student]

I/We request that a sub-committee (**Panel**) of the SLET carries out a review of the Headmaster's decision to expel or require removal of the above named student. I/We agree that the Review will be carried out in accordance with the Review supplied to us with this form and I/we agree to abide by the terms of that and in particular that the proceedings are and will remain confidential and that the Headmaster's decision following consideration of the recommendations made by the Review will be final, subject to such legal rights (if any) as may exist.

I/We confirm that I/we have parental responsibility for the above named student and that I/we have consulted the student who wishes the Review to be undertaken.

I/We understand that the Panel will be concerned with the fairness and proportionality of the Headmaster's decision in accordance with the College's existing policies (where applicable and relevant) on educational, pastoral care and administration matters.

I/We understand that I/we may be accompanied at the Review Meeting by a friend or relation. The friend or relation accompanying me/us [is / is not] (delete as appropriate) legally qualified and as my/our representative.

I/We will inform the Chairman if I/we have any special needs or disabilities requiring additional facilities or adjustments.

The grounds upon which I/we seek a Review and the matters which I/we wish to discuss at the Review and to ask the Panel to take into account are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

Signed	Signed
Full name	Full name
Relationship to student	Relationship to student
Date	Date
Address	Address
Telephone number	Telephone number