



Pupil Sanctions Record Policy

At Cranford School a record is kept by the Headmaster of the following offences, which are entered onto your son/daughter's Pupil Record (this list is illustrative not exhaustive – offences that should be recorded are at the discretion of the Headmaster):

- Alcohol abuse;
- Bullying, including racist, sexist, or discriminatory bullying;
- Drug abuse;
- Fraud;
- Gambling;
- Improper behaviour towards a member of staff or another pupil;
- Malicious accusations against staff;
- Malicious damage;
- Persistent disruptive behaviour;
- Using pornography;
- Racist abuse;
- Sexual harassment;
- Sexual violence;
- Sexual misconduct;
- Theft;
- Violence;
- Any other activity that is illegal under English law.

The sanctions that will be imposed are set out in the School's policy on discipline and exclusions found in the **'Whole School Behaviour Policy and Procedures Including Rewards and Sanctions'** and **'Whole School Exclusions Policy and Procedures'**.

Parents' attention is drawn to the School's **'Whole School Complaints Procedure for Parents'**.

It is the policy of Cranford School to keep all of our pupil sanctions records securely until your son or 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.

Reviewed: November 2025 Headmaster and Governors

Review Due: November 2026 by Headmaster and Governors