



# **Admissions and Exclusions Policy**

## **Including EYFS**

### **Ashley Manor Prep School**

#### **1. Introduction**

Our policy reflects the DfE guidance, in particular 'School Admissions Code' (DfE Dec 2014). This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Behaviour and Discipline
- Complaints

This policy aims to outline the admissions process of our school, as well as provide relevant information to families looking to join. It also outlines exclusions and the process that is followed for both fixed-term and permanent exclusions.

#### **2. Admissions Arrangements**

1. In order to register an interest in a place at the School, parents must complete a registration form accompanied by payment of a registration fee, which is non-refundable, regardless of whether or not a child is offered a place. The registration form must be sent to the Admissions Office. Parents may register an interest in a place at any time, including prior to any visit to the School. Places are allocated in order of registration date. A registration form is available upon request from the Admissions Office. Registration does not constitute an offer or guarantee of a place.

Following receipt of the registration form, an appointment will be made to visit the School and meet the Headteacher. Parents are offered a tour of the School during the school day if possible. Such a visit may or may not include the child, according to parental wishes. It is at this stage that any professional reports which impact on the child's emotional, physical or educational profile must be disclosed to help the School assess the child's needs and any adjustments that may be needed to accommodate the child on Experience Days and should an offer of a place later be made.

2. Parents usually follow up their initial meeting by then arranging an Experiencer Day (minimum of two) for their child. The child will join the appropriate year group class and follow the normal routine timetable for that day. Assessments will be administered as appropriate. This is not a selective examination but helps the School determine whether the School is, in fact, the appropriate setting for the child
3. In addition to the Headteacher, the staff listed below may have an input into the interview and admissions procedure:
  - LMT Members
  - Individual Learning SENCOs
  - Other relevant teachers or specialists

4. Parents are requested to provide the School with current or recent School Reports, any norm-referenced standardised assessment results where applicable, a report from the current school Headteacher, and any relevant professional references.
5. An offer of a place at the School will be made to those applicants who, after careful consideration, the Headteacher considers are most likely to benefit from what we offer; who appear to match the ethos and standards of the School; whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here; those who will benefit from the School's educational provision; and provided the Headteacher considers that the School is able to adequately meet the child's needs.

Where an offer of a place is made, parents may accept the offer by completing and signing an acceptance form and paying an acceptance deposit. The deposit must be paid either two terms or one term before the child is due to start at the School, whichever is sooner. The terms and conditions of the Parent Contract will be enclosed with the acceptance form. Joining literature will also be sent to parents with the acceptance form and terms and conditions.

If spaces are currently unavailable, upon receipt of the application/registration form and payment of the registration fee, the pupil's name will be placed on the waiting list for entry into the correct year. The pupil's name may be removed from the list at any time at the request of the parents.

### **3. Leavers Arrangements**

If a child leaves the school, this is recorded on the admissions register.

Where children leave the school, the DSL will ensure safeguarding and child protection files are transferred to the new school or college as soon as possible: within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrive. If there are no safeguarding or child protection files for the child, the school will inform the new school of this.

Any other relevant information for the new school will be passed on, including assessment data. For children leaving at the standard exit points, there may be inductions or meetings held with the new school (such as in the case of Year 6 leavers transferring to Secondary education).

For in-year transfers to new schools, the school will notify the Local Authority (01452 42601)

#### *Elective Home Education*

Many home-educated children have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

From September 2016 the Education (Pupil Registration) (England) Regulations 2006 were amended so that schools must inform their LA of all deletions from their admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we will work together with other professionals to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. DfE guidance on Elective Home Education (which is primarily for Local Authorities) will also be read and understood by the LMT.

#### **4. Fixed-Term and Permanent Exclusions**

The School seeks to provide a disciplined and ordered family community in which education and learning can flourish. When accepting a place, parents agree that their son or daughter should be subject at all times to the School Rules and Regulations in force.

The School will make clear the standards of behaviour and commitment that it expects from pupils. It will encourage pupils to adopt positive attitudes and values such as consideration, honesty, and respect for others. It will acknowledge and praise pupils when they reach these standards.

Any breach of good manners or good sense whether at school, on journeys to and from school, at events organised by the School or when representing the School is a breach of School Rules. High standards of behaviour are expected at all times and bullying in any form is unacceptable.

The School's Terms and Conditions confer upon the Headteacher the power to impose the sanction of suspension or expulsion on any pupil for any cause which they consider adequate.

Suspension may be ordered if a pupil persists in misdemeanours after warnings or is involved in bullying, anti-social behaviour, theft, lying, bringing prohibited articles or substances to School, repeated truancy from lessons or other serious wrongdoing. This gives the pupil a chance to consider, if possible, with the help of discussions at home, the possibility that expulsion may subsequently be ordered unless conduct improves.

Expulsion may be ordered in certain circumstances, normally following suspension except in cases of serious misconduct. If this sanction is being considered, both the pupil and parents will normally be invited to a meeting with the Headteacher. Parents may in some cases be offered the opportunity to withdraw the pupil. In other cases, the Headteacher may expel the pupil forthwith. The appropriate procedure to be adopted in any case is entirely at the discretion of the Headteacher.

Parents should be informed that it is now a criminal offence punishable by fixed penalty fine or prosecution of the parents if a pupil is seen in a public place during normal school hours without reasonable justification, during the first five days of exclusion from state school. Pupils excluded from an independent school may be apprehended, as it would not be evident to a police officer that the pupil is not from a state school.

We do not wish to exclude any pupil from school, but sometimes this may be necessary. The School has therefore adopted the DfE's national standard list of reasons for exclusion and follows their standard guidance in any decision to exclude a pupil from school.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/641418/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)

Only the Headteacher (or the acting Headteacher) has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Headteacher may exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion if the circumstances warrant this.

If the Headteacher excludes a pupil, she/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the School's Directors. The School informs the parents how to make any such appeal.

The Headteacher informs the owner about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

When the Directors meet to consider exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents, and consider whether the pupil should be reinstated.

If the Directors decide that a pupil should be reinstated, the Headteacher must comply with this ruling.

## **5. Monitoring and Evaluation**

As with all our policies, the School will strive to ensure this policy is effective, follows the relevant guidance, and adheres to the principles of the School. This will be achieved through regular monitoring and evaluation by the Headteacher, who holds the responsibility of this policy. During this review, amendments will be made where necessary and agreed upon with the Proprietor.

<b>Date of Review</b>	<b>Position</b>	<b>Name of Reviewer</b>	<b>Date of Next Review</b>
August 2023	Headteacher	Mr P. Fathers	August 2024
August 2023	Proprietor	Mr A. Khan	August 2024