



CHINTHURST SCHOOL  
TRADITIONAL VALUES | MODERN TEACHING

# Chinthurst Preparatory School

## Admissions and Exclusions Policy

Reviewed by TB/SN/WB - September 2016

Next review date – September 2017

## Contents

### Admissions

- 1.1 Admissions
- 1.2 EYFS Procedure
- 1.3 Key Stage One Procedure (Years 1 & 2)
- 1.4 Key Stage Two Procedure (Years 3 to 6)
- 1.5 Allocation of places
- 1.6 Registration
- 1.7 Confirming a place
- 1.8 Fees in lieu of notice

### Exclusions

- 2.1 Circumstances leading to exclusion
- 2.1. Exclusions Procedure

## 1.1 – Admissions

1.1.1 - Chinthurst School maintains a non-competitive policy for admissions and our intake is therefore proudly mixed-ability by nature.

1.1.2 – The School accepts admissions for each year group, from the EYFS setting up to entry in Year 6. Applications for admission may be made at any point of the academic year.

1.1.3 - We welcome children from many different ethnic groups and backgrounds. Human rights and freedoms are respected at Chinthurst but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

1.1.4 - All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

1.1.5 - The School will consider applications on behalf of children with a disability and will consider carefully whether enrolling the child would be appropriate and in the child's best overall interests in line with our legal and moral responsibilities under the Equality Act 2010.

1.1.6 – In all cases the School will factor a regard for the level of care required, the practicalities of making any particular and reasonable adjustments, the available resources and, where relevant, any health and safety issues. Chinthurst School remains committed to developing the accessibility of its facilities to all. Please refer to our 'Disability Policy' for more information.

1.1.7 - Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

## 1.2 – EYFS Procedure

1.2.1 – There are no formal assessment, interview or testing arrangements for entry into the EYFS. Admission to the school is however conditional upon a successful taster day and only confirmed upon receipt of a report from the pupil's feeder school, should they have one.

1.2.2 – Whilst no formal assessment takes place, informal assessments to help staff understand the needs of each individual pupil may be used, for example hearing a child read.

1.2.3 - Places are allocated on a first-come, first-served basis following a tour of the school and meeting between the parents and the Headmaster.

1.2.4 – It is important that the Headmaster can make a judgement as to whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and culture.

1.2.5 - Once any offer of a place has been accepted, pupils are invited to attend up to three taster sessions in the Nursery, during which time the parents are encouraged to stay for a short period to assist with the settling of their child should they wish.

1.2.6 - In the event of an offer of a place not being made, the Headmaster will make an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

### 1.3 – Key Stage One Procedure (Years 1 & 2)

1.3.1 - There are no formal assessment, interview or testing arrangements for entry into the Key Stage One. Admission to the school is however conditional upon a successful taster day and only confirmed upon receipt of a report from the pupil's feeder school.

1.3.2 – Children are invited to the school for a morning or a day's taster to allow them to familiarise themselves with the school's surroundings and to see for themselves what it might be like to be a pupil at the school.

1.3.3 - Whilst no formal assessment takes place, informal assessments to help staff understand the needs of each individual pupil may be used, for example hearing a child read.

1.3.4 - It is also important that the Headmaster can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and culture

1.3.5 - In the event of an offer of a place not being made the Headmaster will make an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

### 1.4 – Key Stage Two Procedure (Years 3 to 6)

1.4.1 - There are no formal assessment, interview or testing arrangements for entry into the Key Stage One. Admission to the school is however conditional upon a successful taster day and only confirmed upon receipt of a report from the pupil's feeder school.

1.4.2 - The assessment process will usually include informal assessments, in the classroom setting, of the child's ability.

1.4.3 - It is also important that the Headmaster can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and culture.

1.4.4 - In the event of an offer of a place not being made the Headmaster will make an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

## 1.5 – Allocation of Places

1.5.1 - Places are allocated on a first come, first served basis and at the discretion of the Headmaster. In line with the School's stated aims, the Headmaster will, whenever possible and subject to availability, give preference to siblings of pupils already at the school and to children of former pupils provided that those parents have indicated on the registration form that this is the case.

1.5.2 - In the event of a year group being full, if the parents so wish and subject to a satisfactory pupil visit, the school will place a child on a waiting list.

1.5.3 - The waiting list will be maintained in strictly chronological order by date of registration, subject to successful assessment. From time to time, however, the Headmaster reserves the right to offer places to siblings and to a boy or girl not at the top of the waiting list.

1.5.4 - The school operates a policy of a maximum number of 18 pupils per class. As this situation approaches, and the number of 16 pupils is reached, a process of assessment is put in place by the senior management. This process starts with a feasibility study into the potential splitting of the year group into two forms.

1.5.5 - Should this prove positive then staffing, facility and timetable adjustments will be implemented with a realistic target of implementation the following academic year.

1.5.6 - In the interim period the senior management will explore all options leading to the reduction of group size by using existing resources, e.g. splitting of groups for core subjects.

1.5.7 - Please note that in the event of such a split, it will not be done on a streaming basis for groups below Year 6. Groups will be smaller in size thus improving the pupil / teacher ratio but will remain mixed ability.

## 1.6 – Registration

1.6.1 - If a parent wishes a child to visit the school for an taster day then, prior to such a visit, a registration form must be completed and signed by both parents unless by prior agreement with the school.

1.6.2 - This form must arrive at the school before any such visit and must be accompanied by the appropriate registration fee of £100.

1.6.3 – From time to time, particularly following busy Open Mornings, Taster Days will be offered to a group of pupils prior to the completion of registration forms.

## 1.7 – Confirming a place

1.7.1 – When a firm offer has been made in writing, parents will be invited to complete a form to confirm their acceptance of the place and will be asked to pay a deposit of £250 to secure the place.

1.7.2 - This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged.

1.7.3 - Once a pupil has enrolled in the school the deposit will be held over until the end of the pupil's last term at the school and refunded subject to any and all financial obligations being met by the parents.

## 1.8 – Fees in lieu of notice

1.8.1 - All parents are bound by the school's Terms and Conditions, available on the School's website, as accepted at the time the deposit is paid.

1.8.2 - Should a child be removed from the school without a full term's written notice having been received, the parents will be liable to a full term's fees in lieu of such notice.

1.8.3 - If a parent decides to withdraw their child before enrolment, written notice must be received by the first day of the preceding term or fees will become due in lieu.

## 2.1 – Circumstances leading to exclusion

2.1.1 - Chinthurst School strives to include rather than exclude pupils at all times. However, in line with the school's Behaviour and Anti-Bullying Policies, in the event of persistent disruptive or unacceptable behaviour, or in the event of a single very serious case of misbehaviour, exclusion is considered where the sanctions set by the school have been exhausted. This may be for a period of time, or permanently in extreme circumstances.

2.1.2 - Consideration would need to be given to the age of the child and the circumstances but some examples of when it may be appropriate to consider exclusion are as follows:

- There is a very serious incident or very serious breach of the school's Behaviour and/or Anti-Bullying policies
- The School Rules, school's Behaviour Policy or Anti-Bullying Policies are persistently breached
- Allowing a pupil to remain in school would seriously harm the education or welfare of the pupil or other members of the school.
- Serious actual or threatened violence against another pupil or member of staff
- Sexual abuse or assault
- Possessing or supplying an illegal drug and / or alcohol
- Serious case of theft
- Carrying an offensive weapon
- Malicious accusations against staff

2.1.3 - The Headmaster would report any incident to the police or other external agencies if there has been a breach of the law or child protection issue raised, including extremism.

2.1.4 – Whilst dealt with in other ways, it would be inappropriate to consider exclusion for the following reasons:

- Failure to do homework
- Lateness or truancy
- Breaches of school uniform rules, or rules on appearance where these are persistent and in defiance of school rules.

## 2.2 - Exclusions Procedure

2.2.1 - Exclusion is a serious step and wherever possible it is at the end of a disciplinary process where all other measures and sanctions as outlined in school policies have been exhausted. The disciplinary process is most likely to have already involved parents.

2.2.2 - Occasionally the behaviour of a pupil will be such that exclusion will be a necessary immediate response. However, such action would be exceptional and would generally relate to extreme and very serious poor behaviour.

2.2.3 - Pupils need to be aware that exclusion is a possible extreme sanction. Wherever possible, pupils will have been supported to modify their behaviour, to avoid exclusion.

2.2.4 - Only the Headmaster has the power to exclude a pupil from school. The Headmaster may exclude a pupil for one or more fixed-term periods, or permanently.

2.2.5 - Exclusion should not be imposed in the heat of the moment. The following procedure should be followed by the Headmaster when considering exclusion:

- Ensure that an appropriate investigation has been carried out
- Consider all the evidence available, taking into account school policies
- Allow the pupil to give his / her own version of events
- Consider the context of the incident and whether there may have been provocation
- Consult others, if necessary, but not anyone who may later have a role in reviewing the Headmaster's decision
- Be satisfied beyond doubt that the pupil did what he / she is alleged to have done
- Keep a record of events and meetings.

2.2.6 - After having followed the above procedure as closely as is possible under the circumstances, the Headmaster may decide that exclusion is appropriate.

2.2.7 - The pupil's parents or guardian must be informed immediately of the Headmaster's decision to exclude. The parent or guardian needs to be informed of:

- The period of exclusion
- The reason for exclusion
- The right to appeal to the Governing Body regarding the exclusion and the process of appeal.

2.2.8 - The Headmaster will write to the parent within one school day of the decision to exclude confirming the information above. Reference will also be made to the continuing education of the pupil, including setting and marking work, if the exclusion is for more than one school day.

2.2.9 - If the fixed-term exclusion is changed into a permanent exclusion, parents must be informed in writing and must again be given the right to appeal to the Governing Body.

2.2.10 - If a parent refuses to co-operate with exclusion and still sends their child to school or refuses to collect him / her, the school must have due regard for the pupil's safety and it may be that it is not possible to enforce exclusion in these circumstances. If this was the case, the pupil would need to be internally excluded.

2.2.11 - Parents should refer to the Terms and Conditions concerning payment of fees if a child has been excluded for the circumstances in which a pupil may be excluded for non-payment of fees.

2.2.12 - Pupils may be excluded for one or more fixed-term periods, not exceeding 45 school days in any one school year. Exclusion should be for the shortest time necessary and cannot be for an unspecified period.

2.2.13 - In circumstances where a pupil is excluded for more than 15 school days, plans will be made on how the pupil's education will continue during the period of exclusion and how the time might be used to address the pupil's problems. Consideration will need to be given on how to reintegrate the pupil into school at the end of the fixed term period of exclusion.

2.2.14 - When the Headmaster has taken the decision to exclude a pupil, for a fixed-term or permanently, the Chair of Governors will be informed of the decision. The Headmaster will report any exclusions to Governors once a term through the Headmaster's Report to Governors.

2.2.15 - Parents have the right to appeal to the Governing Body following the exclusion of their child. An appeal can be made on grounds of:

- The facts of the event leading to exclusion
- The severity of the sanction

2.2.16 - The appeal process begins at Stage 2 of the school's Complaints Policy & Procedure and follows through to Stage 3 if necessary.