

Widford Lodge
PREPARATORY SCHOOL



15a

**Admissions,
Discipline & Exclusion
Policy**

This policy applies to all pupils at Widford Lodge School including those in the EYFS

Reviewed and approved by Proprietor: September 2018
Review date: September 2019

WIDFORD LODGE ADMISSIONS POLICY

This policy applies equally to the Early Years Foundation Stage, Pre-Prep, Prep as taught at Widford Lodge.

The Proprietor expects the school to be a place where all individuals are respected, children do their best and good behaviour is the norm.

This policy sets out the procedures we use to allocate places, throughout the school.

No child, or their parents, will be refused entry on the grounds of race, religion, language, national or social origin, political or other opinion, sexual orientation, disability, property, birth or other status.

ADMISSIONS

Places in the Pre-School

Widford Lodge usually receives many more applications for the available places in the Pre-School than we offer.

Places are allocated on a first come first served basis, with a waiting list being managed by Mrs Gear, the Proprietor and Bursar.

Places in the Pre-Prep and Prep

Children progressing from our Pre-School, into the Reception class, fill the majority of places in the Pre-Prep.

A non-refundable registration fee of £250.00 is required from all parents in the first instance and a term's fee is required in advance in the Easter term prior to starting school to confirm the child's place.

A place is subject to the co-educational ethos of the school. Siblings of children attending Widford Lodge Preparatory School will be given priority for a place in the school. The waiting list is managed by Mrs Gear, the school Proprietor and Bursar.

The admission of children with special educational needs will be at the discretion of the Headteacher in conference with the Special Educational Needs co-ordinator and will take into consideration the needs of the child and the school, and whether the school will be fully able to provide for the child's needs. Any admission therefore must include all relevant information, partnership with any outside agencies already involved and full medical disclosure where appropriate.

Transfer to Preparatory School at 7+

The child must show evidence that she/he has the ability to benefit from the academic education that Widford Lodge offers and the intellectual potential to cope with the Preparatory school curriculum and the pace and standard of work. Weaker candidates may be offered places subject to the child receiving regular support (available at the Preparatory School at parental expense) and termly or annual review. Any concerns regarding transfer will be discussed with the parents at the earliest opportunity. **It is expected that most children will transfer to the Preparatory School.**

Registration Forms

Parents must complete and return the school registration forms and registration fee, before any place in the school is offered.

Parents are asked to confirm that they have given the required notice to their existing school, before we will offer them a place at Widford Lodge.

Taking up a Place

There are a number of set procedures that we encourage parents to follow before deciding to send their children to Widford Lodge. These steps are particularly important if the children are entering the school directly into Reception or Years 1-6.

- Parents receive school prospectus.
- Parents make an appointment to visit the school and will be shown round by the Headteacher.
- The children will be asked to spend a whole day at school, with the class which they would enter. The class teacher will informally assess the child to see if Widford Lodge can meet the needs of the child.
- Parents may then choose to return their registration forms and fee, formally asking for a place. We would then write to confirm the place for that child. Before offering a place the Headteacher will require reports from the pupil's current school, if applicable.
- The school currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities or special educational needs for which, with reasonable adjustments, the school can cater adequately.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of their disability.

See also:

Widford Lodge Accessibility Plan

Siblings

In keeping with Widford Lodge School's family ethos every attempt will be made to accommodate brothers and sisters.

DISCIPLINE & EXCLUSION

At Widford Lodge School we encourage the establishment of good relations between teachers and pupils and support for the school's values through a system of rewards and sanctions which are designed to promote a caring and mutually supportive environment.

The school's **Policy for the Promotion of Good Behaviour and Sanctions for Misbehaviour** sets out the standards and expectations of behaviour in and around the school. It incorporates the procedures to be followed in the event of unacceptable behaviour and possible sanctions and rewards which may be used.

The school's **Anti-Bullying Policy** defines different forms of bullying, identifies possible causes of bullying and ways of raising awareness of bullying. It establishes procedures to be followed and possible sanctions if bullying takes place.

This Admissions, Discipline and Exclusions Policy would need to be invoked for persistent or very serious incidents and /or persistent or very serious breaches of Behaviour and/or Anti-Bullying policies or School Rules.

Aims of the Policy

- To establish the procedure by which a pupil may be excluded
- To determine periods of exclusion
- To explain notification of exclusion
- To establish the appeal procedure following exclusion

Reasons why it may be necessary to exclude a pupil

It may be necessary to exclude a pupil if:

- 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.

Exclusion can be fixed-term or permanent, depending on the nature of the incident or situation. Fixed-term exclusion would be considered for persistent or serious breaches of school rules, the school's Behaviour policy or Anti-Bullying Policy. 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 permanent exclusion for a first or 'one off' offence are as follows:

- Serious actual or threatened violence against another pupil or member of staff
- Serious bullying or cyber bullying
- Sexual abuse or assault
- Possessing or supplying an illegal drug and/or alcohol
- Serious case of theft
- Carrying an offensive weapon.

The Headteacher would decide whether it is necessary to report an incident to the police or another external agency.

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 (including jewellery and hairstyle) except where these are persistent and in defiance of school rules.

Procedures by which a pupil may be excluded

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. 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.

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 the need for exclusion.

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

Wherever possible, exclusion should not be imposed in the heat of the moment. The following procedure should be followed by the Headteacher 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 their 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 Headteacher's decision
- Be satisfied that, on the balance of probabilities, the pupil did what he/she is alleged to have done

- Keep a record of events and meetings.

After having followed the above procedure as closely as is possible under the circumstances, the Headteacher may decide that exclusion is appropriate. The pupil's parents or guardians must be informed immediately of the Headteacher'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 Proprietor regarding the exclusion and the process of appeal.

The Head 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. 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 Proprietor.

If a parent refuses to co-operate with exclusion and still sends their child to school or refuses to collect him or 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.

Period of exclusion

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 any unspecified period.

In circumstances where a pupil is excluded for more than 15 school days, plans will be made as to 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 the school at the end of the fixed term period of exclusion.

Notification of exclusion

When the Headteacher has taken the decision to exclude a pupil, for a fixed term or permanently, the Proprietor will be informed of the decision. The Headteacher will report any exclusions to the Proprietor at their regular meetings.

Appeal Procedure following exclusion

Parents have the right to appeal to the Proprietor following the exclusion of their child. An appeal can be made on the grounds of:

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

Parents should refer to the school's Complaints Procedure for additional guidance.

Implementation, monitoring and review of the policy

The Headteacher is responsible for implementing and monitoring the Discipline and Exclusion Policy. Although the policy is reviewed annually, it is likely that it won't be possible to review the policy effectively until it has been invoked on at least one occasion.