



Admissions & Exclusion Policy

Sherrardswood School

1. Overview

The School is an independent co-educational day school for children between the ages of 3 and 18.

The school has a one-form entry system in Pre-School, Reception, Year One, Year Two, Year Three, Year Four, two form in Year Five and Year Six. Senior Year groups: Year Seven, Year Eight, Year Nine, Year 10, Year 11, Year 12, Year 13 have one, two or three forms dependent on size. Three forms is the maximum and a Senior year group is deemed full at 42.

2. Admission Arrangements

The main points of admission to the school are into the Pre-School and Year Seven classes.

The school is non-selective and there is no entrance examination. Places are offered following a visit to the school and a meeting with the Head, and a trial day in Prep.

If spaces are currently unavailable, upon receipt of the application/registration form and payment of the registration fee, the child's name will be placed on the waiting list for entry into the correct year.

The child's name may be removed from the list at any time on the request of the parents.

3. Fixed Term/Permanent Exclusion

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 Head 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, theft, lying, bringing proscribed articles or substances to School, repeated truancy from lessons or other serious wrong-doing. 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.

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

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

If the Head excludes a child, she/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Head 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 Head 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 child was excluded, consider any representation by parents, and consider whether the child should be reinstated.

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

Parents should be informed that it is now a criminal offence punishable by fixed penalty fine or prosecution of the parents if a child 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 child is not from a state school.

Date	Position	Name of Reviewer	Date of Next Review
July 2018	Headmistress	Mrs A Wright	July 2019