



# **Admissions, Discipline and Exclusion Policy and Procedure Part 1: Admissions**

- *AIMS*
- *PROCEDURE*
  - *Entry Points*
  - *Interest in the School*
  - *Entry into Reception*
  - *Entry into Years 1 to 5*
  - *Conditions for Admission*
  - *The Offer of a Place*
  - *Deposit to Secure a Place*
- *INDUCTION FOR NEW PUPILS*
- *ASSISTANCE WITH FEES*
- *RESPONSIBILITIES*

## **Aims**

- *To ensure compliance with the School's charitable status providing an independent education for boys and girls between the ages of 4 and 11.*
- *To set procedures that are fair and consistent with the school ethos.*
- *To begin a lasting partnership with parents.*

## **Procedure**

### **Entry Points**

- *The school accepts a maximum of 66 children in Reception. Places in Years 1- 5 do become available and may be taken up at any stage in the year as agreed by the School and the parents.*
- *The School takes the applicant's age on 1<sup>st</sup> September to determine the year group a child joins. Exceptions may be made where an applicant is not considered to be sufficiently mature to meet the academic and social demands of a year group.*

### **Interest in the School**

- *When a parent requests a prospectus, they also receive an invitation to attend the open mornings.*
- *There is an open morning each term.*
- *Parents are requested to telephone to make an appointment if they wish to see the Headmaster individually.*

### **Entry into Reception**

- *Entry into Reception is un-assessed.*
- *Parents are given an application form and asked to pay a registration fee of £35. Upon registration, pupils applying for a place in reception are put on a waiting list.*
- *Siblings and staff children are given priority.*
- *Each May, 16 months prior to the start of the year of entry, the School writes to parents of children registered and asks them to reconfirm their registration in writing.*
- *Each September, the school writes to the parents of children registered to offer places. Parents are asked to accept or decline the offer within fourteen days, so that the place can be offered to another family if necessary.*

### **Entry into Years 1 - 5**

- *Entry into Years 1 to 5 is subject to an assessment by a senior member of staff , who will make a recommendation to the headmaster regarding the child's ability to cope with the academic demands of the school.*
- *Pupils applying for entry into years 1 to 5 will spend a morning at Hornsby House and take part in a formal assessment. They will join a lesson in a class with children of the same age. A report will be requested from the pupil's previous school and any other agencies that have been involved in that pupil's education.*

### **Conditions for Admission**

- ❑ *The applicant is of the appropriate age and sufficient maturity*
- ❑ *The applicant enjoys satisfactory general health*
- ❑ *The applicants learning difficulties or special educational needs can, in the opinion of the headmaster, be managed within the School's normal provision.*
- ❑ *The present school reports satisfactory attitudes and conduct on the part of the parents and applicant.*
- ❑ *Fees at the present school have been paid and the parent are able, if required, to satisfy the headmaster that they are able to pay the fees for Hornsby House.*

*A place will be offered, if one is available, if Hornsby House School can provide appropriate education for the applicant, regardless of race, nationality, ethnic origin, religious faith, area of residence or socio-economic group.*

### **The Offer of a Place**

- ❑ *The School writes to all parents of applicants regarding whether a place is being offered or not.*
- ❑ *The School is not obliged to state its reasons for rejection of an applicant.*

### **Deposit to Secure the Place**

- ❑ *On being offered a place, parents are asked to pay a non-refundable, non-transferable deposit of £2500. This will be deducted from the fees for the pupil's final term at Hornsby House, provided that a term's notice of withdrawal is given. If the term's notice is not given, or the place is not taken up the deposit is forfeited. If the term's notice is not given, or the place is not taken up the deposit is forfeited.*

### **Induction for New Pupils**

- ❑ *In the Summer Term prior to the pupil's entry to Hornsby House, the parents will receive a 'Parents' Information Booklet' which gives details of the day to day running of the school, uniform, certain policies, and guidance about how to communicate with the School.*
- ❑ *Parents will be invited to the annual Summer exhibition and other events where they will have the opportunity to meet staff and current parents.*
- ❑ *Reception pupils and parents will be invited to a tea party in the Summer term where they will meet their class teacher and the other pupils in their class.*
- ❑ *Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure a smooth transition.*

### **Assistance with Fees**

- ❑ *Assistance with fees may be offered based on an assessment, carried out by the Joint Educational Trust, of financial need.*
- ❑ *The school offers a small number of music scholarships on an annual basis.*

## **Responsibilities**

- *The Headmaster is responsible for admissions.*
- *The Headmaster is supported by the Registrar and the Director of Studies in carrying out this policy.*
- *Documents supporting each application for admission, together with assessment notes, are held for at least one year by the School.*
- *The admissions process will be reviewed in October 2010*



## ***Part 2: School Discipline and Exclusion***

- Aims***
- Parents***
- School Rules***
- Recognition of Good Behaviour***
- Incident Book***
- Report Card***
- Procedures for Dealing with Major Breaches of Discipline***

## **Aims**

- *To develop a whole school behaviour policy supported and followed by the whole school community, parents, teachers, children and governors, based on a sense of community and shared values where everyone shows respect for each other.*
- *To apply a positive atmosphere, to maintain a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment.*
- *To teach positive values and attitudes as well as knowledge and skills.*
- *To encourage and promote good behaviour by providing a range of rewards and acknowledgements for children of all ages and abilities.*
- *To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.*
- *To listen and respond sympathetically to problems which occur*

## **Parents**

*Parents can help :*

- *By recognising that an effective school behaviour policy requires close partnership between parents, teachers and children.*
- *By discussing the school rules with their child, emphasising their support of them and assisting with their enforcement.*

## **School Rules**

- *STAY ON THE SCHOOL PREMISES*
- *MOVE QUIETLY AND CALMLY AROUND THE SCHOOL*
- *MONEY OR TOYS SHOULD NOT BE BROUGHT TO SCHOOL*
- *BIKES AND SCOOTERS SHOULD NOT BE RIDDEN ON THE SCHOOL PREMISES*
- *KINDNESS AND COURTESY TO BE SHOWN AT ALL TIMES*

## **Recognition of Good Behaviour**

*Class teacher to give verbal or written praise as often as possible.*

*In the Upper School at Hornsby House the incentive scheme is based on the award of House Points through which children can be rewarded for academic achievements and for effort, for being caring, and for all aspects of good work and behaviour.*

*In the Lower School the children are given house points and stickers for immediate visual rewards. We hope that children will encourage members of their House to try their best in every aspect of school life.*

*Commendation Cards are also awarded each week for excellent academic effort and achievement and are presented in the Friday Assembly.*

*Individuals scoring highly each week are rewarded with a 'sticky bun'. The form shield is given to the class receiving the highest house point totals in a single week (rounded and adjusted for fairness). The house scoring the most points each week has their flag hoisted on the flag pole by their house captains. It stays there for a week. The House Cup is awarded each term to the house with the most points.*

### **Incident Book**

*This is used to record :*

- *Any incidents involving a child, or anyone employed in school which results in personal injury or damage to property.*
- *Loss, theft, or damage to property.*

### **Report Card**

*A child who finds it difficult to adhere to the social rules laid down in school may be placed on a report card. This card must be taken with the child to each lesson and their behaviour in that lesson marked on by the teacher in charge. The card is taken home every night to be signed by the parent.*

### **Procedures for Dealing with Major Breaches of Discipline**

*Each case is treated individually. Normal sanctions include a verbal reprimand and reminder of the expected behaviour, loss of free time, such as playtimes, moving to sit alone, sending work home, letters of apology and loss of responsibility. Children are made aware that they are responsible for their own actions and that breaking the rules, or inappropriate behaviour will lead to punishments.*

*Parents will be involved at the earliest possible stage if problems are persistent or recurring. Children may then be placed on a daily or weekly report system to monitor their behaviour, with parents' support.*

- *A verbal warning by the Headmaster or other senior staff members of staff, as to future conduct.*
- *Withdrawal from the classroom for the rest of the day and a letter to the parents informing them of the problem and arranging a meeting with them.*
- *If there is no improvement in behaviour, a case conference involving parents and where appropriate, support agencies.*
- *The child being excluded from school.*
- *Parents have the right to appeal to the Governing Body against any decision to exclude.*