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Admissions and Exclusion

If the parents decide that the school is the right environment, the following admissions procedure shall apply.

Children are eligible to enter the Nursery when they are 2.6 years old. Children may attend Full Day Care or on attend on a sessional basis. A minimum of 3 consecutive sessions is recommended.

Entry into the Nursery is from home, other nurseries, playgroups, etc.

At times a waiting list operates. Parents are informed of this before registration.

Entry Procedures to the Nursery Department

- Parents visit the school.
- Parents register by completing Registration form with the Registration fee.
- 12 months (or at the earliest opportunity) prior to the child's entry to the school a deposit is payable.
- An orientation session is planned for child and carer before the child is due to start at Nursery.
- An informal observation is carried out, and the social and emotional development of the child is considered to ensure that the child can cope with the Nursery Day. Information is gathered from the family to support this.
- The Parent is introduced to the child's Key Person who is present during the Orientation afternoon.
- Parents are invited to attend sessions, or part sessions with their child if this will help with the settling in process.
- The parents are given a Handbook and information pack.
- Information evenings are held during the year for parents.

Children are eligible to enter the Pre-Prep the term in which they are 4 years old. Children usually attend for the whole day (8.30 am - 3.15 pm Monday to Friday) but can attend mornings only, until they are 5 years old, if required.

Entry into the Pre-Prep is via West Hill Park Nursery or from other nurseries, playgroups, etc.

At times a waiting list operates. Parents are informed of this before registration.

Entry Procedures to the Pre-Prep

Parents visit the school.

- Parents register by completing Registration form with the Registration fee.
- 12 months prior to the child's entry to the school a deposit is payable.
- An assessment period of a morning for entry into Foundation, a day for entry into Reception and 2 days for entry into Years 1 & 2 is spent in the Pre-Prep before the child are due to start school.
- An assessment is carried out and the social and emotional development of the child is considered.
- If the child is offered a place, the parents and child attend a new parent afternoon in the Pre-Prep Department. The children go into their new classes and meet the class teachers and the other children. The Head of the Pre-Prep Department talks to the parents about how to prepare their children for the Pre-Prep and gives a résumé of the school day and Pre-Prep routine.
- Parents are invited to attend a drinks evening to meet their child's new teacher this is held during the summer term.
- The parents are sent a Pre-Prep information pack.

Prep School

1. At the time of writing the school does not expect children to sit a formal entrance examination except for Scholarship awards.
2. If a space is available in the appropriate class, children will be invited to spend one or more taster days at the school in order to allow both parents and staff to assess whether the school is correct for the child.
3. If there is doubt from staff as to the suitability of the school for an individual, the parents will be informed at the end of the taster period. In these circumstances a place may be offered after a longer trial period.
4. The school will not discriminate against any child on any grounds.
5. Where disability exists, the school will make every effort to admit a child providing that the child's needs can be adequately met by the skills of the staff, that the building, with any practical adaptations, would be a safe environment and that the education of other children at the school would not be compromised.
6. From time to time scholarships may be awarded to children after a suitable selection process.
7. Bursaries are available if parents meet the current criteria following the submission of a Financial Circumstances Form (CCF)

In rare circumstances it is necessary for children to be asked to leave the school either on a temporary or permanent basis. The school uses a number of sanctions as covered in the behaviour policy but the most serious sanctions are included below.

The principles behind and purposes associated with the Exclusion Policy are:

- to create the mechanism for appropriate disciplinary measures in the event of misconduct of a serious nature;
- to ensure procedural fairness and natural justice;
- to enhance co-operation between the school and parents/guardians when it is necessary for pupils to be excluded.

Pupils may be excluded from the school for a number of reasons, including those which are educational, medical, financial or disciplinary (misconduct).

The main but not exhaustive categories of misconduct, which may result in pupils being excluded from the School include:

- supply/possession/use of alcohol or tobacco, or illegal drugs or solvents, or their paraphernalia, or substances intended to resemble them;
- theft, blackmail, physical violence, intimidation or bullying;
- misconduct of a sexual nature, including the supply or possession of pornography;
- possession or unauthorised use of firearms, bladed items (knives) or other weapons;
- vandalism, including computer hacking;
- conduct showing hostility towards others on grounds of race, nationality, gender, disability, sexual orientation, religion, faith or age;
- persistent disregard of the School Code of Conduct, aims or ethos;
- other serious misbehaviour, either on or off the premises, which may bring the School into disrepute; and
- failure to behave reasonably in academic matters.

Where appropriate, any of the above perpetrated through the use of computers, mobile phones or other technologies will be considered as serious as any other form of misdemeanour.

In all cases where exclusion from school may be the outcome, the incident will be fully investigated by a senior member of staff and a final decision taken by the Headmaster or a senior member of staff deputising for him. Parents will normally be involved in discussions about any incident before a final decision is made. During the investigating stage of this procedure, children may be kept segregated from others involved in order to ensure a fair hearing for all.

Internal Suspension

Internal suspension is used in cases of unacceptable behaviour for which minuses would not be a sufficient sanction. It follows a full investigation into the incident, during which the child has a chance to say what has happened and careful thought has been given to the evidence available. The child is withdrawn from lessons to work alone under the supervision of a member of staff for a minimum of one day. Free time may also be restricted for a set period (usually one day) with pupils being involved in tasks that help the community. The privilege of representing the House or the School in matches is withdrawn. Before this sanction is imposed, parents are informed by the Headmaster or someone he has appointed to deputise for him.

External Suspension

External Suspension is the removal of a child from the school for a designated period of time. This sanction, which is used if a child seriously breaks the School's Behaviour Policy, is at the discretion of the Headmaster, or someone appointed by him to deputise in his absence. Subject teachers set work for the suspension period which is marked when the child returns to school.

The length of the exclusion period will reflect the severity of the misconduct and will be decided upon by the Headmaster, following a full investigation into the incident, at which the child will be given a chance to say what has happened, and careful thought is given to all the available evidence. The decision as to how the parents of the child or children involved should be informed will only be made by the Headmaster, or the person appointed to deputise for him. The parents will be given a detailed account of the events which have resulted in the exclusion of their child or children. At the end of the proceedings, a final report will be made by the Headmaster.

External Suspension, whilst a very serious punishment, is also seen as a time for constructive reflection on the part of the child or children involved, and a suitable prelude to rejoining the school.

On return to school, the Headmaster, in consultation with the relevant members of staff and parents, will put in place a suitable strategy of support which will provide suitable counselling and rehabilitation.

In the unfortunate event of the sanction having to be used more than once, the Headmaster, in consultation with the parents, will discuss whether the child is suited to West Hill Park.

Expulsion

Expulsion is the removal of the child from the school. This would only occur if External Suspension has not redeemed a situation or in extremely serious breaches of the School's Behavioural Policy.

Parents/guardians may appeal against a Permanent expulsion. A panel of the School Governors who have not had any part in the proceedings hitherto will be appointed by the Chairman to consider the appeal.

A child or parent may request to have a friend or independent person present at any of the meetings concerning a serious investigation.

Other agencies may be notified at any stage of the procedure, as and when necessary and appropriate.

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