



LEWESTON

SHERBORNE

3.8 SENIOR SCHOOL ADMISSIONS POLICY and PROCEDURES

General

Leweston Senior School is a co-educational independent school for boys and girls aged 11 to 18. The Senior School has approximately 200 pupils on roll, with around 100 weekly and full boarders. Deciding on the right school is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Leweston Senior School. We hold a number of Open Events throughout the year, which give a general introduction to the School. Details are published on our web site. We are also very happy to welcome prospective parents and their children at other times. Please contact, our Admissions Team on 01963 211010 or email admissions@leweston.dorset.sch.uk to arrange a visit.

The Entry Procedure

The usual points of entry for the Senior School are at 11+/Year 7, 13+/Year 9 and 16+/Year 12. We may also have occasional places at other ages. Please contact the Registrar for details. Entry into the School is via one of the following routes:

- Scholarship Examinations taken at the School in the year preceding September entry - see below.
- Leweston Entrance Examinations. Arrangements for these examinations are made with the Registrar.

Entry into the Sixth Form at 16+ is dependent on six good passes at GCSE and is at the absolute discretion of the Head.

On entry to the School, apart from at the Senior or Prep earliest entry points, we will notify the Local Authority within five days of a pupil being added to the Admissions Register.

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Applicants for admission should register by the Easter of the year preceding the desired year of admission. (The registration form is included in this document).

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Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Leweston School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Special Educational Needs and Disabilities

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with any provision required. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school before they sit the entrance exam so that we can make adequate provision for them. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the School.

The Assessment Process

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

Sibling Policy

Most siblings join us at Leweston School. However, admission is not automatic and the normal entry procedures apply.

Scholarships and Exhibitions

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Leweston School offers several scholarships. These are sat in the year preceding entry: November for Sixth Form and February for other years. The awards carry a reduction on the currently termly day fees with additional benefits as detailed below:

Academic: Major – 20%; Minor 10%;

Music: Major 10% plus free instrumental lessons on first instrument; Minor - 5%;

Sport: Major – 10%; Minor 5%; Modern Pentathlon Scholarship of up to 50%; and, Equestrian Scholarship Major 10%; Minor 5%;

Art/Design (13+ only): £1000 per annum;

Drama: free LAMDA lessons for the duration of the drama scholarship; and

All round ability: 5%

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the School's means tested bursaries described below, when they register their child.

All awards will take into account the following:

- Interview with the Head
- Confidential report from the Head of your child's present School
- Where applicable, your child's performance in Common Entrance (papers negotiable)
- Performance in tests of Verbal, Numerical, Perceptual Reasoning

Core Skills paper set by the School which will consist of:

- A 45 minute English test which will focus on the skills of reading and understanding. The material used in the test will be from the non-fiction and media genre and will be informative in nature. It may be presented in a variety of ways.
- A 45 minute Mathematics test
- For 11+ questions from the National Curriculum Key Stage 3 Level 3-5
- For 12+ questions from the National Curriculum Key Stage 3 Level 4-6
- For 13+ questions from the National Curriculum Key Stage 3 Level 5-7

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Copies of Scholarship Guidelines are available from the Registrar.

Bursaries

Our bursary programme is designed to make it possible for as many as possible of those who meet Leweston School's entry criteria to take up a place here. We offer means tested awards annually to entrants at the usual points of entry. Priority is given to Scholarship holders. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

The level of a bursary award is reviewed annually. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income.

Bursaries are only normally offered to families who are resident in the UK.

Copies of the school's Bursary Policy and application forms are available from the PA to the Bursar

Overseas Applicants

We welcome overseas pupils, who can study at Leweston School as a boarder, provided that they have a relative or legal guardian living in the UK with whom they can stay for some weekends.

Fluency in English

In order to cope with the academic and social demands of Leweston School, pupils must have a certain level of English ability. This is assessed as part of the application procedure, either by the educational agency the family may be using or by Leweston's own English test. Candidates are reassessed when they start at Leweston School and tuition in English as an Additional Language (EAL) is arranged where necessary at parents' expense.

Religious Belief

Although Leweston School has Catholic roots, we do not select for entry on the basis of religious belief, and we offer the opportunity for pupils of other beliefs to practise their own faiths. However, parents should be aware that there is compulsory Wednesday and Sunday (for boarders) Mass, and that all pupils are expected to attend.

School's Contractual Terms and Conditions

Copies will be made available to parents as part of the admissions process.

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Complaints

We hope that you and your child do not have any complaints about our admissions process; copies of the School's complaints procedure can be sent to you on request.

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LEWESTON

PREP

ADMISSIONS POLICY AND PROCEDURES FOR THE PREP SCHOOL

The Admissions Policy lays out the general criteria for the acceptance of pupils into the School. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Leweston School. We hold a number of Open Events throughout the year, which give a general introduction to the school. Details are published on our web site. We welcome prospective parents and their children at other times. Please contact, our Registrar, Claire Godman-Dorrington on 01963 211010 or email admissions@leweston.dorset.sch.uk to arrange a visit. Admissions decisions will have due regard to the School's capacity to educate each individual to the best of his/her ability and in line with the general level of attainment of the peer group.

This policy meets the requirements of the Early Years Foundation Stage (EYFS). All members of staff have been given access to this policy as part of their induction and it has been explained to and is accessible to all parents.

The Entry and Assessment Procedure

Parents make an appointment to see the Head in order to discuss their child's admission, to tour the school (with or without their child) prior to the child being admitted. No child is admitted until personal contact has been made. All admissions are at the discretion of the Head by the power invested by the Governing Body. Children may be admitted at any point in the term. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school. All prospective pupils are invited to attend a 'taster day'.

Applicants for admission should register by the Easter of the year proceeding the desired year of admission. (A registration form is available on the school's website www.leweston.co.uk).

Once admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to the school is a smooth one. As soon as entry is confirmed, the Registrar will request records from the previous school

Sibling Policy

Most siblings join us at Leweston School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

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Learning Difficulties and/or Disabilities

The School is able to provide Individual Support within the facilities and staffing of the Learning Success Department which works with pupils in one to one sessions or in very small groups. The admission decision will take into account the provision the School can reasonably make consistent with the size and dynamics of the Individual Needs group in each year cohort.

Admissions policy in relation to disability and equality is set in the context of the current School Access Development Plan and in the school's SEND policy. The first key whole school objective commits the School to strive continuously to improve standards of learning and teaching, for every individual.

The School's policy and practice is to have equal regard for all pupils and potential pupils notwithstanding any disability of which it is aware and to make reasonable adjustments so as not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil or potential pupil who is not disadvantaged because of her disability.

Prospective parents should identify a disability which might affect a potential pupil on the Registration Form at the time of application. In assessing any pupil or prospective pupil the School may take such advice and require such assessments as it regards appropriate. This might include:

- an up to date school report, including a confidential statement from the pupil's Head
- a specialist report, e.g. from a doctor or educational psychologist
- a report from the Leweston Learning Success Department
- a Statement of Special Educational Needs
- any other information/background material parents feel will assist the School

The School will be sensitive to any parental requests for confidentiality, subject to the need to involve specific staff of the School in an assessment of a pupil's or prospective pupil's needs.

The School will seek to make reasonable adjustments to meet the needs of disabled candidates for Scholarships notified to the School. Prospective parents will be asked to discuss any relevant adjustments at the time of application.

Reasonable adjustments may include:

- allowance of extra time in any School exam
- allowance for the use of laptop computers
- use of large print materials

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Exhibitions and Scholarships

Entry into the School is via one of the following routes:

1. Scholarship Examinations taken at the School in the late November or early December.
2. Informal assessments prior to entry into the School. Arrangements for these assessments are made with the School Registrar.

Your child may sit a Scholarship paper or an informal School assessment. The Head may then make the offer of a place and/or Scholarship.

Exhibitions/Scholarships Offered

Leweston Prep School offers Scholarships for entry into Year 4 and Year 5. For entry into Years 4 and 5 Scholarships are offered in Academic Excellence, Music and Sports.

Awards are kept under review during the pupil's time in the Prep School and whilst it is extremely unusual for an award to be removed, a significant decline in commitment or performance would bring into question its continuance. Scholars are expected to take a full part in School life. All Scholars are required to be reassessed in Year 6 for entry into the Senior School.

A candidate applying for entry into Year 4 or 5 can enter for more than one Scholarship but usually only one Scholarship will be awarded. The Scholarship awards and the starting date for commencement at the Prep School are both discretionary and based on each individual's performance and circumstances.

Scholarship details

All awards will take into account the following:

Interview with the Head of the Prep School.

Confidential report from the Head of your child's present School – following acceptance and confirmation of a place.

1. Academic Scholarships

In addition to the requirements listed above, children will be expected to undertake assessments in English and Mathematics. The application form for an Academic Scholarship will ask the candidate to write a paragraph about themselves and what they enjoy most in life.

2. Music

Leweston Prep School has a very lively and active Music Department which offers children the opportunity to participate in the Chapel Choir and Ensembles. These groups rehearse regularly and

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perform both in School and beyond on a regular basis. The Music Department also works closely with that of the Senior School and enjoys some joint musical events with them.

Children applying for a Music Scholarship will be expected to have been learning at least one instrument for a year or more. They will be asked to play a prepared piece and scales for their particular grade, showing understanding of the skills involved. They will also be tested on their aural and sight reading skills. We will request a confidential report from your child’s instrumental teacher.

3. Sports

Leweston Prep School has an exceptional Sports Department offering a wide range of sporting opportunities including hockey, netball, running and swimming. Pupils applying for a Sports Scholarship will be expected to show a good level of fitness and to demonstrate potential in a series of skills-based activities. We will also be looking at their ability to play as part of a team. Candidates will be expected to have an interview with PE staff and the Director of Sport.

The award of a Scholarship or an Exhibition does require a positive commitment from the child. Scholars are expected to contribute to the life of the awarding Department.

Bursaries

Bursaries are means tested and awarded in the case of financial hardship. Bursaries may be applied for at the same time as a scholarship by completing a separate bursary application form. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Before the offer of a bursary is confirmed, parents need to agree to the possibility that a member of staff may visit the family at their home. Bursary forms can be obtained from the Bursary on 01963 210765.

Overseas Applicants

We welcome overseas pupils, who can study at Leweston School as a boarder provided that she has a relative or legal guardian living in the UK with whom she can stay for some weekends.

Fluency in English

In order to cope with the academic and social demands of Leweston School, pupils must have a certain level of English ability. This is assessed as part of the application procedure, either by the educational agency the family may be using or by the Leweston’s own English test. Candidates are reassessed when they start at Leweston Senior School and tuition in English as an Additional Language (EAL) is be arranged where necessary at the parent’s expense.

Religious Beliefs

Although Leweston School has Catholic roots, we do not select for entry on the basis of religious belief, and we offer the opportunity for Jews, Hindus, Muslims etc to practice their own faiths. However, parents

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should be aware that there is compulsory Wednesday and Sunday (for boarders) morning Mass, and that all pupils are expected to attend.

School's Contractual Terms and Conditions

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Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

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LEWESTON

NURSERY

ADMISSIONS POLICY - THIS DOCUMENT IS TO BE READ IN CONJUNCTION WITH THE POLICIES OF LEWESTON SCHOOL.

A warm and welcome admission into Leweston Nursery with appropriate learning experiences and opportunities is central in ensuring our policies and practices serve every child and family, including any child with Additional Needs and/or disability.

Leweston Nursery offers each child three settling sessions in order to help the children feel safe and secure before they are left for the first time. Each child will be treated as an individual and consultations with the parent/carer and Childcare Manager will assess how the Taster settling in periods will work best for the child. The first settling session is 1 hour long and parents attend, then they have a 2 hour session with parents staying in the local area, and then a 3 hour session with parents leaving them fully.

There may come a time when the Nursery feel it is in the best interest of the child for the parent to make a retreat in order for the child to settle in the knowledge that they are coming back to collect them later.

It is vital that relationships between the Nursery and parents/carers are open and honest especially in times of difficulty, major events or changes to family circumstances. This is especially important if your child's behaviour is affected.

Waiting List

Leweston Nursery operates a waiting list. The applicant at the top of the waiting list will be offered the vacancy first and foremost.

All places will be offered on a 'first come first serve' basis, with the following exceptions:

- Parents wishing for a second Nursery place will be given priority over first-time applicants. The minimum sessions per week must be adhered to for both children. If more than one parent is eligible in this instance and the Nursery only has one place to offer, applications will be processed by date order.

Parents accepting a part time place if the Nursery cannot accommodate a full time place will be given priority whenever additional sessions become available.

Places are offered following a successful taster session. The offer must be accepted in writing and accompanied by a Registration Form and Acceptance Form and returned with the required registration

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fee and deposit. The deposit is fully refunded on your final account with the school. Once the place is confirmed a New Pupil Pack will be sent for your completion in preparation for your child's start into the Nursery. All these forms need to be completed and returned to our Registrar before your child can start in the Nursery.

There is a waiting list fee for each child.

There is a registration fee for each family.

- Any parent wishing to withdraw their child for Nursery (excluding from the Waiting List) must give one term in notice. This includes when the child is due to start Reception. Failure to do so will mean that you will be billed for the notice period at the School's standard rate.

A parent who has accepted a place in advance of the start date, and then decides to delay the starting date (for whatever reason), will be liable to pay the full fee from the date originally agreed.

Induction

All parents are required to complete all entry documentation before the child is eligible to join Nursery. A Key Person will be assigned to your child and will take you through our practices in relation to the Early Years Foundation Stage Framework and your child's Learning Journey. It is expected that parents assist where they can in sharing relevant information about their child's life outside of Nursery as this will assist staff with individual planning.

Children's Holiday

Leweston Nursery is open for 50 weeks per year. Charges still apply if children take holiday within these weeks. Notice of 4 weeks must be given in writing to the Nursery for any absence apart from sickness in order for the Head of Prep to effectively complete legal requirements.

No Smoking

The entire Leweston School including the Nursery is a strict NO SMOKING AREA. This applies to all staff, parents / carers, visitors and external work people. Anyone working within the Nursery, who smokes, will be required not to enter the Nursery site for a minimum of 30 minutes to reduce the risk of passive smoking.

Queries, Complaints or Worries

The Room leaders for each class are the first port of call for any queries, complaints or worries regarding the Nursery (Jess Weatherill – Babies, Beth Ford – Toddlers, Erin Kelly – Transition 1, Jessica Bartlett – Transition 2). It may not be possible for an immediate response as the need to liaise with other staff may be necessary. Our aim however is to respond to you within 24 hours. An appointment will be offered to you to discuss the matter fully with the relevant Room leader and, where necessary, the Head of Prep.

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Children's Toys & Clothing

It is requested that toys are **not** brought into Nursery. This is to avoid upset should the item be lost, broken or required to share with the other children. Special items may be handed to a staff member where it will be used as a 'show and tell' learning opportunity within circle time sessions.

It is vitally important that all clothing and footwear is clearly named, especially as the children are in uniform. It is the responsibility of the parent/carer to ensure the children have their correct belongings.

Things the children need

- A pack of nappies - if necessary
- Wet wipes - for all children still in nappies / pull up's
- Your child's comforter should they need it
- Wellies - clearly named, to stay at Nursery
- A spare set of clothes - named in drawstring bag
- Slippers - named, to stay in the slipper box
- Toothbrush & Toothpaste in a toilet bag which will be housed in the children's tray.
- Your child's completed All About You
- Leweston Coat - named

Communication

When building solid partnerships it is essential to have comprehensive communication. By working together everyone is enabled to establish strong foundations to build upon. Communication Diaries are an important part of Nursery life. It provides staff with the opportunity to inform parents of information regarding your child's day. Equally as important, the diary enables parents to share vital information from home, for example, if your child has had a broken night's sleep. Both verbal and written communication flowing freely between Nursery and home is a positive way to share relevant information especially if time is limited.

Ofsted Number: EY308672

ISI Number: 137957

Updated: May 2014

Review Date: May 2015

Reviewed and Updated by Alanda Phillips (Head of Prep) – August 2017

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LEWESTON SHERBORNE

Registration Form

Information given in this form will be relied on by the School.
You are kindly requested to inform us immediately of any changes.

Section One: Pupil's Details:

Start Date: _____

Entry to which Year Group? _____

Application for Pupil to attend as:

Full Boarder Weekly Boarder Day Pupil

Pupil's Surname: _____

First Name(s): _____

Date of Birth: _____

Nationality: _____

Religion: _____

Doctor's Name, Address and Telephone No: _____

Name and Address of present School: _____

Head's Name: _____

Start Date at present School: _____

School Telephone: _____

School Fax: _____

Section Two: Parents'/Legal Guardians' Details:

FATHER'S SURNAME: _____

First Name(s): _____

Title eg Mr, Dr: _____

Address: _____

Home Telephone: _____

Daytime Contact No: _____

Fax No: _____

Mobile No: _____

E-Mail: _____

Occupation: _____

MOTHER'S SURNAME: _____

First Name(s): _____

Title eg Mrs, Ms, Dr: _____

Address (if different from Father's): _____

Home Telephone: _____

Daytime Contact No: _____

Fax No: _____

Mobile No: _____

E-Mail: _____

Occupation: _____

If parents are separated, please indicate here:

With whom the child(ren) live(s): _____

To whom invoices should be sent:

Copies of reports and School letters etc to both parents
(tick as appropriate) Yes No

Section Three: Other People with Parental Responsibility:

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the named child. Their consent to the child attending the School will be required if an offer of a place is made.

Title eg Mr, Dr: _____

Full Name: _____

Address: _____

Section Four: Details of Guardian:

This section should be completed by parents who live or work outside the UK.

It is a school requirement that all overseas pupils have a Guardian living in the UK, who will be responsible for them during school terms and to whom reference can be made when organising travel and exeat, or who will act on your behalf in case of emergency.

Guardian's Full Name: _____

Guardian's Address: _____

Home Telephone No: _____

Work No: _____

Mobile No: _____

E-mail: _____

Fax: _____

Please confirm whether your child will require sponsorship from the School in order to obtain a visa to study in the United Kingdom at Leweston School (if applicable).
(tick as appropriate) Yes No

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Section Five: General

Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable).

Please give an outline of your child's other hobbies or interests (if applicable).

Please provide us with details of any medical condition, health problem or allergy affecting your child; any learning difficulty, disability, or special educational need of your child, as well as any behavioural, emotional and/or social difficulty of your child (if applicable).

Please mention here the names of any other members of the family attending the School or registered for entry; or any other connection with the School.

If yes please give us names and approximate dates

How did you hear of Leweston?

Section Six: Declaration and Payment

Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's **Terms and Conditions** will be supplied on request.

Declaration

I/We request that our child named above is registered as a prospective pupil.

I/We understand that the School (through the Head, as the person responsible) may obtain, process and hold personal information about me/us which may include financial information provided by me/us or by any licensed credit reference agency or information contained in any court orders, petitions or proceedings.

I/We understand that the School may also obtain, process and hold personal information about our child which may include sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

I/We enclose the **non-refundable Registration Fee of £100** together with the completed Registration Form duly signed by me/us.

Signature of **BOTH** Parent(s) or Legal Guardian(s)

Full Name(s):

Date(s) of birth:

Relationship to child:

Date:

Leweston School, Sherborne, Dorset DT9 6EN
Tel: (UK) 01963 211010 (International) +44 1963 211010
admissions@leweston.dorset.sch.uk
www.leweston.co.uk

Leweston School Trust is registered in England at the above address as a Company Limited by Guarantee No. 2041443. Registered Charity No. 295175

'Registration Form'

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SHERBORNE

MISBEHAVIOUR AND EXCLUSIONS

All members of the Leweston community – pupils, staff and parents – are expected to contribute to the creation of a stimulating and caring environment where all are encouraged to realise their potential in all areas of School activity. Leweston makes 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. When pupils fail to meet these standards they will be told that this is the case and be given clear guidelines and expectations for improvement.

High standards of behaviour are expected (as outlined in the School Code of Conduct) and bullying in any form is unacceptable.

Detentions and other minor sanctions are used as appropriate. Corporal punishment is not used. Further information can be found in the school's Rewards and Sanctions Policy.

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 she considers adequate.

Exclusion and Suspension

Expulsion should be considered as the ultimate sanction imposed by the School. The Head is responsible for any expulsion (subject to parental contract) and would normally consult with the Deputy Heads and the relevant Head of Year prior to expulsion. If this sanction is being considered, both pupil and parents will normally be invited to a meeting with the Head.

The Head would notify the Chair of the Governing Body of any intention to exclude.

Where a pupil has committed a very grave breach of discipline or a serious criminal offence, parents or guardians will be notified immediately and asked to collect their child.

A notice will be posted in the staff room regarding the action taken and details of the incident, if appropriate.

Exclusion, temporary or otherwise, may be appropriate in the following cases:

- Violent assault of a fellow pupil or a member of staff.

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- Drunken behaviour likely to endanger the health or well-being of either the individual or others.
- A third offence of smoking.
- The possession or supply of illegal substances for sale within the School, or the enticement of other pupils in the School to take such substances.
- Significantly inappropriate (or illegal) online behaviour, or bringing the School's name into serious disrepute.
- A second offence of theft.

This is by no means an exhaustive list. The parental contract permits expulsion where, in the Head's judgement the expulsion is in the best interests of the pupil concerned or in the best interests of the School community.

Suspension may be ordered if a pupil persists in misdemeanours after warnings, such as repeated truancy, lying, or other 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

Suspension will always be considered for pupils involved in first offences of bullying, theft, or violent conduct.

The process for suspension will follow similar procedures as those for expulsion.

A file giving details of the offence, how it was discovered/reported and the action taken will be produced by and kept by the Head. The involvement of the police in any such instances will be at the discretion of the Head.

If parents wish to appeal a decision to suspend or expel a pupil they may do so under the School's complaints procedure.

Refer also to the following policies:

- Rewards and Sanctions
- Code of conduct (Behaviour policy)

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LEWESTON

PREP

EXCLUSION AND SUSPENSION POLICY FOR THE PREP SCHOOL

This policy meets the requirements of the Early Years Foundation Stage (EYFS). All members of staff have been given access to this policy as part of their induction and it has been explained to and is accessible to all parents. This is communicated to the EYFS parents during the Welcome Sessions and on our website.

Exclusion is considered the ultimate sanction imposed by the school. The Head is responsible for any exclusion (subject to parental contract) and consults with the Head of the Prep School and the relevant Form Teacher prior to exclusion.

The Head notifies the Chair of the Governing Body of any intention to exclude.

Parents or Guardians are notified immediately and asked to collect their child or son where appropriate.

A notice will be posted in the staff room regarding the action taken and details of the incident, if appropriate.

A file containing details of the offence and the action taken is produced and kept by the Head. The involvement of the police, if appropriate, will be at the discretion of the Head.

The process for suspension follows similar procedures.

Exclusion, temporary or otherwise, may be appropriate in the following cases:

- Assault of a fellow pupil or a member of staff
- Persistent bullying of another pupil or member of staff
- Inappropriate behaviour likely to endanger the health or well-being of either the child himself or herself or others (e.g. alcohol/smoking)
- The misuse of illegal substances for sale within the school or the enticement of other pupils in the school to take such substances.

This is by no means an exhaustive list. The parental contract permits exclusion where, in the Head's judgement, the exclusion is in the best interests of the pupil concerned or in the best interests of the school community. In the EYFS it is expected that children will be supported in developing their knowledge and understanding of right and wrong, and that close working with parents will ensure that children are supported *within* the setting wherever possible.

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Pupils and parents have the right of appeal against exclusion. They may refer the matter in writing to the Chair of the Governing Body. Such action initiates Stage 3 of the Parental Complaints Procedure

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