



BEESTON HALL SCHOOL

15a - POLICY AND ARRANGEMENTS FOR ADMISSIONS, MISBEHAVIOUR & EXCLUSIONS

The aim of this Policy is to give children and parents as much information as possible about Beeston Hall School and the education we provide, and in doing so, making each child's start a happy and successful one. This is achieved at the same time as beginning a partnership with parents that will be lasting and in the long-term interests of their children.

In addition, the aims of this policy are:

1. To ensure compliance with the school's charitable purposes. Beeston Hall School is an independent prep school with a Christian ethos and is a non-selective school for pupils aged between 4 and 13.
2. To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community.

Equal Treatment

We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected, but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

We expect all of our pupils to attend our chapel services and school assemblies which are fundamental to our Christian ethos unless there are strong religious and/or moral objections which will be dealt with on a case-by-case basis.

Disability and Special Educational Needs

The school has limited facilities for the disabled, but will do all that is reasonable to comply with its legal and moral responsibilities under the **Equality Act 2010** in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately. The school needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the school. Parents of a child who has any disability or special educational needs should provide the school with full written details at registration, or subsequently before accepting the offer of a place. The school needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs, both during the admissions process and if an offer of a place is made. Similarly, if special education needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school.

Admission procedures begin as follows:

- Parents are asked to ring to make an appointment to see the Headmaster in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted. Parents are provided with a copy of the School Prospectus and any other information requested. No children, unless from abroad, are admitted until personal contact has been made.
- We follow the IAPS protocol for moving between IAPS schools.
- Parents wishing for a place (or places) complete a registration form for their child prior to admission. Parents pay a non-refundable Registration Fee. For a child to be formally offered a place, the following criteria need to be met:
 - All information supplied must be true and accurate.

- If currently attending an independent school, the school must be informed and any financial obligations met.
- Disclosures: Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.
- Before entry, parents are sent a Parents' Contract which must be signed by all parents with parental responsibility, they are asked to return this with a deposit which is refunded once the pupil leaves Beeston Hall School to go on to a senior school. They thereby accept the school's terms and conditions and are provided with a copy of these.
- The child's current school, where appropriate, is asked for a report. The Head Teacher of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school.
- Prior to admittance, where at all possible, a visit to the school for the child is arranged, so that they can familiarise themselves with their new school.
- In the summer term prior to admittance, every new child due to come in September is invited to an activity day at Beeston Hall School where all the children can meet each other, get to know some of the teachers and meet other Beestonians currently at the school. Parents are also invited later in the day, so they can also get together.
- A welcome pack, including the Parents' Handbook and other information, is then sent in the summer holidays prior to starting in September. Parents are asked to return various forms including medical information before the start of term.

Academic entry tests

We do not formally assess children prior to starting at Beeston Hall School if they are joining in Year 3, 4 or 5 (unless there are specific circumstances which require us to do so). If they are due to join in Year 6, 7 or 8 we would normally assess them on a pre-arranged day in Reasoning Papers, English and Maths, so that when they join the teachers have an informed understanding of their academic ability and potential and for setting purposes.

All children, including new children at Beeston Hall School, are assessed annually in the Michaelmas Term in Reasoning, English and Maths.

The practicalities that are involved in the Admissions Process are as follows:

Step One: Initial request for prospectus and/or other information is recorded in the School Management System. This involves recording the following information where possible:

- Name, address, contact phone, & e-mail
- Child's full name, date of birth, current & possible future schools
- Place required (day / boarding), proposed date of entry
- Source of enquiry

Step Two: Prospectus sent. This includes the following:

- Email pack sent and invitation to visit – this includes a prospectus, the Beeston Brief and links to our website for more information such as fees, staff etc. and links to view our social media activities

Step Three: Follow-Up Call (7-10 days after initial contact)

- Answer any further questions
- Arrange visit

Step Four: Visit Preparation:

- If a parent has expressed that their child has Special Needs alert SENCO (if a report available, bring it)
- Arrival time to be organised and visit details agreed.
- Notify those that you may wish to be involved: e.g. Houseparents, Class Teacher, Pupil tour guides, etc.

Step Five: To be given at time of visit

- Hard copies of Beeston Brief and any other relevant information and an invitation to come to events or come back to speak further or bring the children
- Registration form (if requested, for each child)

MISBEHAVIOUR AND EXCLUSIONS

Discipline:

In a well-run community with a positive environment and extensive opportunities for purposeful activity, conduct and discipline will not present regular difficulties. Discipline has to exist, and this has to be seen to be firm, but fair, as fairness is always paramount in a child's mind. Most children will pass through school without being involved in disciplinary action. For most children a word of advice or caution is sufficient. In all cases it is hoped that good discipline is maintained via mutual respect between staff and pupils, and where necessary in conjunction with the parents, whilst there is awareness on behalf of the children themselves as to why discipline or school rules are necessary within the community.

School Rules:

All school rules are based on the following premises:

"Common sense prevails at all times."

"Treat other people as you would like to be treated yourself."

School rules as such do not exist, heavy emphasis being put on the application of common sense at all times. There are, however, a number of by-laws to help in the running of the school.

1. Swapping and lending of personal belongings is discouraged and only ever allowed with specific permission from a member of staff. The buying and selling of belongings is forbidden.

2. Children should not have money at school. Year 8 children may obtain cash from the boarding staff on Sundays to spend in the local village. Day pupils are not allowed to bring cash in.
3. There should be no home tuck brought into school.
4. The following places are out of bounds unless a member of staff is present to supervise: swimming pool enclosure, the rifle range, fire escapes and offices. In addition, hazardous areas and activities are censured, i.e. climbing trees, playing around cars, entering workshops or science labs unattended. In all cases children are made aware of why such areas are out of bounds or censured.
5. Loss of personal property and damage to any property should always be reported to Staff. It is recommended that all valuable articles be engraved.

Suspension & Expulsion

In extreme cases it may be necessary to take measures which may result in a pupil being suspended or excluded. We believe that when an allegation of severe infringement of the school rules exists against a pupil, it may be in the pupil's interest to stay away from school while the matter is being investigated.

- For offences such as consumption of alcohol, smoking, stealing and severe bullying, suspension from school will be the usual sanction and a pupil may be permanently excluded in extremely serious cases.
- Persistent infringement of school rules and norms of behaviour may result, after warnings and suspension, in permanent exclusion.
- The Governors may exclude a pupil from school if the fees remain unpaid after due warning being sent to parents. If a child has been excluded from school, he or she may be allowed to return to sit an external examination for which he or she has already been entered.

The Headmaster may exclude any child from the school temporarily or permanently for a breach of the code of conduct.

It is envisaged that this situation will arise extremely rarely.

If parents or children disagree with the Headmaster's decision, they may pursue the matter through the school complaints procedures.

Reviewed by: **The Registrar, September 2022**
Monitored by: **Bob Hammond September 2022**
Next review: **September 2023**