

Admissions, Discipline and Exclusions Policy

Admissions Policy and Procedures

Visiting the School

Individual Appointments: Many prospective parents visit St Andrew's on an individual basis. Some bring their children with them, whilst others prefer to make the first visit on their own and return with their children at a later date. The Head will usually meet with you and give you a tour of the School, giving you the opportunity to meet pupils and staff. Those interested in boarding will be shown around the boarding house. A visit can be arranged through the Registrar.

Open Mornings: Open Mornings are held regularly throughout the year. No appointment is necessary to attend these informal occasions. We welcome parents and their families to visit the School, meet with the Head, staff and current parents and have a tour of the School, led either by current senior pupils or by our own staff.

Drop Ins: For Nursery and Pre-Prep visits, parents can 'Drop In', without an appointment, every Wednesday during term time between 9.30 and 11.30am.

Details of Open Mornings and Drop Ins are published on our website – www.androvian.co.uk

A Trial Day at the School

Following a visit, most prospective pupils spend a day at the School. This is an ideal opportunity for children to get a real feel for the School and to meet other children in their peer group. Please contact the Registrar to arrange.

Applying for a Place

Entry to St Andrew's is essentially non selective and we welcome applicants from all educational backgrounds. The School's primary concern is that the individual educational needs of each child can be met, whilst ensuring that they will thrive socially as well as academically whilst in the School's care.

Applications should be submitted to the Registrar who will acknowledge receipt thereof. An offer of a place will usually be made at this time but on occasions where we have considerable demand for limited spaces in a year group, we reserve the right to delay making any offer until later in the academic year.

Registration can occur for potential or prospective pupils at any entry point during the academic year by completing the Registration Form and paying a non refundable registration fee as stated in the School's Scale of Charges. Popular entry points are 2 years of age (Nursery), 4+ (Reception), 7+ (Year 3), 11+ (Year 7). However, the School accepts pupils to any year group at any stage of the academic year, subject to availability.

The Registration Form is an essential indicator of interest from parents, but is not a final commitment. The form provides information which helps the Registrar give assistance in the admissions process. Early Registration is recommended to reserve a place.

Any information the School holds will be kept entirely confidential and will not be submitted to a third party in accordance with the Data Protection Act. The School operates an Equal Opportunities Policy.

Acceptance

Once the offer of a place has been made by the School, the place can be secured by paying a deposit (please refer to the School's Scale of Charges). The deposit is non-refundable until the end of a pupil's stay at the School and will be credited to the final 'extras' bill. A Form of Acceptance should also be completed, thereby agreeing to the School's Terms and Conditions as detailed in the Parent/School Contract. Forms of Acceptance, together with the deposit, must be returned to the Registrar by the date specified in the offer letter in order to guarantee the place. If we are not in receipt of a Form of Acceptance or deposit, the School reserves the right to advise the parent should the place be no longer available.

At registration stage we ask parents to inform us of any information regarding any medical conditions, allergies, disabilities and special educational needs. It is important that St Andrew's obtains this information to establish if a pupil's needs can be met.

By way of standard procedure, the School may request information on a child from their previous school and take such advice as appropriate. This request will be made during the term preceding entry.

All information will be treated with the utmost confidence and will only be disclosed if that information has a direct bearing on safety or the provision of an appropriate education.

Cancellation of a Place

If the parent wishes to cancel their acceptance of a place less than a term before the entry date, or if the pupil does not join the School after a place has been accepted and not cancelled, a term's fees will be payable and the deposit will be credited to the account. Parents who cancel their acceptance giving more than a term's notice before entry, will not be required to pay fees in lieu of notice, but the deposit will be retained by the School unless a previous agreement has been reached. Cases of serious illness or genuine hardship may receive special consideration on written request.

Aims and Ethos

The School aims and ethos hinge on our commitment to **breadth, balance, excellence and humanity**. Our broad aims are as follows:

- We aim to provide a broad and balanced education which stimulates, excites and inspires all children.
- We aim to give children opportunities to achieve excellence as individuals and as team members. We believe that excellence can be defined within the context of each child's abilities and potential.
- We aim to educate the whole child and to engender in all of them the qualities enshrined in our school values which have their basis in Christian love and morality.
- In aiming for the above we seek to nurture the potential and character of each individual child.

The School's further commitment to **humanity** is expressed concisely in our **school values** and which are as follows:

- To treat other people as we would be treated
- To listen to each other
- To forgive
- To be kind and helpful
- To share
- To do our best to be our best
- To be honest and live with integrity

Academic Assessment

The School asks for a copy of a child's latest report and any results or background information that may be helpful in placing children in the correct academic sets for their ability. Children joining the school in Years 6, 7 or 8 will need to be able to cope with the demands of the Independent School's Common Entrance curriculum. More information on this can be found on the Independent Schools Examination Board website at <http://www.iseb.co.uk/syllabus.htm>. The Head will establish through discussion with parents whether this is likely to be the case and advise accordingly if not. All children are also expected to be able to follow instructions, to display a reasonable standard of behaviour and demonstrate an awareness of the needs of others in the classroom situation.

Very occasionally the School may offer places to pupils one year ahead or behind their peer group if we consider that this would be in the best interests of the pupil and the School. The Head will be happy to advise parents on this matter.

Scholarships and Awards – Academic, Sport, Music, Art & Design and Technology, Drama, All Rounder

Scholarship assessments for children aged 6 to 11 (Year 2 to 6) usually take place during the spring term of each year for entry the following September. Candidates who are successful in gaining a scholarship or award automatically gain an offer of a place in the School.

All scholarships and awards are subject to terms and conditions which the parents will be asked to agree to when accepting the award. The scholarship and awards are tenable throughout a child's time at St Andrew's, subject to satisfactory progress and behaviour which is reviewed termly.

Bursaries

Financial support may be available to those families of pupils who would not otherwise be able to attend St Andrew's. The relevant fee remission varies in value depending on financial need, and all Bursaries are subject to means-testing as required by the Charities Commission. Parents should request and complete a Statement of Financial Circumstances form which will then be assessed by the Bursar, together with the Head and Governors. The form is available from the Bursary. For advice on financial assistance or bursaries, please contact the Bursar at St Andrew's.

Additional Information

In the interest of your child, it is imperative that you inform us of any factors – social, medical emotional or academic (such as learning support) – that might affect your child's learning and other

school activities. It is important that the School receives any information to enable us to establish if a child's needs can be met and to ensure that we are able to make the necessary reasonable adjustments as the School is obligated to do under the Special Educational Needs and Disabilities Act 2001.

Learning Support

If during a child's time at St Andrew's it is necessary for the child to receive learning support to enable him or her to keep up with the academic standard of their peer group, the School will meet with the parents to decide what level of support may be necessary. The cost of any such learning support will be met by the parents.

A child with Learning Support Requirements will only be offered a place if the School feels that the provision available within the Learning Support Department is sufficient to meet the individual needs of the child and can provide the recommended level of support required.

Refusal of Candidates

In rare cases, it is possible that a pupil may be refused a place if, after due consideration, the School believes that it is unable to provide for the educational and/or emotional requirements of the child.

Policies and other relevant information

Prospective parents should be aware that policies and information which relate to the following are available either on the School's website or on request from the School Office.

- School Aims
- Code of Conduct for Pupils
- Child Protection
- Anti-Bullying
- Behaviour and Discipline (including policy on Rewards & Sanctions + policy on Suspension of Pupils)
- Supervision of Pupils
- Curriculum
- SENDA plan
- Special \Educational Needs
- EAL
- Gifted and Talented
- Health and Safety on Educational Visits
- Rewards and Sanctions

- Complaints Procedure
- List of staff and their qualifications
- Equal Opportunities
- First Aid

Please Note: A Parents' Handbook is sent to all parents of newly registered children before entry to the School.

Contacting the School

For further information or to arrange a visit, contact the Registrar by telephoning on 01323 733203 or via email: info@androvian.com

Contacts:

Head: Simon Severino, MA (Oxon), PGCE
Deputy Head: Martyn Ward, MB.Ed Hons (Oxon)
Head of Pre-Prep and Nursery: Heather Stokes, B Ed Hons (Brighton)
Bursar – Eastbourne College Charity: Carol Meade
Registrar: Sue Offord
Headmaster's PA: Ruth Turnbull
Marketing and PR: Stephanie Temple
Administration Assistant: Louisa Snell

Discipline, Serious Misconduct, Suspension and Exclusion

1. Policy Statement:

Infringements of School rules and disciplinary matters generally will be dealt with on a day to day basis by the Headmaster and staff of the School. In the case, however, of serious misconduct, the Headmaster has the right to suspend or expel a pupil. The following procedure will be followed in cases of serious misconduct. The objective is to deal appropriately with the case in question but also to afford to the pupil his or her rights in natural justice. No unacceptable, excessive or idiosyncratic punishments are used including any punishments intended to cause pain, anxiety or humiliation. The school does not use corporal punishment.

2. Investigation procedure for Serious Misconduct:

Contact with Parents:

Recording:

Incidents of a serious nature are recorded in the child's file, with copies held in 'Pastoral Notes'.

Complaints:

Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Deputy Headmaster and/or Head of Department, and its outcome will be reported to the child's tutor and to the Headmaster.

Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the child being expelled or required to leave.

Search:

A child's space and belongings may be searched and they may be asked to turn out the contents of pockets or a bag if it is considered that there is reasonable cause to do so.

Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy.

This policy does not authorise an intimate search or physical compulsion in removing clothing.

Restraint:

Any use of physical restraint is by reasonable and non-injurious means, only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property, and it is always recorded in writing.

Interview:

A child may be interviewed informally by a member of staff to establish whether there are grounds for a further investigation.

If the child is then interviewed formally about a complaint or rumour, arrangements will be made for them to be accompanied by their tutor or a member of staff of his choice. Notes will be taken at this meeting.

Results of the Investigation:

Depending on the seriousness of the facts revealed by the investigation, the Headmaster, or in his absence his Deputy, may deal with the case in one of the following ways:

1. case closed – no further action;
2. oral advice – not recorded;
3. oral warning – recorded;
4. formal written warning;

or, where the facts appear to warrant more serious steps, the following action may be taken:

5. suspension from the School for a period not exceeding ten days;
6. removal from the School with or without notice.

3. Suspension:

As a result of the investigation a child may be suspended from the school (or from boarding) and required to live at home or with his education guardian.

The Headmaster will inform the parents or guardians of the decision to suspend the child.

If expulsion or requirement to leave is a possibility, The Headmaster will inform the parents of his intention to consider the matter further.

Process:

Following the investigation the Headmaster will consider the complaints and the evidence at a meeting with the Deputy Headmaster, Head of Year, and any other key staff involved in the investigation.

The Headmaster will take into account any further statements made on the child's behalf as well as the child's disciplinary record.

If the Headmaster is satisfied that suspension is the appropriate sanction he will inform the parents and arrange to see them with the child on his return to School.

4. Expulsion or removal:

The circumstances which may lead to removal or expulsion include:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol or tobacco
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying. (NB: the anti-bullying policy is available on the School's website)
- Misconduct of a sexual nature; supply and possession of pornography
- Possession or use of unauthorised firearms or other weapons
- Vandalism
- Computer misuse
- Other serious misconduct towards a member of the school community or which brings the School into disrepute on or off school premises

Other circumstances:

A child may be asked to leave if, after all appropriate consultation, the Headmaster is satisfied that it is not in the best interests of the child, his parents or the School, that the child remains at St. Andrew's.

If the Headmaster decides that the child must leave the school, he will consult with the parents before deciding on the child's leaving status (see below).

Procedure for Removal (Expulsion):

The Headmaster may, in consultation with the Governors, require the removal of any pupil:

- a) upon one full term's notice in writing
- b) without notice if the Headmaster considers that the pupil is not capable of profiting, or profiting further, from education at the School
- c) without notice if your son/daughter/ward are in breach of any of this Agreement or any of the policies, procedures, codes or conduct and rules referred to in this policy
- d) without notice if your son/daughter/ward is in serious or persistent breach of the School's disciplinary rules
- e) without notice if your son/daughter/ward's presence is adversely affecting other pupils
- f) without notice if the behaviour of a parent, family member or guardian is detrimental to the well being of any pupil, parent, guardian, School employee, Governor or member of public.

If the Headmaster is considering removal in any of the circumstances (b) to (f) above, he will do so in consultation with you so far as possible. If the Headmaster should notify you that he is considering removal on any of those grounds, you agree that you will cooperate fully with him and, if necessary, arrange for attendance at the School for consultations.

The removal of your son/daughter/ward under (d) to (f) above will be treated for the purposes of payment of fees as a withdrawal of the pupil by you and therefore you shall be obliged to pay to the School one full term's fees in lieu of notice.

Leaving status:

If a child is expelled or required to leave, their leaving status will be one of the following: "expelled" or "withdrawn by parents".

Points considered as part of the decision on leaving status will include:

- The form of letter which will be written to the parents and the form of announcement in the school that the child has left.
- The form of reference which will be supplied for the child.
- The entry which will be made on the school record and the child's status as a leaver.
- Arrangements for transfer of any work to the child, his parents or another school.
- Whether (if relevant) the child will be permitted to return to school premises to sit examinations.
- Whether (if relevant) the school can offer assistance in finding an alternative placement for the child.
- The conditions under which the child may re-enter school premises in the future.

4. Review:

If the parents of the child concerned are not able to agree the way forward with the Headmaster they may request a Governors' Review, the procedure for which can be found under stage 3 of the School's Complaints policy (see website for details).

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Authorised by resolution of the Governing Body Representative:	Signature <i>M. Ward</i> Name <i>MARTYN WARD</i> Date <i>04/10/11</i>