Admissions and Exclusions Policy Including EYFS

Abbotsford Preparatory School

1. Introduction

Our policy reflects the DfE guidance, in particular 'School Admissions Code' (DfE Dec 2021) and 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (DfE August 2024). This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Behaviour and Discipline
- Complaints

This policy aims to outline the admissions process of our school, as well as provide relevant information to families looking to join. It also outlines exclusions and the process that is followed for both fixed-term and permanent exclusions.

2. Admissions Arrangements

The School is an independent co-educational day school for students between the ages of 3 to 11 years. The School operates on a single form entry system from Pre School to Year Six,.

The main entry points for admission are into Pre School, Reception, and Year 3.

Preschool admissions are first come, first serve, where registrations will be made after a discussion with the family about if the child's needs can be met by the School.

For prep, admission will be made based on performance in entrance tests, the impression made during interview / trial day, on references from the prospective student's current school, and previous exam results where appropriate. Typically, we will assess the ability of prospective students in Mathematics and English. This informs us as to the student's current level of achievement; and will help the School and family make a considered decision as to their registration.

If spaces are currently unavailable, upon receipt of the application/registration form and payment of the registration fee, the student's name will be placed on the waiting list for entry into the correct year. The student's name may be removed from the list at any time at the request of the parents.

3. Leavers Arrangements

If a child leaves the school, this is recorded on the admissions register.

Where children leave the school, the DSL will ensure safeguarding and child protection files are transferred to the new school or college as soon as possible: within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrive. If there are no safeguarding or child protection files for the child, the school will inform the new school of this.

Any other relevant information for the new school will be passed on, including assessment data. For children leaving at the standard exit points, there may be inductions or meetings held with the new school or further education setting (such as in the case of Year 6 leavers transferring to Secondary education).

For in-year transfers to new schools, the school will notify the Local Authority that the child resides.

Elective Home Education

Many home-educated children have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

From September 2016 the Education (Pupil Registration) (England) Regulations 2006 were amended so that schools must inform their LA of all deletions from their admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we will work together with other professionals to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. DfE guidance on Elective Home Education (which is primarily for Local Authorities) will also be read and understood by the SLT.

4. Fixed-Term and Permanent Exclusions

The School seeks to provide a disciplined and ordered family community in which education and learning can flourish. When accepting a place, parents agree that their son or daughter should be subject at all times to the School Rules and Regulations in force.

The School will make clear the standards of behaviour and commitment that it expects from students. It will encourage students to adopt positive attitudes and values such as consideration, honesty, and respect for others. It will acknowledge and praise students when they reach these standards.

Any breach of good manners or good sense whether at school, on journeys to and from school, at events organised by the School or when representing the School is a breach of School Rules. High standards of behaviour are expected at all times and bullying in any form is unacceptable.

The School's Terms and Conditions confer upon the Headteacher the authority to impose the sanction of suspension or expulsion on any student for any cause they consider adequate. **However, any decision to exclude or expel a child from the school must be discussed with a Governor of Alpha Schools before the decision is made.**

Suspension may be ordered if a student persists in misdemeanours after warnings or is involved in bullying, anti-social behaviour, theft, lying, bringing prohibited articles or substances to School, repeated truancy from lessons or other serious wrongdoing. This gives the student a chance to consider, if possible, with the help of discussions at home, the possibility that expulsion may subsequently be ordered unless conduct improves.

Expulsion may be ordered in certain circumstances, normally following suspension except in cases of serious misconduct. If this sanction is being considered, both the student and parents will normally be invited to a meeting with the Headteacher. Parents may in some cases be offered the opportunity to withdraw the student. In other cases, the Headteacher may expel the student forthwith. The appropriate procedure to be adopted in any case is entirely at the discretion of the Headteacher.

Parents should be informed that it is now a criminal offence punishable by fixed penalty fine or prosecution of the parents if a student is seen in a public place during normal school hours without reasonable justification, during the first five days of exclusion from state school. Students excluded from an independent school may be apprehended, as it would not be evident to a police officer that the student is not from a state school.

We do not wish to exclude any student from school, but sometimes this may be necessary. The School has therefore adopted the DFE's national standard list of reasons for exclusion and follows their standard guidance 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (DfE August 2024) in any decision to exclude a student from school.

https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf

Only the Headteacher (or the acting Headteacher) has the power to exclude a student from school. The Headteacher may exclude a student for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Headteacher may exclude a student permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion if the circumstances warrant this.

Before any decision to exclude is made, the Headteacher must discuss the matter with a Governor.

If the Headteacher decides to exclude a student, they will inform the parents immediately, providing the reasons for the exclusion. At the same time, the Headteacher will make it clear to the parents that they have the right to appeal the decision to the School's Governors and will provide details on how to do so.

The Headteacher must inform the owner of any permanent exclusion and any fixed-term exclusions exceeding five days in any one term.

When the Governors meet to consider an exclusion, they will review the circumstances leading to the decision, consider any representations from the parents, and determine whether the student should be reinstated.

If the Governors decide that the student should be reinstated, the Headteacher must comply with this ruling.

5. Monitoring and Evaluation

As with all our policies, the school will strive to ensure this policy is effective, follows the relevant guidance, and adheres to the principles of the school. This will be achieved through regular monitoring and evaluation by the Headteacher, who holds the responsibility of this policy. During this review, amendments will be made where necessary and agreed upon with the Proprietor.

Date	Position	Name of Reviewer	Date of Next Review
August 2025	Headteacher	C Howard	August 2026
August 2025	Proprietor	Mr A. Khan	August 2026