



ADMISSIONS AND EXCLUSIONS POLICY

Richmond House School is a non-academically selective day school, for children in compulsory education, from Reception to Year 6. Children may enter the nursery the term they turn 3, (“Rising 3”). Richmond House School is committed to making admissions decisions in a fair, transparent and consistent way. This policy outlines how the school makes offers for places, and its provision of support for those with special Educational Needs and Disability (SEND) and English as an Additional Language (EAL).

Richmond House School has two form entry, with the capacity of each class from Reception to Year 5 at 18. Nursery has places for 30 children, depending on their age of entry.

Admissions Procedures.

Our admission procedure has six stages;

- a) **Initial Enquiry and sending out of a prospectus.** Enquiries for admissions for any age group are sent to the school Registrar, Mrs Jayne Hawley. Following an enquiry, a prospectus will be sent out and a visit to the school may be arranged.
- b) **Visit to the school.** Parents will be given the opportunity to meet with the Headteacher, have a tour round the school and speak with class teachers.
- c) **Registration.** Following a visit to the school parents may then fill in the registration form. Registration confirms interest in a place at the school and the school will keep parents informed of any key dates. The registration forms will be kept in chronological order (determined by the date of receipt of the form and fee), however the school may amend the order in exceptional circumstances, such as siblings currently in school.
- d) **Informal assessment/ taster day.** Following registration, for children entering Nursery or Reception, the child will be invited to an Informal Assessment, the purpose of which is to identify whether the child will fit into the school in terms of social interaction and development. Children will spend approximately half an hour with the Head of EYFS and /or the reception class teachers. There are usually two assessment times during the academic year; one in November for September intake, and one in February for January intake (Nursery only). However, there is flexibility for these times.
For children in Years 1-6, where places are available, a child will be invited to spend a session or day in the school with their current year group. During this day, they will be informally assessed to identify any learning and social needs.
- e) **Additional considerations.** If it is felt necessary, a further assessment will take place, involving the school’s SENCO, Mrs Kelly Barnham. The school will also take account of a range of information when deciding to make an offer, including feedback from the day’s visit, previous school reports and any other information it deems relevant in establishing whether the school is able to provide the best environment for the child to achieve their full potential. Parents and prospective parents must inform the school as soon as possible of any particular known or suspected circumstances relating to their child’s health, allergies, disabilities, learning needs or any factors that might influence the health and safety of their child or others.
The School will also consider its duty of care to staff and other pupils when deciding to make an offer. This is to ensure a safe community of respect, dignity and courtesy for all

and the school has the right not to proceed with an application if it is in the school's opinion that this community could in some way be jeopardised by offering a place.

- f) **Offer and acceptance.** Following this, and with consultation with the Head Teacher, offers of places will be made if the Headteacher judges that Richmond House School is able to offer an appropriate education to the child. **Terms and conditions** and an acceptance form will be sent to parents. **These must be read and signed to show agreement.** Receipt of the acceptance form and fee will secure the place. Offers of formal places are made as soon as possible following the assessment/taster days. Places are offered on a first come first basis, with priority given to siblings. Where the number of children eligible for admissions exceeds the number of places available, a reserve list will be drawn up in order of registration and for nursery, the number and availability of sessions applied for. As places become available they will be offered at the discretion of the Head Teacher but will follow the general admissions criteria. Pupils who leave school and subsequently wish to be re-admitted at a later stage will be given a place subject to availability and the same admissions procedure as new pupils. If an application is found to be fraudulent or information is withheld which is deemed to be relevant when assessing a child for admission, the school reserves the right to make the application void and withdraw any offer made. Progression from Nursery to Reception, whilst usually is the norm, is not guaranteed and will depend on the needs and behaviour of the child.

Bursaries

A limited number of means-tested bursaries are available which offer financial assistance to those for whom the payment of full fees would not be possible and for whom the inability to pay would prevent the child from attending the school. (Please see separate Bursary policy)

Special Educational Needs and Disability

Richmond House School recognises its obligations under the current legislation and will do all that is reasonable to comply with its legal and moral responsibilities. The Admissions Policy acknowledges that although we are not an academically selective school, pupils are selected based on whether those children are able to benefit from the education offered at Richmond House School.

The school needs to be made aware of any known disability of Special Educational Needs or current paediatrician assessments that may influence a child's ability to thrive at the school. Prospective parents of pupils with Special Educational Needs and or a disability (SEND), including those with an Education, Health and Care Plan, should indicate this on the registration form. The SENCO may contact the parents to gather additional information and will be involved in the informal assessment.

If special education needs or a disability become apparent after admission, the school will consult with parents about any reasonable adjustments which can be made to allow the child to continue at the school.

English as an Additional Language

Richmond House School welcomes children for whom English is an additional language, provided they can access the curriculum within our current levels of provision. Additional support can be arranged with parents to assist the child's learning.

The school reserves the right not to admit pupils whose needs it cannot meet after reasonable adjustments have been considered.

Appeals

Any parent wishing to appeal a decision not to admit their child to Richmond House School should in the first instance raise the matter with the school Registrar, Mrs Jane Hawley. The Registrar will respond in writing within 5 working days, explaining the reason(s) for the decision.

Previous school reports and examination scores will remain confidential to the school. If a parent feels the Admissions Policy has not been followed, they must write to the Head teacher within 5 working day detailing the reasons for their appeal.

The Headteacher will review the case and respond within 5 working days.

If the Headteacher upholds the decision not to offer a place, the parent may appeal against this decision in writing to the Chair of Governors, identifying how the Admissions Policy has not been followed. The Chair of Governors will form a panel of three members of the Governing body (not the Chair). The panel will invite the parents, the Head teacher and another member of staff involved in the admissions procedures to a meeting. Parents will be asked if they would like to share any paperwork beforehand and may bring a companion with them. The case for the decision will be given by the Head Teacher. The parents may question this decision and put the case forward for their appeal. The Headteacher will be invited to question the parents. Both will be able to sum up their case. The members of the panel may ask any questions and notes will be taken by the clerk to the Governors. After the hearing, the panel will make their decision and will notify the parents within 7 working days of the meeting.

The decision of the appeals committee is a final one.

Exclusions, Withdrawal, Removal and Expulsion of a Child

Extract Taken from the School Terms and Conditions.

- 1. Exclusion for Non-Payment:** The right is reserved to exclude a child or to withhold any references while Fees remain unpaid or there is persistent failure by the Parent to pay the Fees on the due date. Exclusion on these grounds is not a disciplinary matter and the right to a Governors' Review will not normally arise. The School may also withhold any information or property but will not do so in a way that would cause direct or identifiable prejudice to the rights and interests **A Child who has been excluded at any time when Fees are unpaid will be deemed withdrawn without notice.**
For non-payment of supplemental charges, the School reserve the right to refuse a child's participation in the relevant activity while charges remain unpaid. Parents will be responsible for paying any costs incurred in recovering or attempting to recover any unpaid fees and supplemental charges.
The School can notify other educational institutions of any Parent's outstanding payments. Parents' consent to our informing any other School or educational establishment to which they propose to send their child of any outstanding Fees or supplemental charges
- 2. Withdrawal:** A full term's written notice must be received by the Head before a child is withdrawn from the School or a full term's Fees in lieu of notice will become due and payable as a debt. No other notice is valid and such notice should be signed by all those with parental responsibility. The School will not be required to mitigate its loss or give credit if the place has been filled. The expression "**a term**" means the period between and including the first and last days of each School term in our School calendar. This means that if, for example, Parents wish to withdraw a child with effect from the start of the Autumn term, notice must be given on or before the first day of the preceding term (in this case the first day of the Summer term) otherwise a term's notice will be due and payable.

3. **Cancelling Acceptance:** The cancellation of a place which has been accepted is normally a breach of contract which can cause loss to the School if it occurs after other families have taken their decisions about schooling for their children. If parents cancel their acceptance of a place **after** the first day of term immediately preceding the term in which their child was due to start, or the child does not join the School after a place has been accepted and not cancelled, a term's Fees will be payable and the deposit credited to their account. Parents who cancel on more than a term's notice, i.e. **before** the first day of the term immediately preceding the term in which their child was due to start, will not be required to pay Fees in lieu of notice, but the deposit will be retained by the School.
4. **Removal:** The Head has the right to ask a Parent to remove their child from School if, in the opinion of the Head, removal is necessary in the interests of either the School or the child. The Head may at his/her discretion require a Parent to remove or may suspend or exclude their child from the School if
 - a. he/she considers that their child's attendance or behaviour (including behaviour outside School) is seriously unsatisfactory and in the opinion of the Head the removal is in the School's best interests or those of their child, other children or adults.
 - b. if the behaviour of a parent or either parent is in the opinion of the Head unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School or the well-being of School staff, or to bring the School into disrepute.

At least one term's notice would be given, except in circumstances that the School reasonably considers to be grave. The School will consult with parents before making this requirement, but it could arise, for example, on the grounds of the child's or a parent's serious misconduct or if the child has learning difficulties requiring assistance that the School are unable to provide. No remission of Fees will be granted for the remainder of a term during which a child has been suspended or removed from the School for disciplinary reasons associated with the child or the parents. If their child is expelled or the Head, under clause 21, requires immediate removal of their child, Fees in lieu of notice will not be payable but the deposit will be forfeited and the School will retain it.

Governors' Review: Parents may ask for a Governors' Review of a decision to expel or require the removal of a child from the School (but not a decision to suspend a child). The request must be made as soon as possible and in any event within seven days of the decision being notified to the parents.

If Parents request a Governors' Review, the child will be suspended from School until the decision to expel or remove has been set aside or upheld. While suspended, the child shall remain away from School and will have no right to enter School premises or grounds during that time without written permission from the Head.

Access

A child who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter the School Premises without permission from the Head Teacher.

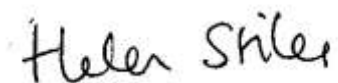
Notifications of Admissions.

It is the school's responsibility to inform the Local Authority for deletions to the admissions register for any of the grounds listed in Regulation 8 of the Education (pupil Registration) Regulations 2008. In brief, when a child has been taken out of school to be home educated, when the family has moved

away, when the child has been certified as medically unfit to attend school, or when the child has been permanently excluded or in custody for more than 4 months. We will also notify the local authority if a child leaves or joins the school midway through a year, (within 5 days of them joining). The school will also notify the Local authority of any failure to attend school regularly or any absence without leave for more than 10 days.

Policy Date: January 2017

Signed Headteacher

A handwritten signature in black ink that reads "Helen Stiles". The letters are cursive and connected.

Signed (Chair of Governors)

A handwritten signature in black ink, appearing to be "P. ...". The signature is very cursive and somewhat illegible.