



HEREWARD HOUSE SCHOOL

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### Admissions and Exclusions Policy

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# **Hereward House School: Admissions and Exclusions Policy**

## **Our School's Aims**

At Hereward House we aim to provide a warm, welcoming and safe atmosphere in which every child can thrive and feel comfortable. Whilst embracing the highest academic aspirations for our boys, we believe that a school should not be an exam factory. We strive to create a stimulating, purposeful and happy community, where every child feels valued and secure. We aim to be a school where boys will be encouraged and assisted to develop academically, morally, emotionally, culturally and physically. It is our belief each one should enjoy his school days and reflect upon them with pride, pleasure and affection. We are preparing boys not just for senior school, but for life.

## **Introduction**

Hereward House School is an independent day school for boys aged 4+ to 13+. The School has around 180 pupils with class sizes of up to 20. 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 son will visit us. It is our intention to make Hereward House accessible to boys from all sections of the community.

This policy covers the whole school, including the EYFS setting.

## **The entry Procedure**

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. The usual point of entry is into our Transition Year in the September following a pupil's 4<sup>th</sup> birthday. The school may also have occasional places at other ages.

Parents are advised to register an application for admission prior to their son's 2<sup>nd</sup> birthday. An application form can be obtained from the School Office by emailing [Office@herewardhouse.co.uk](mailto:Office@herewardhouse.co.uk).

Parents will be invited to arrange a visit to the school during the same school term as their son's 3<sup>rd</sup> birthday. During the visit families will have an interview with the Headmaster and their sons will be asked to take part in a short assessment that is based on observing informal play in small groups.

Offers will be made at the end of that academic year, in the September 12 months before the boy is due to start. To secure the place a deposit of £1000 is paid. Half is credited against the first term's fees and half is returned after the pupil's final term at Hereward House.

The remainder of the first Term's fees are due in the March before the pupil will start.

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The final decision on admissions rests with the Headmaster.

### **Admission to Year 1 and above**

Occasionally places become available in other years. The office should be contacted for information on current availabilities. Once the application is completed it will be stored in the "In Year" application system. If a place becomes available the boy will be invited in for interview and assessment.

### **Equal treatment**

Hereward House's 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.

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

### **Religious Beliefs**

Hereward House is a non-denominational school and welcomes applications from prospective pupils of all faiths and of no faith.

### **Special needs**

Hereward House does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they visit so that we can make adequate provision for him. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he becomes a pupil at the School.

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## **Siblings**

Most siblings join us at Hereward House. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. The Headmaster must be informed by the Summer Term 16 months prior to entry.

## **Exclusions**

Exclusions are used exceptionally rarely and only in the most extreme or persistent cases of unacceptable behaviour. Only the Headmaster has the power to exclude a pupil from school. They may exclude a pupil for one or more fixed periods, up to 45 days in any one school year. The Headmaster may also exclude a pupil permanently. It is also possible for the Headmaster to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

Below is a non-exhaustive list of the sorts of behaviour that could merit permanent exclusion which includes the following:

- Physical assault against pupils or adults;
- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying;
- Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc.);
- Sexual misconduct;
- Drug and alcohol misuse;
- Damage to property;
- Malicious accusations against staff;
- Theft, and
- Persistent disruptive behaviour;

In the case of all exclusions, the Headmaster's decision will be subject to review by the governors. All parents have right to appeal to the governors in a case of a permanent exclusion. A decision will be reached as soon as reasonably practicable and no later than 28 days after the appeal has been raised.