

## **Admissions & Exclusions Policy**

### **St. Martin's Preparatory School**



#### **Introduction**

St. Martin's Preparatory School is a co-educational day primary school (2 – 11)

There are presently 10 formal classes in the school, The Early Years comprises of a 2 year old setting, two Kindergarten classes – (Kindergarten and Upper Kindergarten) and one Reception class. There are two classes at Key Stage 1 and four at Key Stage 2.

#### **Admission Arrangements**

Children can enter the school from the age of 2 years old. Entry at other times is subject to criteria.

The school is non-selective.

Admission for all children is achieved purely on date of registration. Parents should visit the school and, subject to the agreement of the Headteacher, that the school is able to cater for the child's educational, physical and emotional needs, may then wish to register their child for a place.

Once the Application/ Registration form has been completed and returned to the school, the child's name will be placed on the waiting list for entry in the correct year.

At the parents' request, names may also be removed from the list.

#### **Size of classes**

We aim to teach children in classes that have a maximum number of 20 children.

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in school to increase too much.

St. Martin's Preparatory School will have full regard for applicants wishes at all times and every effort will be made to meet their needs and requirements.

#### **Fixed Term /Permanent Exclusion**

Only the Head has the power to exclude a pupil from school. A pupil may be excluded for one or more fixed periods. A pupil may also be excluded permanently. A fixed-term exclusion may be converted into a permanent exclusion, if the circumstances warrant this. Parents have the right of appeal to the Executive Principal.

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

**Monitoring and review**

This policy will be monitored by the owner/headteacher and reviewed every two years, or earlier in the light of any changed circumstances in our school.

Date	Name of reviewer	Date of next review
Nov 15	Mr S Thompson	Nov 17