



Admissions & Exclusion Policy

Including Early Years

St. Martin's Prep School

1. Overview

St. Martin's Prep School is an independent co-educational day school for children between the ages of 2 and 11.

The school has a one-form entry system with ten classes comprising of Nursery, Kindergarten, Upper Kindergarten, Reception, Year One, Year Two, Year Three, Year Four, Year Five, Year Six.

The school records which schools pupils have moved to and from in the Admissions Book.

2. Admission Arrangements

The main point of admission to the school is into the Nursery class.

The school is non-selective and there is no entrance examination. Places are offered following a visit to the school and a meeting with the Head.

If spaces are currently unavailable, upon receipt of the application/registration form and payment of the registration fee, the child's name will be placed on the waiting list for entry into the correct year.

The child's name may be removed from the list at any time on the request of the parents.

3. Fixed Term/Permanent Exclusion

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 pupils. It will encourage pupils to adopt positive attitudes and values such as consideration, honesty and respect for others. It will acknowledge and praise pupils 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 Head the power to impose the sanction of suspension or expulsion on any pupil for any cause which they consider adequate.

Suspension may be ordered if a pupil persists in misdemeanours after warnings or is involved in bullying, theft, lying, bringing proscribed articles or substances to School, repeated truancy from

lessons or other serious wrong-doing. This gives the pupil 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 pupil and parents will normally be invited to a meeting with the Head. Parents may in some cases be offered the opportunity to withdraw the pupil. In other cases the Head may expel the pupil forthwith. The appropriate procedure to be adopted in any case is entirely at the discretion of the Head.

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.

Date	Position	Name of Reviewer	Date of Next Review
January 2019	Headteacher	Mr Stephen Thompson	January 2020
January 2019	Chair of Governors	Mr A. Khan	January 2020