

Holme Grange School Whole School Policy Including EYFS



ADMISSIONS and EXCLUSIONS Policy

Holme Grange School is an independent day school for girls and boys aged 3 - 16 years set within 21 acres of beautiful Wokingham countryside. Outstanding pastoral care produces confident, articulate children who really enjoy their learning and sporting activities.

We are proud to promote traditional values in order to foster self-reliance, self-discipline and self-confidence in a caring community whereby children gain interests and characteristics that give them a head start for life.

The School has approximately 470 pupils.

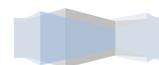
Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Holme Grange School. We hold three Open Mornings each year, which give a general introduction to our school. Details are published on our website. We are very happy to welcome prospective parents and their children at other times during the term. On Open Mornings, a tour of the School is hosted by a pupil and you will have the opportunity to meet the Staff and Headteacher in addition to an interview with the Headteacher.

Please contact the Head's PA, Mrs Jill Dever, on 0118 978 1566 or email office@holmegrange.org to arrange a visit.

Admissions Procedure

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|--------------------|----------------------|--------------|---------------------|---------|---------|
| <i>Early Years</i> | <i>Little Grange</i> | <i>3 - 4</i> | | | |
| <i>Pre-Prep</i> | <i>Reception</i> | <i>4 - 5</i> | | | |
| | Year 1 | 5 - 6 | <i>Eaton Grange</i> | Year 7 | 11 - 12 |
| | Year 2 | 6 - 7 | | Year 8 | 12 - 13 |
| <i>Prep</i> | <i>Year 3</i> | <i>7 - 8</i> | | Year 9 | 13 - 14 |
| | Year 4 | 8 - 9 | | Year 10 | 14 - 15 |
| | Year 5 | 9 - 10 | | Year 11 | 15 - 16 |
| | Year 6 | 10 - 11 | | | |

Registration - All parents wishing to send their child to Holme Grange are invited to meet with the Head teacher, Mrs Claire Robinson, prior to application. We run regular open mornings for the parents to receive a pupil lead tour



Our Entry Procedure Holme Grange School is a mainstream school. Entry to Nursery, (Little Grange) and Reception is based upon an informal discussion with the child's parents and the Head teacher. Above Nursery/Reception entry is based upon an Assessment Day during which baseline assessment tests are given in Verbal and Non-verbal Reasoning. This entry 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 our school.

Applicants for admission at Reception, Year 3, 7 and 9 should register by the end of the Autumn term of the year proceeding the desired year of admission. If space is available we also admit pupils into other year groups at various times in the year.

The registration form is available from the Head's PA, contact details as above. If you are interested in registering, you will be required to complete a Registration Form and pay a non-refundable fee of £300.

The Head of a prospective pupil's current school will be asked to provide a written reference as to the prospective pupil's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special educational needs, or a disability. The reference may also include the results of tests taken at the school such as NFER, MIDYS or SATs if appropriate.

Equal Treatment

Our aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

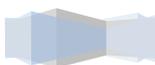
All prospective pupils for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. Some bursaries are offered in order to make it possible for pupils who meet the school's admission criteria to attend the school. Our provision for bursaries is described below.

Special Educational Needs/Physical Disabilities

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Accelerated Learning Centre (ALC) can offer them the support that they require. There is an additional charge for support from the ALC and details of all support fees are set out in our 'Information For Parents' booklet in the School's Prospectus.

We also welcome pupils with physical disabilities provided that our site can accommodate their needs. The school is situated on a split-level site with modern additions to a Grade 2 listed building. This means that those with serious mobility problems would find it difficult to access the site.

We therefore advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headteacher and/or the SENCo before he or she attends the Assessment Day, so that we can make adequate provision for them. Parents should provide copies of any reports or assessments from an Educational



Psychologist, Speech and Language Therapist, Occupational Therapist, etc or medical report, or Statement of Special Educational Needs, to support their request for specific learning difficulty provision or other special arrangements.

We will discuss thoroughly with parents and their medical advisors the adjustment that can reasonably be made for the child if they become a pupil at Holme Grange School.

The Assessment Process

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. Holme Grange has strong traditions in music, drama, art, musical theatre, academics and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

The Assessment Day - no specific preparation is required for this day.

If the parents wish to pursue a place at the school and there is a place available in the appropriate year, a mutually agreed day will be arranged for the child to visit.

Assessment for Little Grange and Reception is based on informal observation during the interview and discussion with parents. All other pupils will have the opportunity to experience a day at Holme Grange working alongside their peer group. During the day the form teacher will talk to the pupil on a 1:1 basis and they will undertake a range of assessments including verbal and non-verbal reasoning. At the end of the day the Headteacher or form teacher will meet the parents to discuss the day. It may not be possible to offer a place at this meeting as the Head may not have received feedback from teaching staff, reports, etc.

If a pupil is suitable and a place is available then an offer will be made.

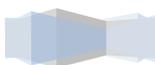
Disclosures

Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, and disabilities or learning difficulties.

Additional Factors

If the School is oversubscribed and we have to decide between two or prospective pupils who meet our admission requirements after all appropriate allowances and special consideration has been given, preference may be given to:

- A child who is a current Little Grange pupil seeking a place in Reception or a current Prep School pupil seeking admission to the Eaton Grange;
- A child who already has a brother/sister in the School;
- A child with a particular skill, talent or aptitude;
- A child whose parent is a former pupil here;
- The gender balance both in the School and within the year group to which admission is sought.



Holme Grange School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential

Acceptance - Two terms prior to your child starting at Holme Grange, you will receive an Offer Letter and will need to complete the Acceptance Form with a payment of £300 deposit which is refunded at the end of the final term of your child's education at Holme Grange. Written confirmation will be sent and once this has been accepted, Joining Details will follow.

Please note: A confidential letter addressed to the Head teacher can be sent if there are any matters of which we ought to be aware before your child enters the School. Parents have a responsibility to inform the prospective school of any issues/conditions and disclose any reports both medical and academic relating to the applicant. Withholding information may necessitate the school reviewing their offer of a place. For further information please contact Mrs Jill Dever, Admissions Registrar, at headspa@holmegrange.org

Sibling Policy

Most siblings join us at Holme Grange School. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

Bursaries

The Governors of Holme Grange School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and these may be awarded in the form of a discount on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

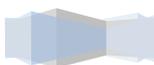
Non Academic Bursaries

Bursaries may be made available to parents/guardians of children entering any year group. Parents/guardians seeking a bursary are required to complete the School's Registration form and an application form which seeks to establish the financial circumstances of the household. Their child may then be invited into the School for an assessment day to ensure that they would benefit from the education offered by Holme Grange.

Bursaries are also available for existing parents/guardians where a change in circumstances has resulted in difficulty meeting tuition fees and may result in the child being withdrawn part way through a stage of education. Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household.

All bursaries are awarded at the discretion of the Governors, and the Head and School Finance Officer are responsible for the management and coordination of the process.

For further information please contact the Head or Bursar or email financeofficer@holmegrange.org



Academic Bursaries

Academic bursaries are awarded for entry into Year 7 and Year 9. The examination takes place in January the year prior to entry and is open to both internal and external candidates. Pupils sit papers in both English and Maths. Internal candidates should seek advice from the Year 6 form teacher as to their suitability. The examination is advertised in local papers and schools and registration forms are available on request from the school office or email office@holmegrange.org

Academic bursaries are offered as an award on tuition fees payable at the discretion of the Head. All bursaries are means tested and have terms and conditions.

Sibling Discounts

Holme Grange offers 5% discount on tuition fees for siblings in the Prep School and 3% in the Pre Prep.

Religious Beliefs

Although Holme Grange School has Christian roots, we do not select for entry on the basis of religious belief. We offer the opportunity for other religions to practise their own faiths. However, parents should be aware that there are compulsory events/church services that all pupils are expected to attend.

Arrangements are made to put parents and children in touch with peers, prior to entering the school.

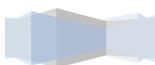
Misbehaviour

(To be read in conjunction with the School Behaviour Discipline and Exclusion Policy and Exclusion Policy)

At Holme Grange School good behaviour is an expectation which the School positively pursues. The School attaches great importance on good discipline, integrity, courtesy and respect for others. Parents, pupils, staff and governors share responsibility for creating an atmosphere which is conducive to a well disciplined and happy school which meets the personal, social and emotional needs of all children. We expect all parents to support the aims of the school, ensuring their child maintains appropriate standards of punctuality, behaviour, diligence, language, discipline, appearance and dress. The Governors expect that a high standard of discipline will be set and maintained at all times.

School rules are concerned with care and consideration for others, and with safety inside and outside the school building. They reflect the belief that children need to develop self-discipline, self respect and respect for others in order to live harmoniously at school and in their future lives.

The maintenance of good discipline is of paramount importance for the growth, welfare and development of pupils. Pupils should be given clear expectations, effective pastoral support and opportunities to build good social relationships. It is important that everyone associated with the school has high expectations and applies the behaviour policy consistently.



Strategies to manage inappropriate or unacceptable behaviour (See Behaviour, Discipline and Exclusion Policy for further details)

Sanctions

Procedures for dealing with inappropriate behaviour depend on the maturity and emotional needs of each individual. Guidelines are made clear and discussed regularly in Form Times, LS Times, Philosophy, Assemblies and PHSE lessons.

When children behave in inconsiderate ways, they need help to understand the outcomes of their actions so that they can take responsibility for and make choices about their own behaviour. An individual behavioural card may be given to a child to help them manage the improvement process.

If a member of staff feels that a pupil has behaved particularly poorly she will be seen by the headteacher and targets will be set for improved behaviour. If it is considered appropriate the headteacher will invite parents in for further discussion.

Suspension

Holme Grange School is an inclusive school, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all. Suspensions from the school are rare but at times they are a vital part of the school's maintenance of an environment conducive to effective learning. The Headteacher may deem it appropriate to suspend a child from school for a period of time. This information is recorded in the Pupil Sanctions Record.

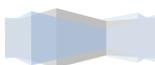
Exclusion

(To be read in conjunction with the School Behaviour Discipline and Exclusion Policy and Exclusion Policy)

Exclusions from the school community, whether fixed term or permanent, are damaging to a pupil's self-esteem. They diminish the sense of belonging to the community. As such they are used sparingly and only as part of an overall behaviour strategy which seeks to develop a culture of inclusion, ownership of and responsibility for one's own behaviour. The school seeks to avoid permanent exclusions. These take place only for very serious incidents or when all other strategies have been tried and have failed over time. Fixed term exclusions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline. Violence, including severe verbal bullying, fire setting and frequent high level disruption would fit within this category.

In all cases the Headteacher gathers the opinions and takes advice from members of staff who are working with a pupil. She may delegate some responsibility to a member of the Senior Management Team for fixed term exclusions. The Headteacher alone makes the decision to proceed to permanent exclusion.

For persistent serious bullying or dangerous behaviour, temporary or permanent exclusion would be appropriate. The conditions of the parent contract would be adhered to in the



event of a permanent exclusion being countenanced. Only incidents considered to be serious will attract immediate exclusion. Exclusions are either fixed term or permanent. The alleged infringement must be properly investigated.

At Holme Grange we do not tolerate the following and automatic temporary exclusion will follow for these offences:

- The use or bringing onto site of weapons, cigarettes, alcohol or non-prescription drugs
- Violence against fellow pupils or staff
- Theft or damage to property

In deciding whether to exclude a pupil the Headteacher shall consider:

- The age and health of the pupil
- Previous record at the school
- Parental or peer group pressure
- Severity of the offence and the likelihood of repetition
- Extent to which behaviour affects other pupils
- Whether the offence took place in or out of school and the impact on the school
- Extent and significance of violation of school rules
- Whether the pupil was part of a group

Parents must be informed prior to any exclusion period. The governing body must be informed of any exclusions at the next governing body meeting. Parents have the right to make representations and to appeal in accordance with the school's complaints procedure.

After a fixed-term exclusion, parents will normally be requested to attend a reintegration meeting, to agree the conditions of the pupil's readmission.

Permanent exclusion is a last resort after investigation. A record of sanctions for serious breaches of the expected behaviour is kept by the headteacher.

Holme Grange School's Contractual Terms and Conditions

Copies will be made available to parents as part of the admissions process.

Complaints

We hope that you and your child do not have any complaints about our admissions process, but copies of our school's complaints procedure can be obtained from the school office – office@holmegrange.org Tel: 0118 978 1566

Date of Policy: January 2010
Reviewed : July 2011, Sept 2014, June 2016, Jan 2018
Next Review Date: Jan 2019

