



Admissions and Exclusions Policy

St Edward's Cheltenham

1. Introduction

Our policy reflects the DfE guidance, in particular 'School Admissions Code' (DfE Dec 2021) and 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (DfE August 2024). This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Behaviour and Discipline
- Complaints

This policy aims to outline the admissions process of our school, as well as provide relevant information to families looking to join. It also outlines exclusions and the process that is followed for both fixed-term and permanent exclusions.

We wish for students to thrive within the nurturing ethos at St Edward's and be able to access the curriculum provided and be independent learners and therefore able to make progress in line with their potential.

Admission to the School shall be open to those children who possess a range of qualities to gain the maximum benefit from the curriculum and extra-curricular opportunities available. The selection criteria are applied equally to all prospective pupils.

2. Admissions Arrangements

The School is an independent co-educational day school for students between the ages of 11 and 18. The School operates on a three form entry system Year 7 to Year 13.

The main entry points for admission are into Year 7, Year 9 and Year 12, though we accept new admissions, where appropriate, throughout any academic year.

The Admissions Process

- Prospective parents who make enquiries are invited to contact the school for an appointment to view the School and to meet the Head. This can be done via the school website as well
- Upon receipt of a completed Registration Form and a non-returnable Registration Fee of £75, St Edward's will contact their current school for a reference. The parent is also required to send the child's most recent school report.

- Prospective pupils (Year 8 and above) will be invited to experience a taster day.
- The school will contact the pupil's current school for a school reference, once parents have completed the registration process.
- Places are offered to students who have a satisfactory school reference, school report and have attended a family interview with the Head
- Offers are made in writing by the Head.
- Parents are required to complete and return the Acceptance Form (signed by both parents/guardian or those taking responsibility for the payment of fees), and a deposit is required to secure the place. Deposits are not required for Ashley Manor Prep School students as it rolls over from the Prep School.
- The deposit is repaid without interest when the child leaves the School, once all financial matters have been settled.
- Upon acceptance of the place, parents are provided with a Parents' Information Booklet which contains all the relevant information for entry.
- In the case of a child who is of borderline (or below) academic performance, the School may make it a condition of acceptance that parents' consent to Individual Learning tuition (for which there is an additional charge). It is vital that all information around current provision, support and diagnosis is included in the registration form
- In the case of a child for whom English is not their first language, additional tuition in English as an Additional Language may be required (for which there is an additional charge). If a child has an IELTS score of 7 or above (or equivalent) their language ability should be such that specialist EAL tuition is not required. Below this level however, the pupil would be expected to have EAL specialist tuition (which would be charged supplemental to the fees) in order to be able to successfully access the curriculum.

If spaces are currently unavailable, upon receipt of the application/registration form and payment of the registration fee, the student's name will be placed on the waiting list for entry into the correct year. The student's name may be removed from the list at any time at the request of the parents.

The Admission Register

- This is held on the School's Management System and contains for each pupil:
 - the full name, sex;
 - day, month and year of birth;
 - name and address of every person known to be a parent of the pupil (and an indication of which parent the pupil normally lives with, and which parents hold parental responsibility (as defined by Section 3 Children Act 19189) at least one telephone number at which the parent/guardian can be contacted in an emergency;
 - address of new or additional place(s) of residence of child, and date child began to reside there
 - full name of the parent the pupil lives with
 - mention of any medical condition and special educational needs;
 - day, month and year of admission or re-admission to the School;
 - name and address of last school attended;
 - name of destination school
 - start date at destination school
- The name of the pupil has to be included in the School Register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the school year.

Admission to Sixth Form

- The normal entry requirement for the Sixth Form is 6 GCSE passes at Level 5 or above, including Mathematics and English, with normally a Level 6 minimum in subjects to be studied at A Level. For some subjects, a discussion with the relevant Head of Faculty or Subject Lead might be required.
- Places are offered to external applicants on the basis of an interview, a satisfactory school reference, school report and are conditional on their achieving the above academic requirements who then inform the school of their actual results in August.

Entrance Assessments

- All entrants must show that they have sufficient academic potential to access the school's curriculum and are likely to be able to achieve a minimum of five GCSEs at Level 4/5 or above.
- For overseas students, applicants will have an interview (held online) with the Head or the Head of Languages and International Students and will take appropriate (usually English and Mathematics) entrance papers. In some instances, additional papers in subjects chosen for A Level will be sent to determine a candidate's ability to cope with A Level. If a candidate's level of English is considered to be too low, they will not be offered a place in the Sixth Form for A Level study; however, the School may offer a pre-sessional A Level Development Course to pupils prior to embarking on A Level study. This course would normally be for three terms.

Scholarships and Means-tested Bursaries

St Edward's wishes to attract able, gifted and talented pupils to the School through the provision of Scholarships for the mutual benefit of the individual pupil and the school community. As such, a range of Scholarships are available at Year 7, Year 9 and Sixth Form entry. St Edward's is also committed to broadening access to the School and a limited number of bursaries are offered each year to pupils who would benefit from an education at St Edward's. Further information can be found in the school's Remission Policy.

Admission of Overseas Students

The School welcomes admissions from pupils overseas. However, as a day school, overseas pupils must be in the care of a UK based family or guardian. The School does not organize or arrange the placement of overseas students in the care of UK based guardians. This is typically arranged by a third-party agent.

Child Student Visa (old Tier 4) sponsorship

The School will act as a Child Student Visa sponsor for overseas students where necessary. Due to the stringent UKVI regulations around Child Student Visa sponsorship, the gathering and checking of documentary evidence is delegated to third party agents. Once the necessary documentation is collected and presented to the School, the School will check it against set criteria in line with the UKVI Child Student Visa policy. Students will not be granted sponsorship until it is satisfied that the UKVI criteria has been met.

Notification to Local Authority

- The School will notify the Local Authority when a pupil joins the School or leaves the School at non-standard transition points or if the child is leaving to be home educated, certified medically unfit to attend, the family has moved away or has been permanently excluded
- The School, via the Student Care Lead will notify the Local Authority when a pupil fails to attend School regularly or is absent without leave for 10 continuous school days also informing the Pastoral and Achievement coordinator.

3. Leavers Arrangements

If a child leaves the school, this is recorded on the admissions register.

Where children leave the school, the DSL will ensure safeguarding and child protection files are transferred to the new school or college as soon as possible: within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrive. If there are no safeguarding or child protection files for the child, the school will inform the new school of this.

Any other relevant information for the new school will be passed on, including assessment data. For children leaving at the standard exit points, there may be inductions or meetings held with the new school or further education setting.

For in-year transfers to new schools, the school will notify the Education Inclusion Team at Gloucestershire Local Authority (01452 427274).

Elective Home Education

Many home-educated children have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

From September 2016 the Education (Pupil Registration) (England) Regulations 2006 were amended so that schools must inform their LA of all deletions from their admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we will work together with other professionals to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. DfE guidance on Elective Home Education (which is primarily for Local Authorities) will also be read and understood by the SLT.

4. Fixed-Term and Permanent Exclusions

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 students. It will encourage students to adopt positive attitudes and values such as consideration, honesty, and respect for others. It will acknowledge and praise students 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 Headteacher the authority to impose the sanction of suspension or expulsion on any student for any cause they consider adequate. **However, any decision to exclude or expel a child from the school must be discussed with a Governor of Alpha Schools before the decision is made.**

Suspension may be ordered if a student persists in misdemeanours after warnings or is involved in bullying, anti-social behaviour, theft, lying, bringing prohibited articles or substances to School, repeated truancy from lessons or other serious wrongdoing. This gives the student 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 the student and parents will normally be invited to a meeting with the Headteacher. Parents may in some cases be offered the opportunity to withdraw the student. In other cases, the Headteacher may expel the student forthwith. The appropriate procedure to be adopted in any case is entirely at the discretion of the Headteacher.

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

We do not wish to exclude any student from school, but sometimes this may be necessary. The School has therefore adopted the DfE's national standard list of reasons for exclusion and follows their standard guidance 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (DfE August 2024) in any decision to exclude a student from school.

https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf

Only the Headteacher (or the acting Headteacher) has the power to exclude a student from school. The Headteacher may exclude a student for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Headteacher may exclude a student permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion if the circumstances warrant this.

Before any decision to exclude is made, the Headteacher must discuss the matter with a Governor.

If the Headteacher decides to exclude a student, they will inform the parents immediately, providing the reasons for the exclusion. At the same time, the Headteacher will make it clear to the parents that

they have the right to appeal the decision to the School's Governors and will provide details on how to do so.

The Headteacher must inform the owner of any permanent exclusion and any fixed-term exclusions exceeding five days in any one term.

When the Governors meet to consider an exclusion, they will review the circumstances leading to the decision, consider any representations from the parents, and determine whether the student should be reinstated.

If the Governors decide that the student should be reinstated, the Headteacher must comply with this ruling.

5. Monitoring and Evaluation

As with all our policies, the school will strive to ensure this policy is effective, follows the relevant guidance, and adheres to the principles of the school. This will be achieved through regular monitoring and evaluation by the Headteacher, who holds the responsibility of this policy. During this review, amendments will be made where necessary and agreed upon with the Proprietor.

Date	Position	Name of Reviewer	Date of Next Review
August 2025	Headteacher	Mrs A. Sandford-Squires	August 2026
August 2025	Proprietor	Mr A. Khan	August 2026