



15a - Policy and arrangements for Admissions, Misbehaviour and exclusions

Introduction

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 St. Augustine's. We hold a number of open events which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times.

Please contact, the school's Registrar at admissions@sapriory.com to arrange a visit.

Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the nursery, committed to preparing girls for life long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well -being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

The Entry Procedure

St. Augustine's Priory operates a selective entry procedure. Selection is based upon academic merit and potential which is assessed through an entry examination, an interview at the school and references from the candidate's previous school. 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.

A non-refundable registration fee is payable on registration. Registration forms are available on the school website.

The usual points of entry are at Nursery/Reception, Year 3, Year 7 and at Year 11 (Lower 6). The school may also have occasional places at other ages. Please contact the admissions department for details.

Applicants for admission should register by the date specified on the website. This is normally in the November or December in the year preceding the desired year of admission.

Offers are made to candidates following successful performance at entrance examination/assessment and receipt of satisfactory references. To secure a place, candidates must return a copy of the signed offer letter along **with a non-refundable deposit**. Parents agree to abiding by the School's Terms and Conditions (available on the website) upon admission.

Waiting Lists

Candidates will join a waiting list once allotted places for a given class or year are full. Candidates are required to register and pay the non-refundable registration fee in order to join a waiting list. Waiting list places are allocated in order of receipt of registration forms. The only exception is when an immediate place becomes available, in which case candidates who are able to join the school immediately will be given preference.

Bursaries and Scholarships

Bursaries are only available on joining the School to successful Scholarship candidates.

Scholarships are available as follows

Type of Award	Age Group
Academic Scholarship	9+ and 16 + (11+ is by <i>invitation only</i>)
Art Scholarship	11+ and 16 +
Drama Scholarship	11+ and 16+
Music Scholarship	11+ only
Sport Scholarship	11+ only

Scholarships and Exhibitions are assessed on the basis of submissions, interview, reference and assessments. The value of Scholarships is either a fee remission or contribution towards specialist tuition. Catholic candidates can be considered for the Margaret Dormer Scholarship, which is one full scholarship at any one time. Scholarships are awarded until Upper V, except for the 16+ scholarship awarded until Upper VI. Full details are on the website.

Equal Treatment

St. Augustine's ethos is founded on the teaching of the Catholic Church. Many pupils are Catholic but we also welcome and learn from pupils of other religious traditions. The school encourages 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. St. Augustine's is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, or social background. This enriches our community and is vital in preparing our pupils for today's world. We are committed to increasing the number of Roman Catholics we have on roll. We welcome applications from pupils who are baptised Roman Catholic and welcome other baptised Christians. We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish. In the case of two equal candidates of identical ability competing for a single place, account will be taken of Catholicity.

Special Needs

The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require and provided that students can access the curriculum. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements before she sits the entrance exam so that the school can make adequate provision for her. 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 medical advisers any adjustments that can reasonably be made for the child if she becomes a pupil at the school. Additional charges may be applied for additional support as a condition of the offer.

The Assessment Process

The aim of the process is to identify potential as well as the ability to access the curriculum. St. Augustine's Priory is looking for academically strong, 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. The school has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude.

For entrance into Nursery and Reception we look at candidates':

- Confidence to undertake tasks
- Ability to follow simple instructions
- Communications and language skills
- Fine motor skills
- Social skills

Candidates at 9+ sit papers in English and Maths. Candidates at 11 + sit papers in English, Maths and Non Verbal Reasoning, which are designed for their age group. Candidates at other entry points sit English and Maths examinations only, though they may be asked to sit a Non Verbal Reasoning test if judged appropriate. Prep candidates do not sit examinations but have a classroom assessment.

Candidates for entry at 16+ are made offers for a place in Lower 6 conditional on the achievement of good grades in the subjects in the subjects proposed for study at AS and A2.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

Sibling Policy

St. Augustine's gives siblings priority at assessment. 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.

Fluency in English

In order to cope with the academic and social demands of St. Augustine's pupils need to be able to access the curriculum. The school can direct parents to additional teaching that can be arranged at the parents' expense.

School's Contractual Terms & Conditions

Copies are on the school's website and will be made available to parents as part of the admissions process.

Complaints

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request or is accessible on the website.

The Admissions Policy is reviewed annually.

Statement of Policy on Admission and the Payment of Fees

1. Fees are set for the academic year, and details of the fees payable at any given time may be obtained from the Bursar.

2. The fees for each term are payable on the first day of that term unless (a) arrangements have been made to pay fees by direct debit or (b) the Headteacher has previously agreed, in writing, other arrangements for the payment of fees. Those wishing to pay fees by direct debit may obtain direct debit mandates from the Bursar. Cheques should be made payable to St Augustine's Priory.
3. The School's fees are reviewed each year, and any increase will normally be announced in April and shall take effect from September that year. Notice of such increases will be given in writing to pupils' parents or carers.
4. A non-refundable registration fee is payable when a place at the School is applied for. The amount payable, which may vary from time to time, will be set out in the application form.
5. A deposit is payable once a place at the School has been offered, and the offer accepted in writing on the applicant's behalf by their parents or carers. The amount payable, which may vary from time to time, will be set out in the offer letter. The deposit is not repayable if a place that has been accepted in accordance with this paragraph is not taken up.
6. The deposit will be repaid at the end of a pupil's final term at the School and any monies that may then be due and payable to the School (including any fees payable in lieu of notice where notice of the pupil's withdrawal has not been given in the manner prescribed by this statement) will be set against such deposit.
7. Where a pupil is to be withdrawn from the School, the parents or carers of the pupil concerned must give notice of such withdrawal on or before the first day of the final term of attendance. Notice must be given within the time limit defined in this paragraph and must be given in writing to the Headteacher. No other form of notice is acceptable and where notice has not been given in accordance with the terms of this paragraph, one full term's fees are payable in lieu of notice. It is the duty of the pupil's parents or carers to ensure that the Headteacher has received notice of the withdrawal and notice will be taken not to have been given until it has been received. Written acknowledgement of such notice will be sent within seven days of its receipt.

Cancellation of an accepted place before entry is subject to specific terms and conditions as stated in the Terms and Conditions on the website.

8. Where fees are due in lieu of notice, the amount payable shall be the same as the fees payable for the last term of attendance, excluding any extras, and any such fees shall become due for payment on the last day of such term. If fees in lieu of notice are paid after the date specified in the preceding sentence, the School reserves the right to charge interest at the rate identified in paragraph 9 below.
9. The School reserves the right to charge interest on fees that are paid after the time specified in paragraph 2 above, or after the time specified in any agreement reached with the Headteacher as to the time of payment, as the case may be. Where interest is so charged, the rate payable shall be the Bank of England's Base Rate plus 2%.
10. Fees, including fees due in lieu of notice, may not be reduced or waived unless such reduction or waiver has been authorised in writing by the Headteacher. In the event of a reduction being so authorised, the reduced fees are payable on the same terms as those set out in paragraph 2 above. No reduction is made if a pupil is absent from School because of illness or for any other reason.
11. Once a place at the School has been offered and accepted in accordance with paragraph 5 above, the parents or carers of the pupil concerned shall be bound by the terms and conditions set out in the application and acceptance forms previously completed by them. These terms and conditions constitute the contract, governed by the laws of England and Wales, between the parents or carers on the one hand the School on the other and are legally enforceable.

12. References in this statement to a term or terms shall mean (unless the context indicates otherwise) a term or terms as given in the School's calendar, and a term shall include both the first and last days of the term in question.
13. The School may, from time to time, make such amendments to the terms and conditions set out in this statement as may reasonably be required in the event of material changes in the School's operations or structure, or in the event of material changes in circumstances affecting its operations or structure. Any such amendment or amendments will be communicated in writing to pupils' parents or carers as soon as reasonable possible.
14. The obligations set out in this statement to pay fees or to make payments in lieu of notice apply separately to each person who has signed the application form, so that the School may claim against each signatory for the whole amount at any time due and owing to the School.
15. Further copies of this statement may be obtained from the Registrar.

Policy for Misbehaviour and Exclusions

Exclusion

- In the event that a pupil misbehaves in such a way which the Headteacher believes constitutes a threat to the health and welfare of the wider school community or is detrimental to the learning and educational outcomes of the pupil or of other pupils, the result may be either a temporary or permanent exclusion.
- A pupil may also be excluded from the School by the Headteacher in respect of non-payment of fees.
- All matters relating to exclusions must be carefully documented by the Headteacher.
- In the case of an exclusion, the Chair of Governors must be informed.

Appeals

- In line with the School's policy on the handling of complaints all parents have the right to appeal against any decision made in regard to admission or exclusion.
- Any appeal should be addressed to the Headteacher. The appeal process will be managed in accordance with the procedure laid out in the complaints policy.

Monitoring

- The Governing Body will monitor admissions and exclusions via the Headteacher's Report at each Governing Body meeting. They will also ensure that they are aware of reasons why pupils leave and deciding factors for pupils who join the School, as a means to further develop marketing and publicity strategies.
- The Headteacher will report termly to the Governing Body.

Responsibilities

The Governing Body will:

- Be tasked to ensure that the terms and conditions of this policy are implemented by the school
- Ratify and review this policy as laid down in the School's policy review schedule
- Hear any complaints with regard to the functioning of this policy and have in place adequate procedures for dealing with them

- Ensure that this policy is made available to parents and prospective parents, in line with Independent School Standards Regulations.

The Headteacher will:

- Report termly to the Governing Body in the Headteacher's Report the position with regard to admissions and exclusions
- Manage the admissions process effectively
- Ensure that the terms of this policy are implemented correctly
- Advise the Governing Body with regard to the development of this policy and its compliance with regulation
- Exclude a pupil only with the agreement of the Chair of Governors
- Advise the Governing Body with regard to any financial or legal implications of any matter relating to admissions or exclusions
- Chair, at the request of the Governing Body, a panel to deal with any complaints appeals made by parents or carers in relation to admissions or exclusions.

All Teaching Staff will:

- Comply with this policy and implement it at the direction of their line- managers.

Related Policies and Documents

- Behaviour Policy
- Complaints Policy