

Admissions and Exclusions Policy

ADMISSIONS

Parents (which includes carers and guardians) wishing to enter their daughters to any part of The Ladies' College (the **College**) should contact the Registrar and complete a registration form. For further information on registering, please contact the Registrar on 01481 721602 or by email: registrar@ladiescollege.ac.gg

Entry to the **Pre-Preparatory Department** is available from 2 ½ years and is allocated by availability of places and the child being dry during the day.

Melrose, the Senior School and the Sixth Form admit girls who will most benefit from the opportunities offered here.

Within the admissions process or at any point in the child's education at College, if the College assesses that, within reasonable accommodations, the child is not able to access education at the same level as that of other children in their cohort in the College, the College may have to recommend to the child's parents that they find a more suitable institution to meet their child's needs.

Entry from the College's Pre-Preparatory Department to the Lower Preparatory Department, from the Preparatory Department to the Junior Department, from the Junior Department to the Senior School and from the Senior School to the Sixth Form is usually automatic, assuming the College deems that a child can reasonably access the curriculum. In the case of entry into Lower Preparatory from the Pre-Preparatory Department, the first 20 girls registered for the Pre-Preparatory receive a guaranteed offer of a place into Lower Preparatory, with the remainder being placed on a waiting list.

Entry to the **Sixth Form** is dependent upon students gaining a minimum of five GCSEs at grade 4 or above (or equivalent), the appropriate GCSE grades for their chosen subjects, and (for students not at the College) a satisfactory reference from their current head teacher.

Procedures for Registration

A child will be considered as a candidate for admission and entry to the College when the Registration Form has been completed and returned to the College and **the non-returnable registration fee** paid. Admission and entry will be subject to the availability of a place and the child satisfying the admission requirements at the time. The age of the child will be calculated according to Guernsey law and custom.

Pre-Preparatory Registration Fee	£100.00 (non-refundable)
Reception – Senior School Registration Fee	£100.00 (non-refundable)
Sixth Form – Registration Fee	£100.00 (non-refundable)

Assessment timings

- **Lower Preparatory (Reception) - Michaelmas Term for the following September**
- **Junior Remove (Year 3) - Michaelmas Term for the following September**
- **Remove (Year 7) - Michaelmas Term for the following September**
Throughout the year, if places are available
- **Assessments are also offered to Year 5 pupils who are registered in the Lent Term for entry into Remove (Year 7) in the following calendar year.**

Admissions

- A child seeking entry to any part of the College must show evidence that they are able to access and benefit from the academic education that the College offers, have the capacity to cope with the curriculum and the pace and style of delivery of the curriculum, and are able to manage their behaviour effectively in the College's educational context. A child may be offered a place based on reasonable accommodations and, if appropriate, agreeing to access additional learning support for which a charge will normally be made. The College will not be able to offer a place to a child if we do not believe that the child can, within reasonable accommodations, access education at the same level as that of other children in their cohort in the College.
- Once admitted into Melrose, there is usually an automatic right of entry to the Senior School assuming the child can, with reasonable accommodations, access the curriculum at the same level as that of other children in their cohort in the College. However, if a child joins Melrose in Years 5 or 6 further assessment will be required to join the Senior School.
- On occasion, at the point of entry additional learning support may be a condition of the offer of a place.
- A child who, in our opinion, is consistently making insufficient effort in Melrose, may also be required to complete additional assessment; this will be after discussion with the parents and such discussion will take place during the Junior years but will usually be before Year 6, with the Head Teacher of Melrose who will liaise with the Principal as appropriate.
- Parents of girls wishing to enter Lower Preparatory from The Ladies' College Pre-Preparatory Department will be asked to confirm their daughter's place in Lower Preparatory for the following year.
- Girls wishing to enter Lower Preparatory who have not attended The Ladies' College Pre-Preparatory Department will be invited to spend a morning at The Ladies' College Melrose, during which time we will assess their suitability for a place.
- All girls who have accepted a place in Lower Preparatory will be invited to attend play sessions in the Trinity Term. This will give the girls an opportunity to get to know their teacher and familiarise themselves with the classroom.
- In the last week of the Trinity Term, girls who will be joining Lower Preparatory in the following September are asked to school 'on their own' to meet their teacher and the other girls in their class.

- **Entry to The Ladies' College Pre-Preparatory Department**
The Ladies' College Pre-Preparatory Department accepts girls from the age of two and half years, subject to them being dry during the day.
- **Girls wishing to enter the school during the Preparatory years**, should a place be available, will be invited to spend a morning in the relevant class. During that time, we will assess their suitability for a place.
- **Entry into Junior Remove (Year 3) in the Michaelmas Term.** All external candidates are invited to school for a taster day. They are given standardised tests in Reading and Mathematics. These age-related tests will have been given to current Year 2 girls, to provide a baseline for the Junior Department and to provide a fair comparison. A reference will also be required from the candidate's current school.
- **Entry into the Junior Department at other times.** External candidates are given standardised tests in Reading and Mathematics and will spend a taster day in the relevant class. A reference will be required from the candidate's current school.
- **Entry to the Senior School.** External candidates are assessed in English and Mathematics.
- **Entry to the Sixth Form.** A minimum of 5 GCSEs at grade 4 or above (or equivalent) and (for external candidates) a satisfactory reference is required.

In the case of over-subscription, the following criteria apply:

1. Automatic admission to Melrose from the Pre-Preparatory Department (for the first 20 registered for Pre-Preparatory only, as above) and to the Senior School from Melrose

and then

2. Children whose siblings are currently attending the College

and then:

3. Children with siblings with confirmed and accepted places in other year groups in the College

and then

4. Children of current employees of the College

and then

5. Children of former Ladies' College students

and then

6. Date of Registration

In all cases, if there is over-subscription in any of the above categories, places will be allocated in order of the date of registration.

Progression throughout all parts of the College is dependent upon satisfactory academic attainment at the respective Key Stages of the curriculum.

Unsuccessful Applications

All decisions on offers of places are final.

Prospective parents, pupils and students

Open Mornings are held every year in the Michaelmas Term.

Prospective parents are offered a tour of the College upon request at any time of year but preferably during the school day. The tour is usually given by the Head Teacher, in the case of Melrose, and by the Registrar or the Principal, in the case of the Senior School or Sixth Form.

Reasonable adjustments for applications for SEND

The College seeks to make reasonable adjustments for pupils and students with SEND (please see the Special Educational Needs and Disability (SEND) policy). Adjustments will also be given due consideration at the point of assessment for entry, as appropriate. Parents will be asked to provide a written report from an appropriate professional to advise of SEND provision for their daughter, the year before entry.

If the College deems that, within reasonable accommodations, a student will not be able to access the education at the same level as other children in their cohort, we will not be in a position to offer a place.

English as an Additional Language

In order to cope with the academic demands at The Ladies' College, pupils and students should be fluent English speakers. Girls entering the College will normally have been educated in the English medium before joining the school. Girls entering with English as an additional language will be offered support within our classes, but individual tuition in English as an additional language (EAL) may be privately arranged at the parents' expense.

Learning Support

Some pupils and students may require learning support for specific learning difficulties, or at certain periods in their education. Our Head of Learning Support will provide support and recommend appropriate assessment where it is deemed necessary. More information about our learning support programme and charges is available on enquiry.

EXCLUSIONS

Examples of circumstances in which exclusion from the College may be appropriate include:

- Theft
- Deliberate damage of property or acts of vandalism
- Malpractice in examinations, whether public or internal
- Unacceptable behaviour (e.g. bullying or aggression in person or on social media)
- Persistent failure to meet specified (academic) targets for progression
- Failure of the parents to support the appropriate requests or actions of the College
- Offences which actually, or potentially, damage the good name and reputation of the College

- Smoking, vaping or drinking alcohol on site or while engaged in official College activities
- Using or supplying banned substances while in College or engaged in official College activities
- Criminal offences not already outlined above.

Exclusion may be **internal, temporary** for a fixed period or **permanent**.

If a child shows anti-social behaviour which puts another child at risk, parents are contacted and asked to take the child home for the rest of the day or whatever period is deemed age-appropriate.

Procedure for dealing with an internal exclusion

1. A serious offence must be reported immediately to the Principal, the Deputy Principal (Innovation & Student Development) or the Head Teacher of Melrose, as appropriate, who will investigate the incident, including interviewing the pupil or student. A written note of the investigation will be made. The problem should be fully documented (including evidence of parental communication) and a report given to the Principal.
2. If the Deputy Principal (Innovation & Student Development) or the Head Teacher of Melrose considers that temporary exclusion may result, the Principal must be informed of the circumstances without delay and a full report provided.
3. The Principal will consider the case and the evidence presented. The decision to internally exclude a pupil or student will be the Principal's.
4. The incident/circumstances leading to an internal exclusion will be shared with parents, and the pupil or student will complete their work and have their breaks in supervised isolation for the duration of the internal exclusion.

Procedures for dealing with temporary or permanent exclusion

1. A serious offence must be reported immediately to the Principal, the Deputy Principal (Innovation & Student Development) or the Head Teacher of Melrose, as appropriate, who will investigate the incident, including interviewing the pupil or student. A written note of the investigation will be made. The problem should be fully documented (including evidence of parental communication) and a report given to the Principal.
2. If the Deputy Principal (Innovation & Student Development) or the Head Teacher of Melrose considers that exclusion (temporary or permanent) may result, the Principal must be informed of the circumstances without delay and a full report provided.
3. The Principal will consider the case and the evidence presented. The decision to exclude a pupil or student will be the Principal's.
4. The Principal will inform the Chair of Governors of a temporary or permanent pupil or student exclusion or, if he/she is unavailable the Vice-Chair of Governors.
5. The Principal will contact the parents to inform them of the circumstances and to invite them in to College as soon as possible to discuss the situation.
6. The Principal, together with other staff as required, will hold a meeting with the parents to discuss the investigation and decide on the period of temporary exclusion or confirm a

permanent exclusion of the pupil or student as appropriate.

7. The Principal will confirm this decision in writing to the parents and a copy will be sent to the Chair of Governors. Information on the appeals procedure for exclusions will be appended.
8. If the pupil or student is temporarily excluded, on their return to College she must report personally to the Principal, the Deputy Principal (Innovation & Student Development) or to the Head Teacher of Melrose as appropriate.
9. If a pupil or student is permanently excluded, the Principal may offer advice to the parents on an alternative plan for the child's continuing education. The above process will be discussed with the Education Department.

Appeals Procedure

If parents indicate they wish to appeal against an exclusion, the Principal will invite them to write to the Chair of Governors within seven days, with full details of the grounds for appeal. Letters should be addressed to the Chair of Governors, care of the Clerk to the Governors at The Ladies' College address.

If the Chair of Governors considers there are reasonable grounds for appeal, he/she will refer the matter to an Appeals Committee comprising three Governors and/or Associate Governors who have no prior knowledge of the details of the case. It will be the responsibility of the Chair of the Appeals Committee to ensure that the Clerk to the Governors communicates the result of the appeal in writing to the parents, the Principal and the Chair of Governors within twenty-one days. For details of the process that would be followed, please refer to the relevant section of the Concerns and Complaints Policy.