



# Sacred Heart School

Service Before Self

## Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## Aims:

To foster spiritual growth in Christian faith and values  
To value, appreciate and enjoy learning  
To work for excellence  
To further curiosity and creativity  
To aspire to high ideals

*Administration*

## Admissions Policy, Misbehaviour and Exclusions

This policy is available to parents on our website – [sacredheartschool.co.uk](http://sacredheartschool.co.uk)

### Aims:

This policy is intended to ensure that the school's charitable purpose as a Catholic foundation for education is secured. To identify pupils of all faiths, who will benefit from the ethos, education and standards of the school and be able to contribute to the school.

### Entry

The school is non-selective and accepts boys and girls from 3 - 16

The family must be in sympathy with the Catholic / Christian ethos of the school

Catholic families do not automatically receive a discount / bursary

Fees are charged termly in advance

Pupils may join the school at any age but the most usual entry points are 3 or 4 years and 11 years of age

Currently whilst places are available the above is the sole criteria.

If there is a waiting list the admission criteria will be practising Catholics / Christians, siblings, disadvantaged children, local children.

### The Process:

Open sessions are currently held 3 times a year.

Parents may see the school on a normal working day if possible with prior notice. Every day is open day,

Parents may register their child before or after a visit

Parents are invited to bring their child to spend a day or two in school (Taster Days). Pupils are not usually accepted without pupils experiencing our school and staff assessing whether the pupil would be settled in our small cohort. Occasionally pupils are placed out of their year group.

Application for admission must be made on the school's registration form together with a non refundable registration fee of £50.

### Lower School

**Little Pedlars (EYFS)** Children are admitted to Little Pedlars at the age of three providing they are toilet trained but individual needs are discussed. Education is provided on a flexible, part or full time basis. This will be discussed with the Teacher in charge of Early Years. Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND. We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Early education is offered to families in line with the school year over 37 weeks. Little Pedlars operates Monday to Friday, 8.30 am – 3.30 pm (with lunchtimes) on a single site (at Sacred Heart School). Breakfast club can be accessed from 8 am and until 5 pm on the same site. Therefore no session will be for longer than 10 hours. There is no minimum session length – we deliver care for more than 2 hours and follow the framework. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours. The Nursery operates for 37 weeks of the year and is listed with Norfolk County Council as an approved provider to offer the Early Education Funding entitlement for 3 and 4 year olds and have agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities and LA Funding Agreement. Children in receipt of the Early Education Funding are entitled to 15 hours of funded childcare per week. Children will be entitled to up to 30 hours free entitlement where the National Criteria is met. Any hours above these funded hours will be charged at £5.50 an hour.

In order to be eligible for the 15 hours children need to attend for at least 3 days to gain their entitlement. Before establishing eligibility for the 30 hours entitlement parents need to visit [www.childcareworks.co.uk](http://www.childcareworks.co.uk) to investigate whether this will be their best option.

In order to find out if they are eligible for the 30 hours parents need to go to [www.tax.service.gov.uk/Childcare-schemes-interest/welcome](http://www.tax.service.gov.uk/Childcare-schemes-interest/welcome) and gain your code if relevant. In order to gain your 30 free hours you need to submit your child's name, date of birth, national insurance number and code to the school office. Please refer to the charging policy for details of any payments required.

**Years 1 – 3** Pupils are invited in for a day to meet the Class Teacher and other pupils

**Years 4 - 6** Pupils usually have a two day assessment in the class Parents are invited to meet the Class Teacher and Head of Lower School to discuss their child's needs

### **Entrance at 11**

Pupils joining the school at this point are expected to stay until the end of Year 11

Pupils take an assessment in English, Mathematics and Reasoning in January to inform the school about the pupil's abilities and determine the top candidate for the scholarship award. Pupils may enter for Music, Art or PE Awards.

The results of the assessment do not affect entry to the school

External pupils are interviewed by the Headteacher following the assessment

Present school reports and satisfactory attitudes and conduct on the part of the pupil and parents are important

**Scholarships and Bursaries** are also awarded

Bursaries may be available by application through the Bursar to the Trustees, and reviewed by the Governing Bodies Finance Committee.

**Centenary All Round Awards** may be offered to external candidates in Year 8 upwards

### **Year 10**

Pupils can only be accepted with a good school report, a determination to work hard in a new environment and subject to appropriate GCSE options being available

- Entrance in Year 11 is not normally appropriate or possible
- Staff – children of Staff may receive a bursary
- There is a small discount for siblings

The decision of the Headteacher is final

### **Monitoring & Review**

This policy will be reviewed by the SMT and Governing Body. Prepared 1996: Last reviewed February 2016

### **Appendix 1:**

#### **Misbehaviour and Exclusions**

*(To be read in conjunction with the School Behaviour Policy)*

At Sacred Heart 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, Governors and Trustees 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 Trustees 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 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, 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.

If a member of staff feels that a pupil has behaved particularly poorly the pupil will be told that their behaviour is unsuitable, given the opportunity to discuss the situation and modify their behaviour.

Poor behaviour in class may result in pupil being isolated from peers. Comments on poor behaviour or failure to complete work will be written in the homework diary for parents to acknowledge.

Order Marks may be given / House Points deducted.

Pupils may be detained informally or formally (for persistent offending) during lunchtime to complete extra work.

Pupils may be placed 'on report'. Liaising with parents will take place throughout.

### **Suspension**

Sacred Heart 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 necessary. SMT will liaise with parents.

Internal suspensions may take place when a pupil openly defies a school rule.

Extremely serious misconduct may result in suspension or exclusion.

### **Exclusion**

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 and SMT gather the opinions and takes advice from members of staff who are working with a pupil. They make the decision to proceed to permanent exclusion.

For persistent serious bullying or dangerous behaviour, temporary or permanent exclusion would be appropriate. 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 Sacred Heart School 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 drugs
- Violence against fellow pupils or staff
- Serious theft or serious 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
- 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.

Permanent exclusion is a last resort after investigation.

A record of breaches of the expected behaviour and sanctions applied are kept.