

## Admissions and Exclusions

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

**Melrose** and the **Senior School** admit girls whom we judge will benefit from the opportunities offered here.

Entry from the 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 automatic. In the case of the Pre-Preparatory Department the first 20 girls receive a guaranteed offer of a place, 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 C or above (or equivalent) and a satisfactory reference from their current head teacher.

### Procedures for Registration

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

### Assessment

- **Lower Preparatory (Reception)**      **Michaelmas Term**
- **Junior Remove (Year 3)**            **Lent Term**
- **Remove (Year 7)**                    **Michaelmas Term**

### Admissions

- Once admitted, there is usually automatic right of entry to the Senior School. However, if a child joins Melrose in Years 5 or 6 further assessment may 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, may also be required to complete additional assessment, (this will be after

discussion with the parents and the Principal and such discussion will take place during the Junior years but will usually be before Year 6).

- 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 Melrose during which time we will assess suitability.
- All girls who have accepted a place in Lower Preparatory will be invited to attend Melrose for 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 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'.
- **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 suitability.
- **Entry into Junior Remove (Year 3)**, takes place at the start of the Lent Term. All 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.** Candidates are given standardised tests in Reading and Mathematics and will spend a taster day in the relevant class. Again a reference will be required from the candidate's current school.
- **Entry to the Senior School.** External candidates are assessed in English, Maths and Verbal Reasoning.
- **Entry to the Sixth Form.** A minimum of 5 GCSEs at grade C or above (or equivalent) and a satisfactory reference are required.
- **Maximum class sizes** for the Preparatory Department are 20 pupils and for the Junior Department are 24 pupils. There is variation in class sizes in the Senior School and Sixth Form.

**In the case of over-subscription to Melrose the following criteria apply:**

1. Automatic admission to Melrose from the Pre-Preparatory Department

*and then*

2. Children whose siblings are currently attending or registered for entry to the College

*and then*

3. Children of current employees

*and then*

4. Children of former Ladies' College students

*and then*

5. Children whose parents wish them to be educated at The Ladies' College, Melrose.

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

1. Automatic admission to the senior school from Melrose

*and then*

2. Children whose siblings are currently attending or registered for entry to the College

*and then*

3. Children of current employees

*and then*

4. Children of former students of The Ladies' College

*and then*

5. Children whose parents wish them to be educated at The Ladies' College.

**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.**

### **Appeals Procedure**

If parents/guardians indicate they wish to appeal against an admissions decision 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 the 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 who have no prior knowledge of the details of the case. It will be the responsibility of the Chairman of the Appeals Committee to ensure that the Clerk to the Governors communicates the result of the appeal in writing to the parents/guardians, the Principal and the Chair of Governors within twenty-one days.

### **Prospective parents & pupils**

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, in the case of Melrose, and by the Registrar or Principal in the case of the Senior School.

### **Reasonable adjustments for applications for SEND**

The College seeks to make reasonable adjustments to the time-table, the curriculum and any other student need that is feasible within the physical constraints of the buildings and in consultation with parents and other professionals.

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.

### **English as an Additional Language**

In order to cope with the academic demands at The Ladies' College pupils 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 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**

Circumstances in which exclusion 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)
- Persistent failure to meet specified (academic) targets for progression
- Offences which actually, or potentially, damage the good name and reputation of the College
- Smoking 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 in Melrose, 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, Deputy Principal – Pastoral or Head of Melrose as appropriate, who will investigate the incident, including interviewing the student in the presence of at least one other colleague. A written note of the investigation will be made. If academic progression is in question, the problem should be fully documented (including evidence of parental communication) and a report given to the Principal.
2. If the Deputy Principal - Pastoral or Head 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 incident/circumstances leading to an internal exclusion will be shared with parents, and the pupil 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, Deputy Principal – Pastoral or Head of Melrose as appropriate, who will investigate the incident, including interviewing the student in the presence of at least one other colleague. A written note of the investigation will be made. If academic progression is in question, the problem should be fully documented (including evidence of parental communication) and a report given to the Principal.

2. If the Deputy Principal – Pastoral or Head 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/guardians 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/guardians 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/guardians and a copy sent to the Chairman of Governors. Information on the appeals procedure for exclusions will be appended.
8. If the pupil or student is temporarily excluded, on her return to College she must report personally to the Principal, Deputy Principal – Pastoral or to the Head of Melrose as appropriate.
9. If a pupil or student is permanently excluded, the Principal may offer advice to the parents/guardians on an alternative plan for the child's continuing education. The above process will be discussed with the Education Department.

### **Appeals Procedure**

If parents/guardians 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 the 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 who have no prior knowledge of the details of the case. It will be the responsibility of the Chairman of the Appeals Committee to ensure that the Clerk to the Governors communicates the result of the appeal in writing to the parents/guardians, the Principal and the Chairman of Governors within twenty-one days.