



Admissions and Exclusions Procedures

Admission Procedure

Children enter Nursery and Reception after submitting a registration form and fee followed by a deposit. There is no assessment on entry although a report is requested from their current Nursery school in the Spring term if relevant. The children undertake a familiarisation visit of half a day early in July.

Children wishing to enter the school in Years 1 - 8 are assessed by the Head of Junior School and staff, The Head of Middle School or the Director of Studies. A certain degree of selection on ability operates at this stage. A full report is requested from their current school. The prospective pupils are expected to spend a part day at the school in their future class. For overseas pupils this is not always possible. Parents of children entering the school in Years 1 - 8 are contacted within twenty-four hours of an assessment and a written offer of a place is made.

Gayhurst School operates a Bursary Scheme for pupils entering Year 3. The scheme provides one 100% Bursary per annum, and details are available from the Bursar and/or the website.

Gayhurst School adheres strictly to a non-discrimination policy in the case of admissions, but reserves the right to refuse admission.

Discipline and behaviour procedures

Refer to the relevant policy statements in the staff handbook.

Exclusions

Gayhurst strives to be an all inclusive school in every respect. However in the event of persistent disruptive, malicious or anti-social behaviour exclusion, initially in the form of suspension is considered and dealt with by the Headmaster after lengthy consultation with the parents. The school reserves the right, as stated on the registration form that every parent signs, to expel pupils who consistently repeat the above or persistently disrupt the education of others. In such instances of either suspension or exclusion the Chairman of Governors is always informed.