



British Academy
School Marrakech
— Belong Achieve Become —

**ADMISSIONS AND
EXCLUSIONS POLICY
BASM 1**

HEAD: MRS NICOLA BUSSETIL
September 2022

POLICY 1. ADMISSIONS AND EXCLUSIONS POLICY

1. BACKGROUND

This policy covers all age stages of The British Academy School Marrakech (BASM), and does not permit race, colour, gender, religion, culture, or disability to be used as criteria for admission, subject to the conditions outlined below.

The policy supports our primary aims, which is to be a family school, enabling siblings with different abilities, aptitudes and interests, to study in the same school, and to feel equally valued. As such entrance is broadly non-selective, in so far as we do not have a competitive entry test.

English is the language of instruction and is a significant consideration for admission to the school. For those pupils for whom English is an additional language, between Nursery – Year 6 immersion in the environment is usually sufficient for children to develop proficient English language skills, sometimes with a programme of intensive English support, paid for additionally by parents.

As part of the admissions process children are required to be assessed using standardised tests which provide us with information on a child's reading age and other data which will enable us to measure progress and attainment over time if a child does join us.

From Y7 onwards the admissions requirement is that all children will have a confident understanding of the English to be offered a place. This will ensure they are able to access the curriculum and perform at a required standard to allow for entrance to university. A programme of intensive English support can be provided, paid for additionally by parents, subject to available capacity.

1. ADMISSIONS ENQUIRY

Enquiries are welcome at any time via telephone on +212 524 345 164

or +212 620 40 99 99 via the school website <https://basem.uk/apply-here> via direct email at info@basem.uk or in person. The admissions team will be delighted to answer questions and provide you with relevant information

The offer of a place always requires a child and parents to visit the school, to have the opportunity of a tour, and to meet the Head (or another member of the Senior Leadership Team) for interview. The Advisory Board of Governors do not give the Head latitude to offer a confirmed place without meeting children and their parents.

Prospective pupils will be considered for entry into any year group providing there is a space available. Only in very exceptional circumstances, will a pupil be offered a place out of year group'.

2. ALLOCATION OF PLACES

Places are allocated, after a successful visit if the formal and informal assessment information indicates that a child would be able to access the curriculum effectively, and

if in the judgement of the Head, the child and parents would make a positive contribution to the school community.

We take account several factors when offering places including age / gender / aptitudes and abilities i.e., It is possible for a year group list to be closed for boys but open for girls to maintain a coeducational balance. We may be able to offer a child requiring SEND support in one year group but not another.

3. ASSESSMENT PROCESS

The assessment process upon which entrance is based is similar throughout the school irrespective of age.

- A) There are two levels within the Early Years. Nursery is for children who have turned 3 years of age by September 1st in the year of entry. Reception is for children who have turned 4 years of age by September 1st in the year of entry. Places are offered in Nursery on the condition that children will transfer to full-time education in Reception. However, all pupils joining Reception must satisfy the admissions criteria as described in (1 & 2).
- B) From Year 1 onwards children visit for a half day which allows them to become familiar with the school and what it might be like to be a pupil. Every child will be formally and informally assessed. This enables the Head to make a judgement whether a child is likely to benefit from the education on offer at the BASM. If a place is not offered the Head will explain why to the parents in writing.
- C) It may be that a place is offered conditional on agreement that additional support is offered in English or for Special Educational Needs (SEND) which would be funded by parents.

4. OFFER OF A CONFIRMED PLACE

The offer of a place is made after:

- A) Completion of a satisfactory visit.
- B) Receipt of satisfactory school reports and references where applicable. Parents are requested to provide the school with current or recent school reports, any norm-referenced standardised assessment results where applicable, a report from the current school Head, and any relevant other professional references if not already provided e.g., SEND.
- C) BASM will request up-to-date information from the child's current school in the term preceding entry. Please raise the question of confidentiality if you have any concerns in this respect. If it is felt that it is in the best interests of the child for BASM to communicate with the child's current school before offering a place, parental permission will be sought for such contact to be made.

- D) If the application has been made more than one year before entry is required, the formal offer of a place and request for the registration fee will be made two terms before entry or earlier if the school is experiencing high demand.
- E) The school will reserve 'a **confirmed offer of a place**' for 10 working days, by which time parents are required to submit a signed Parent Contract, or parents relinquish the place, or the school withdraws the offer of a reserved place.

An application can be made to register the child for entry to the school at any stage of the admissions process. Application for registration forms, are available from the admissions office in paper or electronic format.

Completed forms should be delivered in person or sent by post to Admissions along with the registration fee. In registering for a place at the school, parents are agreeing to the Terms and Conditions of the school.

If the school is experiencing high demand for places in a particular year group, it reserves the right to offer the place to another pupil if the offer has not been accepted after a period of ten working days. In this event, the school will endeavour to contact the parents before the place is offered to another child.

Should a child be withdrawn from the school without a full term's written notice having been received by the school, the parents will be liable to a full term's fees in lieu of such notice. For the avoidance of doubt, a full term's written notice of withdrawal must be given before the start of the term at the end of, or during, which the pupil will leave.

Further documentation about joining the school will be sent to parents in the term prior to entry along with various forms to complete providing the child's medical details, the parents' and emergency contact information, permission forms etc. These forms must be completed by the parents before the end of the term preceding entry to allow the school good time to prepare for the child joining BASM. For late applications, these forms **must be** completed prior to the child starting at the school.

5. SEND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Parents are requested to notify Admissions about any special educational needs or disabilities at the point of registration and supply ALL supporting medical reports, documentation, including educational psychologist reports, current and historical alongside the registration form.

Applicants with special educational needs and/or disabilities are welcome to apply, providing we can offer them the support they require and cater for any additional needs and that our site can accommodate. Needs may fall into broad areas of SEN:

- communication and interaction
- cognition and learning
- social, emotional and mental health difficulties
- sensory and/or physical needs

Admissions will liaise with the School's SEND Co-ordinator throughout the admissions process to enable consideration of the applicant. BASM will consider all SEND applications with reference to whether BASM is able to **both** accommodate and meet individual needs, and also whether the applicant meets the range of other requirements which determine whether an applicant would suit school life BASM.

On occasions, it may be necessary for a Personal Learning Assistant or significant resources to be acquired to work on a one-to-one basis with a child, to enable them to access the curriculum. All additional cost will be covered by the parents.

More generally, it is in the interest of the child, including those joining the EYFS, any professional reports which impact on that child's emotional, physical or educational profile must be disclosed before the child joins the school for the school to assess if specific needs can be met. These should be shared before the initial visit to the school to facilitate appropriate discussions with relevant members of staff during that visit.

Parents are also requested to disclose any other factors which might have an impact on the education of their child before or during their visit to the school. These include medical conditions, health problems or allergies, special educational needs including learning difficulties and disabilities as well as any behavioural, emotional and/or social difficulties.

If at any stage in a child's time at BASM it becomes apparent that they are unable to access the curriculum and school life overall, in spite of appropriate additional support, the Head will advise parents on the best way forward which may result in the child leaving the school. The primary concern at all times being to work with parents in an open, honest and transparent manner in the best interests of the child.

6. MISBEHAVIOUR, EXCLUSION AND EXPULSION

We strive to create a positive, caring, learning environment which encourages children to develop a sense of responsibility towards themselves and others. We know that low esteem affects behaviour, learning and relationships and that children thrive on praise, recognition and respect. However unsafe behaviour cannot be ignored. Limits are set which are there to protect the safety and the rights of all. The youngsters in our charge are encouraged to, and ultimately actually have to, respect these limits.

Pupils must be able to follow instructions, to display a reasonable standard of behaviour and demonstrate an awareness of the needs of others. Continued admittance to the school depends upon the pupil maintaining these general standards. Although we take into account specific SEND behaviours. Even where a child's inappropriate or unsafe behaviour is a direct consequence of an acknowledged SEND diagnosis, that behaviour cannot be allowed to impact on other children negatively or disrupt their education.

When reprimanding children for misbehaving we try to ensure the following; appropriateness of reprimand, immediacy, relevance, reflection, a sense of redemption and hopefulness for a more positive future, strong home school communication.

The Head is responsible for ensuring the Behaviour Management Policy is consistently and fairly implemented throughout the school and reports to Governors on the effectiveness of the

policy. Only the Head has the authority to exclude or expel a child. No other member of staff has the right to do so or even to threaten to do so.

A child may be excluded for a variety of reasons. Typically their general behaviour may be poor, and in spite of the normal disciplinary procedures being invoked there is little or no change. Exclusion may also be a response to a single serious act. It is a last resort prior to expulsion.

Exclusion may go hand in hand with a requirement from the school that a child receives expert guidance outside of school, otherwise his/her place will be forfeited.

There is no set limit to the number of exclusions and/or the length of time a child is excluded (this may extend from a single day to a more prolonged period). However it is unlikely that a child would be excluded more than twice before parents were instructed to remove the child from school.

A child may be expelled (required to leave the school permanently) due to their general behaviour being poor, unsafe, and, in particular if their behaviour impacts negatively on the learning of fellow pupils, in spite of normal disciplinary procedures being invoked, showing little or no sign of improvement, or for a single particularly serious act.

The Head may only expel a child, after consultation with the Chair of The Advisory Board of Governors. Parents have an automatic right of appeal to the expulsion via the governing body, and should refer to the Complaints Policy.

7. PARENTAL RESPONSIBILITIES

The primary place where values, attitudes and behaviours are learnt is in the home. School looks to support this but it is unrealistic to expect that every family's framework will be identical to that of school. Therefore the relationship between teachers and parents, especially Form Teachers / school leadership and parents, is crucial, in order to work out mutually what is best for each individual child.

We expect that parents will support their child's learning and co-operate with the school. If the school has to use reasonable sanctions, parents must support the actions of the school. If parents have any concern about the manner in which their child has been treated, they should initially contact the Form Teacher or if their concern remains, speak to the Head.

We expect parents to demonstrate in front of their children, in their daily interactions with them, that they have confidence in the school and their teachers. The school places a priority on regular and punctual attendance, and uniform standards. If parent cannot support the school, do not have confidence in the school, it stands to reason a child must not continue at BASM.

None of which is to suggest that if parents have any concerns about any aspect of their child's experience at school they should not speak to the Form Teacher or Head immediately, and the school will do all it can do to resolve any problem or concern.

Parents are expected to notify the school of any change of residential address, email addresses and telephone numbers immediately. This includes the telephone numbers of third parties who may be contacted in the case of emergency. They should notify the school if any other adults are going to become primary carers for their children for anything more than 48 hours.

SIGNED BY: HEAD

Head's Signature *N. D. Bussotel*

RATIFIED BY: ADVISORY BOARD OF GOVERNORS

Advisory Board Member's Signature..... *[Signature]* *17th Sep 2022*

REVIEWED: SEPTEMBER 2022 NEXT REVIEW DATE: August 2023

THE BRITISH ACADEMY SCHOOL
MARRAKECH