

ADMISSIONS POLICY

Marymount International School London is a Catholic School which welcomes students irrespective of race, religion or disability. We educate girls from diverse backgrounds aged 11-18 as day students, 5- day boarders or full boarders. Scholarship and bursary support are provided by the School. (*Information can be requested from the Business Office*).

The School accepts students who are supportive to the ideals of Marymount, who will be responsible and contributing members of the community, and for whom the School can provide a balanced, comprehensive and holistic education in the traditional academic disciplines within the framework of the course offerings. Students should be of sound and honest character in sympathy with the Mission, Philosophy and Goals and Criteria of the School. They will be willing and eager to achieve their full potential through determined effort, guidance and dedication.

School Admissions Procedure:

- The School must be in possession of the student's application form and fee and signed permission to request previous school transcript.
- These records should indicate that the student has followed a recognised programme of studies at her previous school or in some other educational structure and is capable of participating fully in the school curriculum.
- Parents are requested to give details of special educational needs at this point of the application process.
- In cases where parents have identified that their daughter has a disability or special need, the School will have a meeting at an early opportunity with the parents to define any reasonable adjustments the School is able to make and to discuss any additional services. If appropriate, a place may be granted on the basis that parents undertake to meet the cost of any aids and services that will need to be provided for the student.
- Students whose first language differs from the language of instruction (English) will be tested upon entry into the School to determine the most appropriate ESL (English as a Second Language)/English Studies class. Students in this category will be expected to demonstrate satisfactory progress in their English Language studies to ensure that the curriculum remains accessible. (*Please refer to the School's Language Policy for further information*).
- The Admissions process normally involves an interview at the School and a testing procedure. Testing may occur at other times or places.
- Applicants should submit appropriate school records.
- In some circumstances a provisional place can be granted based on unofficial records (parental interviews, testimonials etc) but this place will remain conditional until official records have been received and validated.
- The School reserves the right to place students in the most appropriate Grade based on age and ability.

The name of each student will be included on the Admissions Register from the beginning of the first day on the school has agreed, or has been notified, that the student will attend the school. The School is obliged to notify the local authority when they remove or add a student's name to the Admissions Register at non-standard transitions, i.e. where a compulsory school-aged student leaves before completing the school's final year or joins the school after the beginning of the school year.

The School acknowledges its duty towards students who have a disability and takes seriously its duties under Part 4 of the Disability Discrimination Act 1995. (A copy of

the School's detailed Disability Discrimination Policy and SENDA Policy is available on the website or can be obtained from the Bursar upon request.

Accessibility Plan:

The School will take all reasonable steps to avoid putting students with a disability or special educational needs at a substantial disadvantage. It will make reasonable adjustments to optimise such students' participation in the curriculum and other aspects of school life unless there are strong reasons for not doing so. However, should a student need auxiliary aids and services such as specialist tuition by a special needs or support teacher or specialist equipment in the classroom, parents will be responsible for these costs [as reasonably determined by the school from time to time]. If appropriate, and as agreed with the School, parents may provide auxiliary aids and services themselves.

The School will review its accessibility plan on an annual basis to evaluate:

- The effectiveness of actions/adjustments taken by the School in order to meet the needs of students with a disability/special educational needs
- Responses to any legislative changes
- Changes or expected changes to the needs of such pupils.

The School will consider appropriate adjustments and will discuss planning, budgetary and other concerns with the Deputy Head and the Learning Resources Teacher.

Approved: May 2017

Amended: June 2018

To be reviewed: May 2020

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

This policy should be read in conjunction with the following policies:

Acceptable Use Policy, Drugs Policy and Academic Honesty Policy.

Marymount seeks to encourage learning and the education of the whole person. The School is committed to the formation of its students as guided by the RSHM mission and values. It is emphasised that this formation is centered on the continued dialogue between Faculty and students so that should any problem arise it can be overcome as soon as possible. Nonetheless, it is seen as necessary that there are rules that enable this development to take place so that the whole community can flourish. Each student's advisor monitors the rewards and sanctions, and works to create a positive School environment.

Standards of Conduct School Rules and Expectations

A healthy School community uses guidelines and structures to provide an atmosphere of order and harmony. All constituents are, therefore, expected to abide by the regulations of Marymount International School and to take responsibility for conducting themselves appropriately. These expectations include but are not limited to the following requirements:

1. Respect for oneself and for one another should govern all relationships within the School community. Disrespectful behaviour or language is not tolerated.
2. Bullying in any form is completely unacceptable and will result in disciplinary action being taken possibly leading to temporary and/or permanent exclusion from the School. See 'Anti-Bullying Policy.'
3. The use, possession or distribution of alcohol or illegal drugs on School property or at any School-sponsored activity is strictly prohibited and may result in immediate temporary or permanent exclusion. See 'Marymount Drugs Policy' for more detail.
4. Cigarettes and/or electronic cigarettes (e-cigarettes/vaping) are not allowed on campus. Students are not permitted to smoke in the School building, or on School grounds, in the neighbourhood of the School, on School trips or while wearing the School uniform. Smoking is a serious hazard to the health of the students and to the safety of the School community. Disregard for this regulation may result in immediate temporary exclusion and possible permanent exclusion.
5. Academic success and achievement begin with regular and prompt attendance. Frequent lateness is extremely detrimental to a student's education and will result in a Red Slip, and a meeting with Chair of Pastoral Life, Head of Year (if applicable), Deputy Head and where appropriate, Head of Boarding. If a student's attendance is to fall below 90%, a letter will be sent home to the student's parents. If there is continued unauthorised absence which is a cause for concern, the School are obliged to refer the matter to the Education Welfare Officer at the Local Education Authority.
6. Students are not permitted to leave the campus during the school day without the express permission of the Deputy Head or Headmistress. Requests for permission to leave campus must be sent by a parent/guardian and approved by the Deputy Head. Students found contravening this rule will face disciplinary action and possible temporary exclusion.
7. Truancy is never permitted. A student is truant if she misses School without her parents' knowledge or if she misses a class without excuse. Truancy results in immediate parent/guardian conference with appropriate disciplinary action, such as temporary exclusion.
8. Boarding students are not permitted to leave campus without the completion of the parental permission form and permission from a Houseparent or Head of Boarding. Students must comply with the rules for leaving campus as stated in the Boarding Student Handbook. Students contravening this rule will face disciplinary action and possible temporary or permanent exclusion.
9. Plagiarism and cheating is never permitted. See policy on 'Academic Honesty.'
10. Students are expected to conduct themselves properly in school, at school-

sponsored events and school-related events and within the larger community. The School reserves the right to take disciplinary action in response to conduct outside the School that is inconsistent with the School's values and standards of behaviour.

11. Students are expected to respect the property of others. Students who steal, deface or destroy the property of another may be temporarily or permanently excluded.
12. Students are expected to respect school property and to leave each place they use (classrooms, library, student lounge, auditorium, dining room and school grounds) clean and ready for use by others. Vandalism of any kind is not tolerated. On a bus or other means of public transportation, in local shops or on school field trips, students are expected to behave in an appropriate manner and abide by school rules.
13. The School reserves the right to permanently exclude, at any time, a student who has proven to be an unsatisfactory member of the School community. If, in the School's judgement, a student's conduct in or out of school indicates that she is consistently out of sympathy with the mission, ideals, objectives and programme of the School, the student may be asked to withdraw.
14. At no time are students to congregate in restricted areas or areas that are deemed out of bounds. Contravention of this rule will always lead to disciplinary action and may lead to temporary or permanent exclusion. (A list of restricted areas are given in the Appendix).
15. Electronic devices, including but not limited to mobile phones, pagers, iPads, iPods, Walkmans and MP3 players, may not be used during the school day unless permission has been given by a member of staff. Students in Grades 9 - 12 may use their mobile phones during break time and scheduled lunch time only. However, the use of technology is not permitted in the Dining Hall and the use of mobile phones is not permitted in the Library. See more information listed below under 'Acceptable Use Policy'.
16. Gum-chewing is not permitted in school buildings or grounds at any time.
17. The School grounds are maintained for the pleasure of all members of the community and should be respected at all times. Students should not sunbathe on the lawns during the working day (until 6.00pm). Students are required to be sensitive to the environment and observe all notices regarding access to and use of specific areas of the campus. All litter should be placed in the litter bins provided.
18. Students should not bring valuables or items of sentimental value to school. Students are responsible for all of their personal items and are expected to care for their belongings at all times. All books and belongings must be clearly labelled with the student's name. Students should keep their books and personal possessions with them or in their lockers and bring to school only the amount of money needed for specific

school activities, food and transportation. Students must not leave any of their belongings lying around the school campus. Should a student need to bring additional money for an after-school event, she should give it to the Business Office for safe-keeping.

Rewards Policy

Merits are awarded by teachers to students who have made an outstanding contribution and for exceptional effort in regards to academic work, extra-curricular activities, service activities and have contributed to the Marymount community. Merits are turned into House points which enable House teams to compete for the House Cup at the end of the year. The Faculty and Staff also vote for the Grade that has shown unity, integrity and has positively contributed to the school community. The Grade with the most votes is awarded the Spirit Cup. In addition, students are awarded distinction for studies, activities, service at various Assemblies throughout the year and most significantly at the annual Awards Ceremony near the conclusion of the academic year.

Sanctions Policy

Students who behave in a manner that is not in sympathy with the rules, ethos and mission of the School may receive a misconduct or Yellow or Red Slip. A White Slip Sanctions Policy is used in the Boarding Halls after school hours: please refer to the Boarding Student Handbook for more information. Further disciplinary actions including meetings with parents/guardians and/or temporary or permanent exclusion will take place as needed. Under the School Standards and Framework Act 1998 corporal punishment is prohibited in independent and maintained schools. The prohibition includes the administration of corporal punishment to a pupil during any activity, whether or not within the school premises. The prohibition applies to all members of staff, including all those acting *in loco parentis*. (Please see 'Policy on Use of Reasonable Force')

Yellow Slip

The first stage of the Conduct Report system is known as the Yellow Slip. The Yellow Slip is designed to document poor behaviour or failure to meet coursework expectations. Reasons for receiving a yellow slip would include, but are not be limited to:

- Uncooperative attitude, disrespectful behaviour
- Incorrect uniform
- Missed or late homework or coursework
- Not being properly equipped for class
- Unexplained lateness
- Contravention of any school rule

The teacher issuing the Yellow Slip must review the incident with the student who is then asked to sign the Yellow Slip. The Yellow Slip is then given to the student's Advisor. Students will be required to meet with their Advisor to discuss the reason for, and the possible strategies to prevent, this behaviour reoccurring. Advisors are

also to inform Houseparents if the student is a Boarder.

Important: If a student receives a second Yellow Slip the Advisor informs the Chair of Pastoral Life, a letter will automatically be sent home by the Chair of Pastoral Life and the student will be placed in an after school detention. Detention will be after school on a set Thursday from 4.05pm - 5.00pm and will supersede any other arrangement. Houseparents and Head of Boarding are to be notified if the student is a Boarder. Should a student continue to receive yellow slips, the student will be interviewed by the Chair of Pastoral Life and help, guidance, support or appropriate sanctions will be implemented. These may include:

- A further detention
- Being placed on a Pastoral Support Plan
- Letter home to parent and possible interview to determine appropriate course of action.

Red slip

More serious misconducts may result in a red slip and/or further disciplinary sanctions. Should a student receive a Red Slip, the student will be given an automatic detention (at the time stated above). A letter will be sent home explaining the reasons for the detention, by the Chair of Pastoral Life. At this point the student will be interviewed by the Chair of Pastoral Life so that appropriate sanctions and directions are given. **The giving of a Red Slip does not exclude further sanctions such as a parent/guardian meeting with a member of the School Staff, and/or temporary or permanent exclusion.**

Examples of Red Slip behaviour would include, but not be limited to:

- Unexplained absence from class.
- Bullying of any kind
- Smoking or drinking on or about campus
- Highly disruptive behaviour
- Disrespectful attitude towards the teacher or peers
- Damage to property
- Theft
- Truancy
- Plagiarism or cheating of any kind

Incident Investigation / Fact Finding

In the process of determining the violation in a specific instance, it may be necessary for a School Senior Manager to search a student's belongings.

Searching students

Informed consent: School staff may search a student or her possessions or accommodation with their consent for any item. If a member of staff suspects that a student has a banned item in her possession, they can instruct the student to turn out her pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.

Searches without consent: In relation to prohibited items, the Head, and staff authorised by the Head, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. Such action will be taken in accordance with the DfE guidance Searching Screening and Confiscation (February 2014).

Exclusion Procedures

A student will not be temporarily or permanently excluded without grave cause. The circumstances which may lead to exclusion include:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying
- Offences of a sexual nature; supply and possession of pornography
- Vandalism and computer hacking
- Persistent attitudes or behaviour which are inconsistent with the School's ethos.
- Truancy and leaving school premises without permission
- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off School premises

A complaint which could lead to a student being excluded or required to leave the School permanently will be investigated thoroughly and fairly by members of the Pastoral Life Team.

Records

If temporary or permanent exclusion is warranted, a conference is immediately scheduled with the parents, student and administration. This conference usually takes place before the end of the day. However, at the discretion of the Headmistress and the Deputy Heads/Middle School Coordinator, this conference may be held at another time. In all cases, the parents are informed of the temporary exclusion prior to the student's departure from the School. A student who is temporarily excluded from school for a violation of school regulations is placed on disciplinary probation for the remainder of the school year and is required to complete some kind of agreed rehabilitation, such as counselling and/or community service. A student on disciplinary probation may be permanently excluded for additional violations of school regulations.

During the review procedures, the student will have an opportunity for the assistance of her parents and/or a teacher to state her side of the case and she will also have a right to ask for the decision to be reviewed by a panel of the Governors.

RECORD KEEPING

Records of disciplinary actions are kept in Student Files in the School Office.

Approved: *May 2018*
To be reviewed: *May 2021*