

There are 5 Entry Points at The Lyceum:**5.1 EYFS**

For Early Years entry for Reception Class, admission events will take place 18 months prior to intake. This is in the form of a themed informal assessment that is held at The Lyceum. Pupils will not be formally assessed, but senior members of staff use this time to meet each family and make sure a child is physically, socially, and emotionally ready to start school. Offers will be sent via email within a week of these events from the Admissions Manager.

5.2 Taster Sessions

If parents and pupils are unable to attend an admission event or are wishing to join us from Years 1-6, they are required to attend a Taster Session whereby the pupil will spend a morning participating in class activities and have the opportunity to meet their fellow peers. The Admissions Manager will then discuss with the parents their child's participation and overall success of the morning, with parents knowing the outcome of admission on the same day. Taster Sessions will also apply if parents are looking to enroll their child later within the academic year.

5.3 Year 1- 2

Providing the school has space available, prospective pupils for these year groups are invited to spend the morning at The Lyceum in their respective class (see 5.2) Children coming into these year groups do not need to take a formal assessment, but we expect them to demonstrate excellent behaviour and get along with their fellow peers.

5.4 Year 3

Entry at this stage is by selective process and the school must receive a satisfactory reference from their current school. The school offers two scholarships for entrance at Year 3 with the expectation that successful candidates remain at the school until the end of Year 6. All candidates will go through an interview process with the Headmaster.

More information can be found on the school website for this entry.

5.5 Year 4-6

Places for Years 4-6 may occasionally become available. For children wanting to join us at KS2, alongside attending a taster session (see 5.2), they will be required to sit a short online Maths and English test provided by GL Assessment. In addition to reaching the required standard in these assessments, we also request the most up to date report from the child's previous school.

11.2 Scholarships

Two scholarships may be awarded as a result of the 7+ examination and interview process. One scholarship is awarded for academic excellence and one scholarship given for the Creative Arts with up to 10% discount against the school's fees.

Scholarships will remain active providing the pupil maintains excellent progression throughout their schooling at The Lyceum School until the end of Year 6.

Misbehaviour and Exclusions

Sanctions

When children display repeated unkind or dangerous behaviour, we teach them to know that consequences/sanctions will follow. Discipline does not need to be severe to be effective in helping a child see where they went wrong and how to behave in a better way in the future. The following sanctions are flexible and are applied according to the severity of individual circumstances. We will always ensure that any sanction is appropriate and proportionate.

This may include:

Step 1:

- A verbal warning and reminder of expected behaviour
- A visual warning on behaviour display
- Moving places/seats (within class)

Step 2:

- Thinking time in a quiet place to reflect on behaviour, this could be in 1 minute/2 minute/5-minute intervals depending on the circumstance and is always overseen by an adult

Step 3:

- Being moved to another class for a short period of time
- The withdrawal of privileges such as playtime or Golden Time
- A referral to the Deputy Head or Headmaster
- The class teacher communicating with parents via the pupil's message book/telephone call

Step 4:

- A face-to-face discussion with parent(s)
- An internal exclusion for a 'one off' serious offence
- A fixed term exclusion of 1-2 days depending on severity of offence

The most serious behaviour/sanctions that involve exclusions or temporary exclusions will be logged in the School Sanctions Log by the Headmaster. Any behaviour that a teacher feels needs to be communicated with a member of the Senior Leadership Team is recorded on CPOMS. These are reviewed weekly by members of SLT who tracks trends and addresses repeated offences.

When anti-social or aggressive behaviour is observed more than once, and sanctions/provisions are ineffective, additional specialist help and advice from an educational psychologist or the specialist teaching service may be necessary.

Step 5:

The final sanction would be exclusion. If it were necessary for the school to consider excluding a pupil, this would be a decision made by the Headmaster.

Parent Partnership

Where the behaviour of a child is causing concern, it is important that all those working with the child in school and at home are aware of these concerns, and steps are being taken to address this.

The key professional in this process of communication is the class teacher who has the initial responsibility for pupil welfare.

A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with the problem and encouraging positive behaviour.