



St. Michael's School

Admissions Policy

1. Background

St. Michael's School is a non-selective, independent Church of England preparatory school for approximately 300 girls and boys, aged from 3 to 11 years.

Guided by our Christian ethos and core values **we aim to:**

- Provide all children with a first class education and to instil in them a thirst for knowledge and a love of learning.
- Inspire and support each child to fulfil their potential and to develop their talents.
- Develop each child's confidence, self-esteem, independence and integrity.
- Promote a culture of care, respect and traditional values within our school family and the wider community.
- Develop children's spiritual awareness and a growing understanding of the beliefs of others.
- Lay the foundations for a happy and successful life.

This policy has been authorised by the Governors of St. Michael's School. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of staff.

2. Policy Statement

The aims of this policy are to retain the School's Christian identity but also to welcome children of all other faiths or no faith into the School. All parents who are in sympathy with the aims of the School (as set out above) and also are prepared to accept the School's terms and conditions (which will undergo reasonable changes from time to time) are welcome to register their child for admission.

The School will seek to identify and admit children who will contribute to and benefit from the ethos and activities of our School community, ensuring that the School is distinctly Christian but also inclusive.

3. Disability and Special Educational Needs

The School has limited facilities for disabled children but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Code of Practice, 0-25 years 2014 (SEND Code 2014)* in order to

accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, we can assess these needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where a parent seeks entry for their child and the child has an Educational Health and Care Plan (or statement of Education Needs) the school will need to be certain that it is able to provide effectively for the child's needs. In this case the Head will liaise with the child's parents and the Local Authority to consider the appropriateness of the child attending the school before making an offer of a place. If the child is offered a place and attends the school, the school will ensure that an annual review of the EHC Plan takes place and that the school's provision specified in the EHC Plan is delivered.

The provision for pupils with Special Educational Needs (SEND) is outlined in the school's SEND Policy.

4. Entry Points

There are two main entry points into the School:

Nursery – there is one annual intake and children are accepted in the September after their third birthday. The Nursery can accept a maximum of 26 pupils each year.

Reception – there is one annual intake and children are accepted in the September after their fourth birthday. The two Reception classes can accept a maximum of 40 children altogether. Children already attending our Nursery are guaranteed a place in Reception. Up to 14 additional places are offered each year to parents whose child is not in our Nursery.

In addition, parents who have accepted the offer of a place in the Nursery may apply for a **Pre-Nursery** place for their child following their third birthday and prior to admission in September. The Pre-Nursery provides two afternoon sessions a week on Tuesdays and Thursdays. A small number of Pre-Nursery places are available

each year dependent on the size of the Nursery class. These places are offered on a “first come, first served basis” and provided the child meets the basic requirements for entry into the Nursery (see section 6).

From time to time vacancies become available in other year groups. Applications for these vacancies are considered in accordance with section 7 below.

5. Admission process

The admissions process is set out below:

Visit – having received a prospectus prospective parents wishing to further an admission application are required to visit the school where they will tour the school with the Head or other senior member of staff. At the conclusion of the visit the parents are given a Registration Form for their child and a copy of this policy.

Registration – Following the visit parents wishing to register their child’s name on the School’s waiting list must complete a Registration Form and pay a registration fee.

Offers – Letters offering a place are sent out approximately one year before entry, where applicable. Parents wishing to accept an offer are required to complete and return an Acceptance Form together with a cheque for the deposit.

When offering places consideration is given to the order in which children were registered on the waiting list. However, some preference is given to siblings of children who are already pupils in the School, registered siblings, children of serving members of staff and children of former pupils.

An offer of admission to the School can only be made if a place is available. Nursery can accept up to 26 pupils. All other year groups can hold a maximum of 40 children, with 20 children in each of the two parallel classes per year group.

6. Admission to Nursery and Reception

There is no formal entry test for children entering Nursery or Reception. However, parents must normally be able to assure the School that their child can fulfil the basic requirements, as outlined below. Reasonable adjustments will be made for disabled children where practicable.

For entry to Nursery

It is essential that a child is able to use the toilet and wash/dry their hands. In addition, it is desirable for your child to have the following abilities:

- Be prepared to attempt to put on own coat and shoes etc.

- Able to sit at a table whilst eating and drinking
- Able to play sensibly alongside another child
- Able to answer simple questions and explain their needs
- Able to sit and listen to a story, play with a toy and look at a book for a few minutes
- Able to hold a pencil or crayon and is beginning to “draw”.

Before entry into the Nursery or Reception at St. Michael’s School, children will be invited for one or possibly more occasions so that an informal assessment can be made. The School reserves the right to defer or refuse entry where the assessment concludes that a child is not ready for school in September, using the above criteria as a guide. These visits also form part of the child’s familiarisation with the school.

Parents can choose to have a pre-visit where they can visit Nursery or Reception with their child. Information about familiarisation process will be sent to parents during the early part of the summer term prior to entry.

For entry to Reception

Much will depend on the age of the child at the time of entry but generally children should be able to do the same as for entry into Nursery, for slightly longer periods of time and with a greater degree of concentration, co-operation and ability.

In addition, most children should be able to give a simple oral account or answer simple questions. The above criteria are the minimum expected for each child.

7. Admission to Forms 1 – 5

Children who enter in Nursery or Reception are normally expected to remain in the school until the end of Form 6. Therefore, places can only be offered in Forms 1 – 5 if a place becomes available.

For a child to be considered for admission after Reception the usual admission procedure is followed as outlined above in section 5.

Before an offer of a place is made a prospective pupil is invited to attend the School for a two day familiarisation and assessment process.

During these two days the prospective pupil will be in a class of the same age group. He/she will be assessed academically (with the emphasis on literacy and numeracy skills and potential) by the staff, in comparison with the rest of the peer group. An informal observational assessment will also be made of the child’s behaviour and social interaction. Parents will be asked to supply previous school reports and Key Stage 1 SATs results, which will also be considered.

An offer will be made if the School is reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers and that the pupil will be able to make the most of the opportunities that St. Michael's has to offer.

8. Admission to Form 5

Children will usually only be considered for admission to Form 5, if a place becomes available, at the start of the Michaelmas term. Exceptionally, entry later in the year will be considered if the Head considers this to be appropriate. If this is the case the procedure as outlined in section 7 will be followed.

9. Admission to Form 6

Children will only be considered for admission to Form 6, if a place becomes available, and in exceptional circumstances, for example, a child returning to the School after a period living abroad or a family relocating from another part of the country. If the Head considers the case to be exceptional the procedure for admission is the same as for admission to Forms 1 – 5.

10. Scholarships and Bursaries

The school does not offer any scholarships. From time to time the school may be able to offer bursaries to children whose parents would not normally be able to afford the cost of independent education. Further information about bursaries can be obtained from the school's Bursar.

11. Admissions register

The school is required by law to maintain an admissions register. For each pupil, the admissions register contains the following information:

- Name in full
- Sex
- Name and address of every person known to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 of the Children Act 1989)
- Where a parent notifies the school (and where practicable to ascertain the information), any additional or alternative address that the pupil will live at in the future, along with the name of the parent with whom the child will normally live and the date from which it is expected that the child will live there

- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- The name of the destination school notified by the parent and the first date of attendance

In accordance with its legal duty to notify the local authority (Southend Borough Council) of when a pupil is added to or removed from the Admissions register at non-standard transitions (i.e. where a pupil of statutory school age joins the school after the start of Reception or leaves the school before the end of Year 6), the School provides the following information about all of its pupils to Southend Borough Council:

- First name and surname
- Date of Birth
- Unique Pupil Number
- NYC
- Ethnicity
- Address
- Special Educational Needs (SEN) details
- Looked After Child (LAC) information
- Exclusions
- School History
- Attendance marks

Along with other schools in Southend, this information is transferred securely and saved within the Local Authority Capita One secure system once a week so that the local authority can be informed immediately of any changes to the school's admissions register.

Reviewed: February 2018

S. Tompkins/J Attwell

Review: May 2021

APPROVAL

This policy was reviewed by the full governing body on 5th March 2018, and it was approved for full adoption.