



St. Michael's School

Admissions Policy- Nursery

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 Headmaster 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 three main entry points into the School:

Pre-Nursery – Parents may apply for a place in Pre-Nursery once their child turns three and provided the child meets the basic requirements for entry into the Pre-Nursery (see section 6). Places will be awarded on the earliest date of registration and are accepted whilst considering that there will be no more than 30 children in total in the Pre-Nursery and Nursery department.

Nursery – Children are accepted in the September after their third birthday and provided the child meets the basic requirements for entry into the Nursery (see section 6). Places will be awarded on the earliest date of registration and are accepted whilst considering that there will be no more than 30 children in total in the Pre-Nursery and Nursery department.

Reception – There is one annual intake and children are accepted in the September after their fourth birthday. We also accept children throughout the year if a place was to become available. The two Reception classes can accept a maximum of 40 children altogether. Children already attending our Nursery are guaranteed a place in Reception.

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 £50 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 a refundable deposit of £500.

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 Pre-Nursery

There is no formal entry test for children entering Nursery and Pre-Nursery. However, in line with our standard practice for all prospective children, final confirmation of your child's place in the EYFS department will be on the understanding that St Michael's is reasonably sure that we will be able to educate and develop your child to the best of their potential and in line with general age-related developmental and behavioural milestones. This is to ensure that each child has every chance that they will have a happy and successful transition to the Pre-Prep Department and educational experience at St Michael's School.

We advise parents of children with physical disabilities to discuss their child's requirements with the Headmaster before they register their child for a place to ensure that the school can meet all the child's needs through reasonable adjustments where practicable.

Before entry into the Pre-Nursery and Nursery at St. Michael's School, children will be invited for one or possibly more occasions so that an informal assessment can be made. In addition, St Michael's staff will visit prospective pupils at home or in their current setting. The School reserves the right to defer or refuse entry where the assessment concludes that a child is not ready for school in September. 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 with their child. Information about familiarisation process will be sent to parents during the early part of the summer term prior to entry.

Much will depend on the age of the child at the time of entry but generally children should have good behaviour, show kindness and respect towards other, and have a positive attitude towards learning.

7. Attendance

All children attending Nursery are required to attend a minimum of five sessions per a week.

8. Fee's and Extra's

St Michael's operates the government's free entitlement to education for the ages 3-4 years in nursery. Government funding is intended to deliver 15 or 30 hours a week for free. It is not intended to cover costs of extras and additional services. Parents will pay the extra fee for hours over and above the free entitlement. Fees will also include the lunch period and any activities that happen in addition to the standard day in nursery. If you have difficulties meeting these additional costs, please consult the bursar.

To allow us to claim funding from the Local authority parents will be required to fully complete a parent declaration form and provide evidence of the child's date of birth. If hours are increased during term time this will be charged directly to the parent and they can apply for the extended hours and it will come into effect the following term if given enough notice.

Nursery operates 34-35 weeks a year, the hours are two sessions a day being 8.30am to 1pm and 1pm to 3.30pm. Funded sessions are from 9am to 12pm Monday to Friday term time only and children with funding must do a minimum of five session's a week. To access extended funding of 5 hours a week in addition to the universal 15 hours children must attend nursery full time. Your entitlement can be split over two providers.

The school provides additional care from 7.45am to 8.30am and 3.30pm to 5pm. These charges are separate to the funding and will be added to your child's account at the end of the term if they attend. Late fees are chargeable at £5 per every 15 minutes there after the collection time.

Refunds or alternative sessions will not be offered for sickness, emergencies i.e. snow days, holidays, bank holidays or any sessions missed. If your child's attendance falls below 90%, we are required to inform the local authority for those that access funded sessions.

We require a full term's notice for any pupil's that wish to leave St Michael's. For pupils that leave the setting part way through the term, parent's will be liable for any funding shortfall the Local authority do not provide due to attendance.

9. 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.

10. 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
- NCY
- 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: July 2020

K Cliff/D Howers

This policy was reviewed by the full governing body on