



Reviewed by MBR June 2017

## **ADMISSIONS POLICY**

### **GENERAL**

St Michael's is a co-educational independent preparatory school for pupils from ages 3 to 13. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit St Michael's. Please contact our Registrar, Ms Tracey Richardson on (+44 (0)1534) 856904 or email on [tar@stmichaels.ie](mailto:tar@stmichaels.ie) to arrange a visit.

### **THE ENTRY PROCEDURE**

St Michael's has high academic standards. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school.

Most children enter Reception in the September following their fourth birthday, and some will have attended Nursery the year before (from age 3 years). We do, however, take children into the school at other times if we have space. The nature of the island is such that families move throughout the year. Please contact the Registrar for further details.

The registration form is available from school but it would be normal for parents to have met the Headmaster before registering.

### **EQUAL TREATMENT / LEARNING SUPPORT**

St Michael's is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion or social background.

We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headmaster before seeking a place. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

### **THE ASSESSMENT PROCESS**

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

There is no assessment for children entering Reception (age 4 years), although we would take advice from the child's Nursery if there was any doubt about their suitability for the school. No specific preparation for the entrance assessment is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

## **SIBLING POLICY**

Most siblings join us at St Michael's. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. St Michael's does, however, see itself as very much a family school.

## **BURSARIES**

We offer a limited number of **means tested Bursaries** where the parents have indicated to the Headmaster that they require financial support. Both parents may be required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries, when offered are reviewed annually. The family is required to provide fresh information about its circumstances every year that their child attends the school. Levels of support may vary with fluctuations in income.

## **RELIGIOUS BELIEFS**

Although St Michael's has Christian roots, we do not select for entry on the basis of religious belief, and we offer the opportunity for Jews, Hindus, Muslims and other faiths to join our school. However, parents should be aware that there are compulsory Assemblies and that all pupils are expected to attend. The Pre-Prep Department runs a Christmas Nativity in which all children take part.

## **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies are on the School's website and will be made available to parents as part of the admissions process via the Registration form.

## **PARENT PORTAL:**

The school operates a 'paperless' policy and all documentation and information for parents of St Michael's, including the Nursery, are uploaded to the [Parent Portal](#). New parents are given instructions (via email) on how to access this portal the term before their child/ren enter the School.

## **ATTENDANCE POLICY**

At St Michael's, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to you to support this objective. All pupils are required to be in school by 08:30. The school day ends at 15:30 for Reception, Years 1 and 2 (Pre-Prep children), 15:45 for Years 3 and 4 (Junior Department), and 16:00 for Year 5. Pupils in Years 6, 7 and 8 remain until 18:20 Monday to Thursday inclusive and 17:05 on Fridays to take part in extracurricular activities and prep sessions under the supervision of a member of staff. Pupils are normally expected to leave at the above appointed times unless involved in an activity out of school.

Notification of absence must be made in writing (except in an emergency, when parents are asked to telephone the school before 09:00). If children are taken out of school for an activity or appointment during the normal school day, the office must be informed the child is leaving the school premises by the adult responsible for them (at that point in time).

If your child is ill, please e-mail or telephone the school before 09:00 on the first day of absence. We will usually telephone the home on the first day of an unexplained absence.

We publish via the school website term dates generally over a year in advance in order that you can arrange your holidays **without disrupting your child's education**. Much analysis has gone into the drawing up advance term dates in an attempt to balance UK prep school norms with the unique position we find ourselves in as an independent school on Jersey. You will notice a close alignment with the UK model which enjoys a two week half term in the Michaelmas Term and substantial Christmas and Easter holidays.

**Note from the Headmaster:** "I don't believe I am in the position (nor should I be I hasten to add) to turn down requests from parents for invaluable time with their children and extended family. Should you feel an augmented holiday (or time away from school) is needed to facilitate this, I would ask only that the school office is informed of the absence. Having said this however, in the light of the weight of school holidays we enjoy as a prep school, these absences will be **recorded as 'unauthorised'** on the pupil record. Moreover going forward there will be no further need to seek my 'permission' for the intended leave of absence".

## Registration

All pupils are registered by their Form Teacher before the start of morning school, and immediately after lunch by their Form Teacher (R–YR 4). Attendance data is stored in the school database.