



## **ADMISSIONS POLICY**

**Review date:** July 2023

**Latest review date:** July 2024

**Staff responsible:** Ella Moore (Admissions Secretary), Chris Lanyon (Bursar), Henry Marshall (Head)

**Chair of Governors:** Mark Taylor

This policy should be read in conjunction with the following St Michael's policies:

- *Safeguarding and Child Protection Policy*
- *Equal Opportunities for Pupils Policy*
- *Bursary Policy*

### Rights Respecting School policy statement

Our school's vision and values have at their heart the importance of treating each other as we would want to be treated ourselves, with Care, Consideration and Courtesy for all. This is one of the reasons why the work of UNICEF and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child.

This policy links specifically to our commitment to the the following articles:

- *Article 2 - No discrimination*
- *Article 3 - Best interest of the child*
- *Article 8 - Identity*
- *Article 23 - Children with disabilities*
- *Article 28 - Access to Education*

### **General**

St Michael's Preparatory School is a co-educational independent preparatory school for pupils from ages 3 to 14. 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 School. Please contact our Admissions Secretary on (+44 (0)1534) 856904 or email on [admissions@stmichaels.je](mailto:admissions@stmichaels.je) to arrange a visit.

### **Aims**

St. Michael's School seeks to be an inclusive school, welcoming children from all backgrounds and abilities.



### Admissions Register

The Admissions Register records for each pupil:

- Name in full
- Sex
- All known address for parents and indicates where the pupil usually lives
- Two telephone numbers (at least one at which the parent with whom they normally live with can be contacted in an emergency)
- Day, month and year of birth
- Day, month and year of admission to St. Michael's School
- Name and address of the last school or nursery attended (if any)
- Name and address of the destination school and the date of attendance

The name of the pupil is included on the admission register from the day of admission to St. Michael's School.

The Admission Register is generated monthly and sent to the Head for approval. It is stored electronically.

Pupils are removed from the admissions register after they have left the school and their profile is transferred into Leavers.

### Transfer of Pupil Files (including SEND files and Safeguarding and Child Protection)

All destination schools are contacted to confirm in writing that the pupil has entered education with them and is enrolled on their admission register. Once confirmation has been received pupil files (including SEND files and Safeguarding and Child Protection files) are sent either:

- In Private and Confidential envelopes in the Government of Jersey Education Internal Mail (if a local school transfer)
- Recorded and Signed for in the Royal Mail (if a UK or overseas school transfer)
- All files are marked for the attention of either Admissions, the SENDCo or DSL
- All files contain a Confirmation of Pupil Files Receipt that is returned to St. Michael's School

On acceptance of a place at St. Michael's School, previous schools and nurseries (if any), are contacted to complete a Safeguarding, Child Protection and SEND Information Request via Google Forms. Parents of the pupil are requested to complete a Pupil Profile (including information on SEND, medical needs and consent to treat the pupil, parental contact details) and a Photo Permissions form. All completed forms are downloaded and saved to the pupils confidential profile. Parents are requested to provide most recent school reports and any standardised data from the previous school, if applicable.

### The Entry Procedure

St Michael's Preparatory School has high standards in all spheres of school life. It is in essence a non-selective school but an offer of a place is not guaranteed and we reserve the right of admission. Our informal assessment 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 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, subject to the pupil attending a 'Taster Day'. The nature of the island is such that families move throughout the year. The School's Entry Registration Form is available on the School's website and from the Admissions Secretary.

### Class Size

The school will aim to have a maximum of 18 pupils in a class (36 in a year group). Exceptions to this policy are made in the following circumstances.

- Admission of a sibling
- Admission of a child of a member of staff
- Pupil repeating a year

The class size will not exceed 19 in any circumstance and should a pupil leave, the number of pupils is maintained at 18.

### Equal Treatment

St Michael's Preparatory School is committed to equal treatment for all, regardless of a candidate's or their parents' race, ethnicity, sexual orientation, religion or belief, disability, gender reassignment or social background. Please see our Equal Opportunities for Pupils Policy for more details.

### Special Educational Needs and Disabilities

We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require and that our site can accommodate them. We aim to ensure all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. We require parents of children with special educational needs, disabilities or allergies to discuss their child's requirements with the Head before seeking a place. Please note the school is not in a position to admit pupils requiring one to one in class support. Parents should provide, with the Registration Form, full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made. This is also so that the School can ensure that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

Where a prospective pupil has a disability, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a



substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change substantially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any change to their child's circumstances.

### Religious Beliefs

St. Michael's welcomes applications from prospective pupils of all faiths and of no faith. Although St. Michael's School has Christian roots, the School does not select for entry on the basis of religious belief, and we offer the opportunity for all religions and those with no religious faith to join our school. However, parents should be aware that there are compulsory Assemblies and that all pupils are expected to attend where we sing hymns and pray. The Pre-Prep Department runs a Christmas Nativity in which all children take part and the Juniors and Seniors are required to take part in a Festival of Lessons and Carols.

### The Assessment Process

As a non-selective school, there is no formal selection criteria. There is no assessment for children entering Reception (age 4 years), although we take advice from the child's Nursery if there was any doubt about their suitability for the school. All candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Prior to admittance the Head of Nursery will speak to any previous nursery to get a clearer picture of the child's development within a setting environment and also parents with regards to development in the home environment. The Head of EYFS will arrange a convenient time to visit the child at home prior to entry. It is important to have prior knowledge in order to make sure we are ready to help and support children in the correct way.

With regard to prospective pupils, the pupil will be invited for a taster day and the perusal of previous school reports will be made before making an offer of a place. It may be the case that the Head of the pupil's previous school is contacted. 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, community activities and sport. There are many



extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

### Sibling Policy

Most siblings join us at St Michael's Preparatory School. 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

The St Michael's bursary programme is generous and designed to make it possible for as many as possible of those who meet the St. Michael's entry criteria to take a place here. We offer a number of **means tested Bursaries** where the parents have indicated to the Head that they require financial support. Both parents will be required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are normally offered for 12 months at a time and 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 or wealth.

We offer a limited number of bursaries (up to 100%) to pupils wishing to enter the school in Year 7 (11+). These bursaries are available to pupils not currently on roll at the time of application and are means tested.

Application information can be sought from the Bursar [bursar@stmichaels.ie](mailto:bursar@stmichaels.ie) and will involve academic testing and the pupil attending a taster day and interview with the Senior Leadership Team. Please read the Bursary Guidelines for further information and to view the Bursary Application form.

### Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary is granted).

### School's Contractual Terms and Conditions



Prospective parents are provided with a copy of the School's Standard Terms and Conditions which should be read in conjunction with the School's Policies and Procedures. These are available on the website, parent portal or by request at the School Office.

### Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

### 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.

### Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Protection Policy. The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.