



# St Michael's Prep School

## Admissions Policy and Procedures

Date of Last Review:	March 2018	Review Period:	At least every 7 years
Date of Next Review:	By 2025	Owner:	JAI & Govs
Type of Policy:	Provision of Information	Board Approval	March 2018

### 1. Our Admissions Policy

St Michael's offers a rich, rounded education to all children. We have a strong sibling policy and work as hard as we can to help children within a family to be educated together here. Each child however, is considered as an individual and it is necessary to have a full understanding of each pupil's needs. Parents will hence be asked to complete a confidential family questionnaire before their child is invited to visit the school. It is important that all known details relevant to a child's development and education to date are provided by parents at the application stage.

### 2. Who will be offered places?

**2.1** Providing, in the judgment of the Headteacher, the school can meet the needs of the child, a place will be offered according to the priorities outlined below.

Where birth statistics permit, keeping in mind the balance of girls and boys in the year group, we will offer places in this priority:

1. the child of a member of staff
2. the sibling of a current pupil
3. a child who has been on the registration list for the longest time

**2.2** The child must be old enough to attend, and the legal paperwork requirements must be satisfied (evidence of nationality/visa/birth certificate).



**2.3** The sibling priority does not apply to families where any child has been withdrawn from the school except in Year 6 or 8 other than by agreement with the school.

**2.4** Should there be any concerns about a child, the parents will be invited to discuss these with the Head of the Pre-Prep or the Head of the Prep School and the child may be invited to attend a second visit. If appropriate, the Learning Development Manager will be asked to assist with any further assessment and discussion.

**2.5** Occasionally decisions about the offer of a place may depend on the context in which a child's needs may best be met. Equally in order to enable a broad balance of children within a year group we may offer a small number of places to children who need more extensive or specialised support. The needs of the whole class will always be balanced with the needs of individual children.

**2.6** If the child already attends school, a confidential reference or a recent report from their current school will be requested and offers of a place will be made soon afterwards.

**2.7** We always expect parents to have discussed with their current head, an application to St Michael's.

### **3. In the Event of a Pupil with a Disability/Additional Educational Need**

All children of all abilities are welcome at St. Michael's. Our only requirement is that they are eager to learn and know how to behave. Occasionally we meet a child who needs specialist teachers, a different pupil/teacher ratio or equipment or spaces we do not have. The Headteacher reserves the right not to accept a child for any of the above reasons as this is in the best interests of the child. The school has a long history of successfully making adjustments for pupils' needs.

This policy will not be applied in any way which breaches any obligations we may have under the Equality Act 2010.

## **4. Admissions Procedures**

### **4.1 Nursery**

The first opportunity to join St Michael's Prep School is our **Nursery** where we have 40 places available for children who are two years old by the 1st September of that academic year. Registrations for a potential place are accepted from birth. A non-returnable fee of £100 is payable to register a child for consideration. Places are offered to the first 40 on the waiting list. Once a child is accepted into Reception at St Michael's Prep, he or she is guaranteed a place for the whole of his or her school career here, subject to our Terms and Conditions.



## 4.2 Reception

From September 2018 we have an additional entry point for 14 children to Reception, when an extra class will be added. Places will be offered after registration.

## 4.3 Pre-Prep

Occasionally places become available higher up in the Pre-Prep department (Years 1 and 2) and, when such a vacancy arises, the next child on the waiting list will be invited to attend a taster day. An offer of a place will be made following a successful informal assessment.

## 4.4 Prep School

We take 14 additional children into Prep School. Candidates for **entry at 7+ (Year 3)** will be invited to spend a full day in school during the Michaelmas Term when they are in Year 2. During the day their assessment will include reading aloud, written English and a standardised maths test. An offer of a place will be made following a successful assessment.

Should any concerns arise the parents will be invited to discuss these with the Head and the child may then be asked to attend a second taster day. At this time the child will be assessed by the Learning Development Manager.

From 2021, the entry point at Year 3 will cease.

## 4.5 Year 7

Candidates for **entry at 11+ (Year 7)** will be invited to spend a full day in school during which they will be assessed in maths and English and observed as they participate in a full range of normal school lessons and activities. An offer of a place will be made following a successful assessment.

Occasionally places become available elsewhere in the Prep School and the next child on the waiting list (remaining mindful of the balance of boys and girls in the year group) will be invited to attend a taster day where they will be assessed in maths and English and observed as they participate in a full range of normal school lessons and activities. An offer of a place will be made following a successful assessment. A place is confirmed once a non-refundable deposit and acceptance forms have been received.

This policy will be reviewed at least every seven years.

### Policies which relate to this policy

Equal Opportunities Policy

Disability Policy



SEND Policy

**Reviewed January 2014 SLT**

**Amended March 2014 Governing Body**

**Reviewed November 2014 JAI/CDO and at Governing Body March 2015**

**Reviewed and amended by Governing Body March 2017**

**Reviewed and amended by Governing Body March 2018**