



ADMISSIONS POLICY

St Michael Abbey School

An outline of the selection process for prospective students.

Admissions

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SMA Admissions Policy

GENERAL

St Michael Abbey School (SMA School) is a co-educational independent international school for students aged 13 to 19. The school has a capacity of 200 students, of whom approximately 120 will be boarders. The first cohort of students who joined in September 2025, was small and predominantly consisted of students in Years 9 and 11. As the school increases year on year, the maximum students in each year will be 40, made up of two forms of 20 students.

Deciding on the right school is very important and a personal visit or support from an Education Agent is encouraged in helping families to make the right choice. Parents/Guardians and potential students are welcome to visit the school or arrange a virtual appointment with the Headteacher and Admissions Team. Parent/guardians can also ask an Education Agent for advice as they will be familiar with the school.

SMA School is always open for visits so please do not hesitate to contact us or attend our Open Days which will be advertised on the school website.

THE ENTRY PROCEDURE

SMA School is a selective school. Students are selected based on their potential to thrive in our school community. International students must provide proof of English language competency and those who intend on joining Sixth Form are required to have an IELTS score of 4.5.

Selection is based upon:

- A school report
- Results transcripts
- Reference
- Entrance assessment
- Interview
- Other relevant information from the candidate's previous school

Occasionally, students may be asked to spend taster days at SMA School to see how they would settle into the school community. The selection process is designed to identify students who would benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at ages 13+ (Year 9) and 16+ (Year 12). We will have approximately 40 places per year group, annually. Students who have gaps in their education, have not studied in the British curriculum or equivalent, or do not possess a high level of English language competency may be required to study a Immersion Year, before joining standard Senior School and Sixth Form classes. Please contact the Admissions Team for details.

There are also flexible short-term boarding places available for students to experience a boarding school in the UK. These places are usually for a minimum of a day and a maximum of one year.

To apply for a place of study at St Michael Abbey School, prospective students and parents/guardians must complete the school's Registration Form, which can be found at www.sma-school.com.

EQUAL TREATMENT

SMA School's aim is to encourage applications from students from a diverse range of backgrounds. We are mindful of our obligations under the Equality Act 2010 and are committed to equal treatment for all, regardless of a student's gender, race, ethnicity, religion, disability, sexual orientation or social background. Diversity enriches our community and is vital in preparing our students for the modern world.

Bursaries are offered to make it possible for those who meet our Admissions Criteria, to attend the school. The provision for bursaries is described in the Bursaries section below.



INFORMATION SHARING

Parents/Guardians are required to inform the school at the outset of the application process about any needs which their child may have or any other significant matters which the school should be aware of. For example, the requirement for tailored provision, factors that may impact their child's attendance or the child's ability to engage in day-to-day school life. The school may wish to discuss these matters with the parents/guardians and/or require further information.

Parents/Guardians must ensure that information provided is accurate, complete, not misleading and that relevant information (or changes to it) is shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may, in some cases, lead to the withdrawal of an offer or termination of the school's Parent Contract.

SPECIAL EDUCATIONAL NEEDS

SMA School welcomes students with disabilities and/or special educational needs, provided we can reasonably offer them the support that they require. We aim to cater for additional needs and hope that our site can accommodate them. We aim to ensure that all our students, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our Admissions Criteria to all potential students. We require parents/guardians of children with special educational needs, disabilities or allergies (suspected or diagnosed) to discuss their needs with the school at the outset of the admissions process so that we can consider and make, to a reasonable extent, appropriate provision for them.

Parents/Guardians are required to complete the Registration Form with full details of all relevant information about their child, including any reports (e.g. educational psychologist reports, medical reports, assessments or other relevant expert diagnoses), supporting materials or information about their child's needs (educational, health or otherwise). This may include any final or draft EHC assessments/plan (or application for an educational needs assessment/plan). This will enable the school to assess the child's needs and consult with parents/guardians about any potential adjustments to be made. The school would then ensure that the child can access the education offered, as well as their health and safety. This information should be provided prior to the admissions assessment process.

Where parents/guardians feel that their child requires adjustments (in respect of the admissions process and/or education and participation in school life if they are offered a place), parent/guardians should raise these with the school at the outset. The school may, depending on the circumstances, require further information from parents/guardians or request further assessments for the needs identified and will discuss with parents/guardians (and medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to attend the school.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a student's additional requirements. For example, if despite reasonable adjustments, we feel that a prospective student will not be able to access the education offered, that their health and safety or those of others may be put at risk, or where the school cannot provide the nature or level of the support required.

Sometimes, the situation of students with disabilities and/or special educational needs changes between an offer of a place being made and the student starting at the school. SMA School requires parents/guardians to be pro-active in updating the school about any changes which may invalidate the information provided during the application process. In majority of cases, this will not affect a student's place at the school. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a student's circumstances change materially. It is in the student's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents/guardians are urged to be forthcoming and transparent in their communications with the school about any material change to circumstances.



In the event a student with an EHC needs assessment or EHCP, it is important that these are shared promptly with the school. SMA School should also be kept up to date about any relevant decisions by the Local Authority or changes in provision.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. SMA School is looking for well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. No specific preparation for our entrance assessments is needed; **all student start on an equal footing**, with identical opportunities to display their academic aptitude and extra-curricular skills.

All prospective students (below the age of 16) sit online assessments in English, Maths, Reasoning, Comprehension and Problem Solving which are designed for their age group.

For UK students looking to study A-levels, entry is dependent on GCSE results. Students joining from overseas, who have not sat GCSE exams, will be required to take entrance assessments in the subjects that they wish to study.

All students will be interviewed as part of the assessment process. References will be sought from the student's previous school as part of the assessment process.

SCHOLARSHIPS

SMA School offers scholarships for students with high academic achievements and exceptional talent in sports or music.

A scholarship may be withdrawn in accordance with the terms upon which such an award is made or in accordance with the school's Parent Contract.

Purpose of Scholarships

Scholarships at SMA School are designed to reward academic excellence and to celebrate exceptional talent in sports and performing arts. Additional scholarships are aimed at providing access to education to the children of staff and business partners of SMA School. In recognition of this, the student is offered a reduction in tuition fees throughout their time at SMA School. Parents/Guardians are asked to indicate on the Registration Form, whether they are interested in applying for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents/guardians of candidates who anticipate difficulty in meeting the outstanding balance of the tuition fees and accompanying educational costs to apply for one of the means-tested bursaries described below.

Scholarship Awards

Scholarships are held for the duration of a student's time at the school, provided that their conduct and progress is satisfactory. Awarded scholarships are reviewed annually to ensure up-to-date eligibility.

BURSARIES

The bursary programme at SMA School is designed to make it possible for students who would benefit from and flourish in our community to attend school. However, our school community is small and therefore the school offers a small number of means-tested awards annually to students at the usual points of entry, where the parents/guardians have indicated on the Registration Form that they require financial support. Parents/guardians are required to provide proof of their income and assets. The level of support varies according to parent's/guardian's need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the school may visit the family at their home.



Bursaries are offered for 12 months at a time. Parents/Guardians are required to provide up to date information about their circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income or wealth.

Our bursary policy can be obtained by visiting www.sma-school.com/admissions.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the school's Parent Contract.

FINANCIAL INFORMATION

Any student (from UK or overseas) who is offered a place at the school, including those who apply for bursary support, 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 the percentage of fees still payable if a bursary or scholarship is granted).

INTERNATIONAL STUDENTS

As an international School we welcome overseas students, who can study at SMA School as a boarder provided that they have the legal right to enter, live and study in the UK. Students must have a relative or 'responsible adult' (educational guardian) living in the UK with whom they can stay with on occasional weekends, half-term holidays and during emergencies; more details of which are contained in the school's Parent Contract. Students must adhere to our Attendance Policy and meet student visa requirements to ensure continued enrolment. In the event that a student visa is rejected or withdrawn, fees paid will be handled in accordance with the Refund Policy.

FLUENCY IN ENGLISH

To cope with the academic and social demands of SMA School, students must have a high level of English language competency or if joining Sixth Form, an IELTS score of 4.5. All students are expected to converse and learn in English throughout the school day and in all communal spaces. Tuition in English as an Additional Language (EAL) is part of the curriculum for those students who require it.

RELIGIOUS BELIEFS

SMA School welcomes applications from prospective students of all faiths and of no faith.

Although SMA School has past connections as a Choral School, the school does not select candidates for entry based on religious belief. As an international school we offer the opportunity for all students to practise their own faiths.

However, parents/guardians should be aware that there are some school events that take place, throughout the year, in the Church next to the school which we expect all students to attend.

SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)

The terms upon which SMA School educates students are set out in the school's Parent Contract which will be made available to parents/guardians as part of the admissions process.

COMPLAINTS

The school's Complaints Procedure is on the SMA School website and can be sent to prospective parents/guardians on request. The Complaints Procedure is not available for use by prospective parents/guardians.



DATA PROTECTION

Applicants' details will be held on file with due regard to data protection legislation. Please see the school's Privacy Notice for further information about how the school collects, uses and processes personal data.

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 24 months following an unsuccessful application.

