

# Academy Prospectus 2017-2018







# St. Michael's Catholic Primary Academy and Nursery

Part of the Bishop Cleary Catholic Multi Academy Company  
a company limited by guarantee in England and Wales (company number 08578428)  
whose registered office address is Compton Park, Wolverhampton, WV3 9DU



SS Peter & Paul Catholic  
Primary Academy



SS Mary and John's Catholic  
Primary Academy



St Michael's Catholic  
Primary Academy



St Teresa's Catholic  
Primary Academy



St Edmund's Catholic  
Academy



**Telford Gardens, Merry Hill, Wolverhampton WV3 7LE**

**Telephone 01902 556368**

**[www.stmichaels-academy.co.uk](http://www.stmichaels-academy.co.uk)**

**[office@stmichaels-academy.co.uk](mailto:office@stmichaels-academy.co.uk)**

**Principal Mrs S McHale**

On behalf of the staff, pupils, parents and governing body, I welcome your interest in our academy prospectus. St Michael's Catholic Primary Academy and Nursery prides itself in providing a happy, safe, secure and supportive learning environment where outstanding behaviour enables every child to achieve academic and personal excellence.

This prospectus tells you about us: about the aims of our Academy and the ways in which we work to achieve them. We hope that you will find the following pages interesting and informative. As you read our prospectus you are sharing fifty years of catering for the educational needs of the Catholic population of St Michael's parish.

Our Catholic values and virtues encourage mutual respect and we are fortunate to have the excellent support of Catholic families, staff and friends in the community and parish, all of whom have helped to promote our caring apostolic work at St Michael's.

Ofsted judged our academy as good with outstanding behaviour and safety in March 2015.

Because we believe that all children are equal, we offer a secure and stimulating environment which meets the individual needs of all children regardless of gender, ability, disability, religious or cultural belief, or racial background so that all children have the opportunity to fulfil their potential.

We think that learning should be challenging, creative and fun. So, all elements of our broad curriculum (academic, non-academic, religious, extra-curricular and pastoral development) are regularly reviewed to check that topics are as exciting as we can make them, whilst still constantly building the basic skills in English and Mathematics so that children develop a life-long love for learning.

As a Catholic academy, our faith is central to who we are and what we do. This is reflected not just in our excellent R.E. curriculum but through all aspects of our life together as a community. Our policies are written specifically to be in line with the teaching of the Catholic Church. We model our behaviour and expectations on Jesus' example, asking ourselves "What Would Jesus Do?" Staff and pupils work together to prepare thoughtful, reverent Masses and assemblies, which are celebrated weekly. Parents and members of the wider community are always welcome to join us for Mass in our Chapel. We work closely with our Parish Priest, Fr Mark Crisp and our assistant priest Fr Gary Mantle supported by the parish administrator Sr Lydwyn, to support the chaplaincy in our academy. We share our faith on a daily basis, and welcome families of all faiths, or none, so that all pupils will learn a deep respect and tolerance for religious beliefs.

We know that when our pupils reach adulthood, they will need personal skills as well as knowledge. We celebrate difference and successes and we develop high self-esteem, the motivation to succeed and independent, responsible learners, so that they are fully equipped to compete in tomorrow's market-place for employment.

We firmly believe in the importance of strong parent and community links. We recognise parents as vital partners in their child's education, safety and well-being. We also have a very active, effective PTA which always warmly welcomes new members to plan and organise exciting events to raise funds to support a range of educational experiences for our children.

We recognise that everyone in our community is on a lifelong learning journey so staff are committed to continuous improvement based on our own learning experiences to achieve the highest standards in everything we do, ensuring the best outcomes for our pupils.

Please visit our website: [www.stmichaels-academy.co.uk](http://www.stmichaels-academy.co.uk) where you will find further information and a flavour of life at St Michael's Academy.



Mrs S McHale  
Principal

*Please note that the information contained in this prospectus is correct at the time of printing but is subject to alteration should circumstances change. Parents will be informed by newsletters of any changes taking place during the year.*



**St Michael's Catholic Primary Academy and Nursery Prospectus**

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## **Mission Statement and Aims**

### **Praise the Lord in Work, Play and Prayer.**

St Michael's Catholic Primary Academy is established to support Catholic parents in their responsibility for the academic, physical, spiritual, moral and religious education of their children in accordance with the teachings of the Church.

This means that Academy Governors, staff, parents and pupils are committed to:

- Being part of the Church's mission, to place Christ and the teaching of the Catholic Church at the centre of people's lives.
- Upholding the uniqueness of the individual in which each person is seen as made in God's image and loved by Him.
- Promoting the search for truth and excellence in which each pupil is given every opportunity to develop individual talents to the full.
- Forming pupils' consciences, nurturing their relationship with God through prayer and fostering a sense of social responsibility.

Mission Statement is reviewed annually.



# St Michael's Catholic Primary Academy & Nursery

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## **About our Academy**

St Michael's is a one- form entry Academy for boys and girls. It also has a Nursery class which children can enter when they are three years old. A separate booklet is available to tell you more about our nursery provision.

First and foremost, St Michael's is a Catholic Academy that was established in July of 2013. The original school was first founded by the Diocese 50 years ago to provide a primary education for the children of St Michael's parish. Today, as an Academy, we continue to provide a high quality all-round education within a setting that is designed to nurture the development of our children's Faith. Parents and children alike value this environment, in which staff and children pray together regularly during the day, and participate in the Church's journey through the liturgical year. Our children still come mostly from the area covered by St Michael's Roman Catholic parish; all are encouraged to take their part in parish life. Most are parishioners, though families from elsewhere appreciate our expressed Catholic ethos and also entrust their children to our teachers' care. We are glad that families recognise our good record in enabling each child to achieve his or her very best, academically and beyond.

## **The Bishop Cleary Catholic Multi Academy Company (BCC MAC)**

In July 2013 St Michael's converted to Academy status and became one of the five founder members of the Bishop Cleary Multi Academy Company (frequently referred to as the MAC). The Board of Directors of this Company carries overall responsibility for the strategic direction and performance of all the academies within the MAC, and delegates important functions to a local governing body which is established within each academy.

## **Academies within the Bishop Cleary Catholic Multi Academy Company (BCC MAC):**

St Edmund's Catholic Academy (Secondary), WV3 9DU  
SS Mary and John's Catholic Primary Academy, WV2 1HZ  
St Michael's Catholic Primary Academy & Nursery  
SS Peter and Paul's Catholic Primary Academy & Nursery, WV6 OHR  
St Teresa's Catholic Primary Academy, WV4 6AW

## **Visits to the academy**

Parents who are considering applying for their child to join the Academy are welcome to come and view the Academy at work. We do ask you to contact the Academy in advance to agree a convenient time for your visit, so that a member of staff is available to show you round and answer any questions you may have.

Parents of all children who are given places at the Academy are invited to an introductory meeting to hear about Academy routines and arrangements for induction.



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**Joining arrangements for children entering full time education in the main academy**

Applications for a place must be made via the LA coordinated admissions procedure. As we are a voluntary aided Academy the governing body determine which children are admitted if the number of applications exceeds the number of places available. The admission committee of the Local Governing Body give priority to Catholic children living in St Michael's parish. For full details please see the admission policy amongst the appendices at the back of this prospectus, or contact the Academy office administrators.

Children who have their birthday between 1<sup>st</sup> September and the end of August are admitted to the reception class in the September before they reach their fifth birthday. There is a single intake in September for all Reception aged pupils.

The Reception class is part of our Foundation Unit, which also includes the Nursery class.



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## **PROMOTING THE SEARCH FOR TRUTH AND EXCELLENCE.....**

### **ORGANISATION AND PASTORAL CARE**

#### **Classes**

The Academy is organised in such a way as to ensure that the progress of each individual pupil is carefully monitored by the class teacher. If at any time the class teacher is concerned about any aspect of your child's progress, development or welfare the class teacher in consultation with the Principal, will contact you so that the problem can be discussed together. Children are grouped into classes mainly on the basis of age. Parents and children are informed in the summer term of the class arrangements for the following academic year.

#### **Houses**

Our children, across all age ranges, are divided into classes named after Saints. Nursery – St. Catherine of Sienna, Reception – St. Anne, Year 1 – St. Francis of Assisi, Year 2 – St. Martin, Year 3 – St. Anthony of Padua, Year 4 – St. Philomena, Year 5 – St. Catherine, Year 6 – St. Peter and St. Paul.

The Academy operates a House Point system with pupils belonging one of the following Houses: St George, St. David, St Patrick or St Andrews. House points are awarded for academic achievements and houses have a high profile on Sports Day, when events are entered on the basis of House teams.

### **WORSHIP**

Prayer is naturally an integral part of our Academy life and children join in prayer at relevant times throughout the day. Staff and children pray regularly in their class groups and also join each week in key stage and whole school assemblies. Father Gary Mantle, frequently visits the school and celebrates regular Mass including key liturgical celebrations, for instance at the start or end of a term or for the feast of St Michael. The children walk to St Michael's church to join other parishioners for Mass on some Holy Days of Obligation. During May and October we urge you to join us for a weekly Rosary session at the end of each school day, to recite a decade of the Rosary in honour of Our Lord's mother, Mary.

### **THE CURRICULUM**

#### **Subjects included in the curriculum**

A broad and balanced curriculum is planned for all children so that they can learn at their individual levels, reach their potential and develop lively and enquiring minds. Children are encouraged to present their work with a sense of worth and self-respect.

The teaching staff plan together to cover all appropriate areas of the learning experience for the youngest children, who are taught in our Foundation Unit. Further information about this is available in the separate booklet.

Across key stage one (Infants) and key stage two (Juniors) classes all subjects of the required curriculum, including Religious Education (RE), the core subjects of English, mathematics, computing, and also science, history, geography, music, art, design technology and physical education, are taught. A variety of subject based and cross curricular approaches are used to deliver this curriculum.





At key stage two the delivery of the curriculum is more subject based but relevant use of cross-curricular topics is exploited to aid children's learning. For instance a history topic may also be designed to develop an aspect of the pupils' writing skills.

### **Religious Education (RE)**

The Diocesan religious education programme is followed throughout the school. All RE taught in our school is in accordance with the beliefs, rites and practices of the Catholic Church. As a Voluntary Aided Catholic Academy, our essential Catholic ethos is to be found embedded in the whole curriculum and not just within timetabled Religious Education lessons. The whole aim of the school is the Christian growth of the children in their own faith, together with their growing awareness, as maturing Christians, of the world about them. With this as a basis of our religious teaching it would be difficult to envisage the withdrawal of children from specific periods of the timetable. Similarly prayer is integral to the life of the Academy and parents should consider carefully before requesting the Principal to allow a child to be excluded from this important part of our life.

Within Religious Education lessons, pupils will also study other faiths in recognition that our pupils are members of a multicultural society.

Sacramental Preparation: In year 3 children are prepared for the sacrament of Reconciliation and for their First Communion. The programme of sacramental preparation involves parents and catechists in attending sessions that are led by Father and are held within the parish. In Year 6 pupils are prepared to receive the sacrament of Confirmation. We welcome the links with our parish community that contribute to the children's Sacramental preparation at these very important times.

### **English**

#### **Reading:**

Children are helped to progressively develop reading skills. They meet and enjoy a wide variety of stories and other literature. The Academy also encourages a reading partnership to exist between home and school, to aid children's progress. Children will regularly take books home to share with their parents.

In teaching reading we use a variety of approaches which include an emphasis on phonetic teaching. We do all that we can to find the right approach for the individual child.

#### **Writing:**

Development of writing skills builds from the children's early attempts at letter formation to them becoming independent writers. Children are encouraged to write with a sense of purpose and an awareness of the audience who might read their work. Children will also be encouraged to be aware of spelling patterns and the need to be familiar with various spelling rules.

### **Mathematics**

The Academy provides pupils with a Maths curriculum which develops children's mathematical knowledge and understanding through five strands. The first three strands: numbers and the number system; calculations; and solving problems all relate to number skills. The fourth strand is linked to measures, shape and space and the fifth incorporates handling data. These topics are taught in an integrated way; many connections are made within and between the five strands. Staff have received relevant training and additional resources are in place to enhance delivery of the Maths curriculum.





Our weekly Number Club challenges help children rapidly recall +, -, x, ÷ facts. Children in Years 1-6 are encouraged to regularly practise times tables to help improve their confidence in all areas of mathematics.

### **Science**

All children are given many opportunities to explore and discover more about the world around them. They are encouraged to make observations, predict and establish findings and record results. Over several years staff have worked collaboratively to produce and develop a science scheme of work. The scheme provides for breadth, balance and progression in the child's learning. The scheme is also closely linked with the science scheme of work that has been produced by the Government

### **Computing**

The Academy currently has banks of laptop computers that ensure each child has access to computers within a full range of lessons and enables cross curricular links to be explored. There are also a number of classroom computers that are linked to the network. The Academy has also purchased banks of laptops that are wireless networked.

During the past year members of staff have undertaken training to ensure improvements in the quality of teaching and learning relating to ICT knowledge, skills and understanding.

During the academic year 2017/2018 the Academy will continue to link learning with home through use of the Active Learn and Bug Club online subscriptions.

[www.activelearnprimary.co.uk](http://www.activelearnprimary.co.uk)

(All pupils have been given a username & password. The school code is sxxc)

We encourage pupils to log in to these at home enabling both pupils and parents to view curriculum areas and access work and monitor progress from home as well as in school.

### **Physical Education (PE) and sporting aims and achievements**

Children follow an extensive programme of activities in physical education lessons and in extracurricular activities.

During this academic year the children have had the opportunity to take part in sporting activities which include football (for boys and girls), netball, hockey, tag rugby, cross country, gymnastics, athletics, dance, cricket, Gaelic football, orienteering, tennis, basketball, golf and street dance. Some of these activities are supported by a number of our pupils who have been trained as sports leaders.

During lunchtime periods pupils are encouraged to engage in a range of physical activities. The school has purchased a full range of equipment to support the development of the children's active play.

Previously, our PTA and Governors worked collaboratively to provide a Trim Trail for the pupils to use during their outdoor play sessions and this is a welcome addition to our outdoor provision.

We are proud of the way the children develop their sporting skills and interests through belonging to our Academy teams and in taking part in sporting activities and competitions.

During the past year pupils who have represented our Academy have achieved many inter-school sporting successes and have become City Champions in tennis, Sports Hall Athletics and Tri Golf. Teams have also become Boys' 4 a-side Football League winners, Premier League 6 a-side City Finalists, Tag Rugby Competition winners and Football League Cup Finalists. We are



# St Michael's Catholic Primary Academy & Nursery

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very grateful for the commitment shown by staff and by parent helpers who give their time and commitment to enable these activities to take place. As a result of this commitment pupils have achieved considerable success in sporting events with some of them being highlighted to take part in programmes of excellence.

St. Michael's is in a cluster group of primary schools and academies that work together with secondary schools in the area to encourage the development of sporting activities and celebrate achievement.

We welcome parents and other relatives to our annual sports day, which is one of the highlights of the summer term.

## **Other subjects of the curriculum**

Teaching time is given to the areas of Science, History, Geography, Music, Art, Design and Technology as well as to the areas already outlined above. Instrumental music tuition is available in school. Music and drama get a high profile in the autumn term as all children are involved in rehearsals for our traditional Christmas performances. Year 6 have their own 'Leavers' Production' in July. The school has developed performing arts practice where throughout the year pupils can develop a range of performing arts skills. Personal, social and health education (PSHE), citizenship and British values are taught through lessons in other subjects wherever this is relevant, but there are also discrete lessons on specific topics such as drugs education and E-Safety. School trips that enhance children's learning are a regular part of the curriculum. Older children have residential visits to the diocesan youth centre at Alton Castle and to the Pioneer Centre. Parents interested in discovering more about the broader curriculum that their children will be following are welcome to meet with the Principal who will be happy to share further information with you.

## **Family Life Education (Sex and Relationships Education)**

Family Life Education is based on Catholic principles and is delivered in accordance with Diocesan guidelines. Specific aspects of Family Life Education are delivered through science and religious education lessons. Throughout their Academy life pupils are encouraged to have due regard for moral considerations in all circumstances and to respect the value of family life. Please ask the Academy Administrators if you wish to see the Family Life policy that has been adopted by the Academy Governors.

Parents will always be kept informed when anything of a specific sexual nature will be discussed. They are told of the nature of the materials children will be studying. Parents are within their rights to withdraw their child from this lesson if they so wish, but it is hoped that parents thinking about doing this would first of all discuss the matter with the Principal. The governing body and staff regularly review the Family Life Education policy. Parents are consulted about the policy and their views are taken into account when the review is undertaken.

## **Extra-curricular activities**

We feel it is important that our children receive a broad curriculum both during formal lessons and through extra-curricular activities. Extra-curricular opportunities including athletics, football, drama, dance, creative activities and in KS2 choir. Such activities enhance children's skills and experiences. Individuals can opt to have instrumental music tuition. After school



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activities change from time to time. Children and parents will be kept up-to-date with what is currently on offer. Please ask at the Academy office if you would like further information at any time.



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**Homework**

Parents are encouraged to work in partnership with the Academy. Homework is regarded as a logical development of, or as a conclusion of work which has been undertaken during the day. When homework is given, the support of parents in seeing that homework assignments are completed is valued highly.

Homework will be set according to the guidelines below. Children in Y1-Y6 will be given a Maths homework book and an English homework book to work in and encouraged to use pencil wherever possible.

Homework will be marked according to Academy Policy.

Class teachers will keep a record of homework returned on time, late or not returned and contact parents should they have any concerns.

We encourage parents to ask any questions about homework with class teachers after school each day.

Class	Homework	
Nursery	<ul style="list-style-type: none"> <li>&gt; Half termly Learning Journey sent home for input.</li> <li>&gt; Additional work done at home to also be collated in Learning Journey.</li> <li>&gt; Reading / phonics other activities to be sent home as appropriate.</li> </ul>	Each class teacher will set different scheduled days for bringing work home and returning work to school. This will be shared at the start of each term in the class newsletter.
Reception	<ul style="list-style-type: none"> <li>&gt; Half termly Learning Journey sent home for input.</li> <li>&gt; Additional work done at home to also be collated in Learning Journey.</li> <li>&gt; Daily Reading / phonics activities</li> <li>+1 piece of Maths and 1 piece of English per week</li> </ul>	
HOMEWORK Years 1-4		
Y1-Y4	1 piece of Maths and 1 piece of English per week**	
Y5-Y6	Minimum 1 piece of Maths and 1 piece of English per week**	
**This is in addition to weekly spellings, Number Club, reading, Active Learn tasks online.		
In addition to Maths and English homework the children in Years 1-6 will be given an independent learning project per term. Class teachers will set the project linked to a curriculum area for that term and will provide details of expectation, hand in date and showcase dates in a letter to parents each term.		





## **COMMUNICATIONS WITH PARENTS**

### **Home-Academy Contract**

This is an important part of the formal communication between parents and the Academy. It gives parents, children and the Academy the opportunity to consider the Catholic ethos and expectations that all at St Michael's believe underlie a child's happy and successful education. This agreement expresses the vision of our Academy and is meant to assist parents practically in their contribution to the essential partnership that must exist between parents and the Academy. All parents are invited to sign this contract; there is also a part for children where they can show they understand their part in the contract. Please return the completed contract. See Appendix 6.

### **Newsletters**

Letters from the Principal are regularly sent to parents of all registered pupils at the Academy. The letters include information about forthcoming dates and events that parents may wish to enter in their diaries.

On the last school day of every month, our Newsletter (designed by our pupils) is sent home to share recounts and pictures of some of the events that have taken place throughout the month. It also announces winners of the weekly attendance award.

In addition, each class teacher sends a 'Curriculum Newsletter' home at the start of every term containing information about the curriculum the children will be covering during that term.

### **Parents' evenings**

Three parents' evenings are held each year, one in each of the Autumn, Spring and Summer Terms. On the consultation evenings in the autumn and spring terms parents are given the opportunity to meet with the class teacher to talk about their child's progress and achievements. During these evenings the Principal and the Special Educational Needs Co-ordinator are also available to answer any questions that parents may have. An open evening is held in the summer term.

### **Reports**

A written report is sent home in the summer term prior to the open evening. Each child's development is monitored and recorded in every subject. At the end of key stage one and key stage two, in Year 2 and Year 6 the children's reports will also indicate assessment levels relating to the National Curriculum.





## **MATTERS OF ROUTINE**

### **The Academy Day**

The Academy day for Reception – Year 6 is: 8.45 am to 3.15 p.m.

Session times for Junior (KS2) children are: 8.45 am - 12.20 p.m. and 1.15 p.m. - 3.15 p.m.

Sessions for Infant (KS1) children are: 8.45 am - 12.00 noon and 1.15 p.m. - 3.15 p.m.

The taught hours for Key Stage 1 are 21.30 hours per week and for Key Stage 2 23.5 hours per week.

Children 'walk in to learning' from 8.45 am each day and children should not arrive at the academy before this time. The school bell is rung at 8.55 am as the main doors are closed. The Academy records any late arrivals and involves the services of the Education Welfare Officer when this action is thought to be necessary.

We remind you that staff members are not legally responsible for children until 8:45am and legal responsibility ends ten minutes after the teaching day ends. Please ensure that children arrive at school on time, dressed appropriately, and also that they are collected on time.

### **Breakfast Club and After School Care**

The Academy offers 'wrap around care' provision in the form of Breakfast Club and After School Care during term time for children in Reception – Year 6.

Both Breakfast Club and After School Care are held daily within the school environment. They provide a safe, secure and enjoyable extension to the school day for pupils and all are welcome to attend. Both breakfast and after school care has a maximum of 30 places with a staffing ratio of 1:15 or less.

Breakfast Club – Monday – Friday 7.30am – 8.45am, £5 per session or £8 for two siblings.

After School Care – 3.15pm – 5.15pm, £6 per session or £10 for two siblings.

### **Lunch Time**

During lunch time children are cared for by a team of supervisors, who guide their behaviour and help them to spend their play time happily. The supervisors notify teachers about any problem that arises during the lunch time period. Children can also use play equipment during the lunchtime periods.

### **Academy Meals**

Meals are cooked on the premises. Our cooks make meals attractive and nutritious for the children, in line with LEA and government healthy eating/food standards guidelines. Children enjoy choosing from a range of dishes. In KS2 (Year3 to Year6) Parents have the choice of their children having a hot meal or of providing them with a packed lunch. We ask you to notify the Academy in writing, in advance, if you wish your child to change from one form of meal to another.

Dinner money is collected on the first day of the school week. Please send the money in an envelope marked with the pupil's name and class.

Each child having a packed lunch must bring his/her own in a rigid plastic container, clearly and indelibly marked with his/her name. No bottles or cans of fizzy drinks etc, or hot drinks may be brought to the Academy.





Sandwich boxes are kept in a designated place until it is time for the children to eat. All wrapping and other remnants must be put in the boxes which will be replaced in the classroom and taken home. No food may be eaten anywhere other than the stipulated place.

### **Universal Infant Free School Meals**

All children who are in Reception, Year 1 and Year 2 will be offered a free healthy school lunch. Because there is a daily sandwich option provided by our cook, we encourage all children in Reception, Year 1 and Year 2 to take a school lunch rather than bringing a packed lunch from home.

### **Free School Meals**

If your family is on a low income, your child (or children) may be entitled to receive a free luncheon every day. Both you and the school will benefit if you take advantage of this. This is because the Academy receives extra funds in proportion to the number of pupils registered for free school meals. So long as you register, the Academy will benefit, even if your child does not actually take the free meals.

We encourage parents and carers to contact either the Academy, or the Pupil Support Department in the Civic Centre if you think your child might be eligible for free meals. To be eligible for free school meals you should be in receipt of Income Support, Income Based Jobseeker's Allowance, Child Tax Credit (but not Working Tax Credit) or receive support from the National Asylum Support Service.

### **Pupil Premium**

If your child is eligible for Free School Meals the school will also receive Pupil Premium funding for them. Here at St Michael's we are able to use this funding to offer free school trips for your child throughout their time at St Michael's.

### **Milk**

1/3 pt cartons of milk are available daily. Parents are notified of the termly charge at the beginning of each term. Full cream milk is only available for pupils aged under 5. All other pupils are provided with semi-skimmed milk. (Pupils eligible for Free School Meals receive free milk beyond age 5)

### **Drinking Water**

You are encouraged to let your child bring in a bottle of drinking water with a sports' top (labelled so as to be easily identifiable by the individual) which he or she may have available during the day.

### **Fruit**

Our Academy takes part in the Government's National School Fruit Scheme for 4 – 6 year olds. Under the scheme, each of our younger children is entitled to receive a free piece of fruit each day, in the interests of healthy eating. The fruit is fresh and of good quality. The Scheme is voluntary but we very much hope you will encourage your child to take part. Older children may bring a piece of fresh fruit to eat prior to their morning break.





### **Medication and illness**

Only in very special circumstances will it be necessary to have medicines in the Academy. If your child has a long term medical condition that requires medicine to be taken during the day, please talk to the Principal about this.

If your child needs to have an asthma inhaler in the Academy please make sure it is clearly labelled with the child's name. Please make sure you tell the teacher about your child's medical needs. Inhalers will be kept close at hand in case of an emergency.

We have staff trained in first aid procedures who look after children in the case of sickness or accident. Please make sure we always have an up-to-date phone number where we can contact you during the day. Parents will be contacted if your child is considered to be unwell or if staff are concerned about your child's health or welfare.

The school nurse team offers valued support to the children whilst they are pupils at St Michael's Catholic Primary Academy. A member of the team visits the Academy regularly and will be happy to speak with parents about any aspects of a child's health care. The school nurse team can be contacted via the school or else at Bingley Children's Centre, telephone 553107.

### **Allergies**

It is essential that you inform us of any allergies your child may have, so that we can ensure they are not given anything which they may be allergic to. If you have any queries please do contact the Principal. If your child suffers from any severe allergy you should notify the Principal in writing of the problem and of any emergency action which the Academy might reasonably be expected to plan for.

### **Safeguarding & Child Protection**

Parents should be aware that the Academy is required to take any reasonable action to ensure the safety of our children. In cases where the Academy has reason to be concerned that a child may be subject to ill-treatment, neglect, or any other form of abuse, the Principal is obliged to follow the procedures established by the local area child protection committee and inform social services of the concern.

Parents are invited to visit the 'Keeping Safe' area of our website to access a range of support services, helplines and whistle –blowing contacts.

### **Absence**

If your child is unwell please contact the academy as soon as possible on the first day of absence and every subsequent day of absence. Parents are asked to telephone 01905 556368 (between 8.15am - 4.15pm) or call in to the office to notify staff of absence.

A phone call will be made or text message sent to the parent/carer of any child who has not reported their absence on the first day that they do not attend St Michael's Academy.

If no contact can be made with parents and it is felt that a child may be at risk, a home visit will be carried out or other agencies involved with the family informed.

In the case of regular absence, arrangements will be made for parents to speak to the Principal, Vice Principal or Education Welfare Officer (EWO) and an attendance support plan may be initiated.





St Michael's considers 'regular attendance' to be attendance over 96% and has an academy target for attendance of at least **96.5%**.

St Michael's Academy defines "absence" as either:

Arrival at the academy after the register has closed.

Not attending the academy for any reason.

Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the academy holidays as prescribed.

As stated in the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, 'Leave of absence during term time, can now only be authorised by the principal / head teacher if they are satisfied, that there are exceptional circumstances\* that warrant the granting of leave when the pupils should be being educated. (\*see list below)

Any requests for leave will be considered on an individual basis.

If term time leave is not granted, taking a pupil out of St Michael's Academy will be recorded as an unauthorised absence and may attract sanctions from the Local Authority such as a Penalty Notice. If a Penalty Notice is issued it will be at the rate of £60 per parent, rising to £120 per parent if not paid within 28 days.

#### **Exceptional circumstances for absence in term time\***

- When a family needs to spend time together because of an immediate family member's bereavement, crisis or serious illness
- Funeral of immediate family member
- Religious observance
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- One day of absence may be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
- One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence
- One day of absence may be authorised for an immediate family member's graduation ceremony/passing out parade

#### **Absence / Leave of absence in term time will not be authorised for reasons such as the following:**

- To care for other family members
- Birthdays
- To interpret for other family members
- No school uniform/shoes
- Bullying
- Friendship problems
- Head lice
- Learning difficulties





St Michael's Catholic Primary Academy & Nursery  
*"Praise the Lord in work, play and prayer"*



- Family holiday
- Weddings abroad – regardless of whether it is for immediate family members Family anniversaries
- Death of a pet
- Travel problems
- School refusal
- Parent/carer not able to take leave outside of term time

Neither the **'Exceptional circumstances list'** or the list of reasons where **'Absence / Leave of absence in term time will not be authorised'** are exhaustive and requests will for leave will be considered on an individual basis by the Principal and EWO.



Part of the Bishop Cleary Multi Academy Company  
*"I know Him in whom I have believed"*





## **MADE IN GOD'S IMAGE AND LOVED BY HIM.....**

### **INCLUSION AND EQUALITY OF OPPORTUNITY**

At all times we aim to fulfil our mission statement, which commits us to 'Promoting the search for truth and excellence in which each pupil is given every opportunity to develop individual talents to the full'.

We welcome all children regardless of ability or physical requirements. We aim to always supply a suitable level of challenge for each individual whatever their ability. As well as catering for those with special educational needs, we make relevant provision for any children with particular gifts or talents. Wherever possible, within the limitations of funding, we will make provision for any specific mobility or other needs so that each child receives their entitlement of access to the curriculum. (See also mentions in our admissions policy regarding admission of children with disabilities). A toilet for the disabled is available in the Foundation Key Stage area/Key Stage 1 and in the entrance foyer. The Local Governing Body have surveyed the existing buildings so as to identify improvements likely to aid access for all parents, staff and children. To bring about these improvements the governing body have adopted an accessibility plan. This plan is being followed to ensure that we offer good physical access to the school premises and that the opportunities for educational and personal development that we offer are tuned to the needs of each individual. Ramped access is now provided at various entrances to the Academy and internal changes have also been made so that the building offers easier access for wheelchair users. The latest accessibility plan has been advised by pupils from Penn Hall special school who assisted the local governing body in reviewing the accessibility of our building. Thanks to our team of advisors.

The Academy has developed a Disability Equality Scheme which has been produced as a result of full consultation with a range of persons. Copies of the scheme are available on request.

### **Special Educational Needs**

The governing body recognises its responsibilities to make provision for pupils with special educational needs. The Academy's special educational needs co-ordinator (SENCO) takes responsibility for co-ordinating special educational needs provision. Our trained, skilled support staff give valuable help to class teachers in catering for individual needs and abilities. The Academy's adopted policy, together with our established routines, provide for the identification of pupils with special educational needs and pay due consideration to the Department of Education's publication 'Code of Practice on the Identification and Assessment of Special Educational Needs' and the Disability Code of Practice. We are currently awaiting the publication of a new code of practice that the Government will introduce to be complied with by all schools and academies with effect from September 2014. The Academy will make any necessary alterations to our SEN provision in accordance with the new Code of Practice and any statutory requirements that are included within the document.

Children with SEN are identified in three main ways. Firstly, by judgements made by teachers throughout the school. Secondly, needs become apparent through baseline assessment, National Curriculum assessment, and other assessment procedures used by the school. Finally, and very importantly, any concerns that parents have about their child's development are





taken seriously and followed up. We ensure that parents are informed and involved with regard to plans for the learning of children with special educational needs.

Once a child's special educational needs have been identified the class teacher will devise an education plan that is appropriate to address the children's learning needs. The delivery of the plan is monitored and the child's progress is reviewed. Parents are kept fully informed at each stage. Our SENCO will also be involved in advising staff and parents regarding the next stages in the child's learning and how learning needs can best be addressed.

In accordance with the existing Code of Practice at the time of writing the Prospectus, children with a learning difficulty are placed in the band of School SEN Support (or, in nursery or Reception, Early Years Action). For some pupils at this level, the support of outside agencies is enlisted to help assess their needs. Some children with the greatest need may be eligible to receive an Education, Health and Care Plan and the LEA may give extra support so that the child can stay in mainstream education. The Academy regularly consults Local Authority services and outside agencies in relation to addressing the needs of our pupils. We do all we can to access the external advice and resources needed to benefit some children with very individual needs. The Academy has developed good links with the Wolverhampton Parent Partnership Service and this is proving a good source of extra support to parents regarding SEN.

Class teachers are alert to the needs of others not identified at the level of school action or action plus who may still benefit from a degree of extra support. Much care is given to assessing individuals' progress and to setting them suitable targets for further learning. Appropriate support also helps any children identified as having specific behavioural difficulties.

The Academy also identifies those children who are gifted and talented and also have their own individual needs to be met. The Academy has an identified Gifted and Talented Co-ordinator who works as one of our teaching team to support the development of and the co-ordination of our gifted and talented provision.





## **FOSTERING A SENSE OF SOCIAL RESPONSIBILITY.....**

### **CONDUCT**

#### **Behaviour**

The Academy's behaviour policy is developed through the Catholic family atmosphere which pervades the whole Academy. The staff and children of our Academy have high expectations of what is considered to be acceptable and appropriate behaviour. Children are expected to be polite, considerate, diligent and obedient. For good work, effort, honesty, helpfulness, success, courage and other qualities, children are praised verbally or in writing, offered commendations or mentioned in assemblies. Certificates of merit or of service to the Academy are awarded. Parents are informed of their child's success.

We have established School Rules and a Code of Conduct which all are expected to follow. For disobeying rules or instructions, for laziness, dishonesty, vandalism and other unpleasant practices, pupils will be reprimanded and will be invited to apologise to those injured. For some offences children may be deprived of their free time by detention. In other cases letters are sent home and parents are invited to visit the school to discuss the pupil's behaviour. Rarely, if a child's behaviour should become very poor, he or she may be excluded from attending the school. This may be on a short term or permanent basis. Parents are always informed in writing, and use of this sanction is always reported to the Chair of the Academy Governors. Parents have the right to appeal against the Principal's decision to exclude their child.

For further information, please ask for a copy of the Academy's Behaviour Policy.





## Academy Rules

Parents are asked to note the following important Academy regulations

1. Pupils must be punctual. Lateness without a valid reason is unacceptable.
2. If a pupil is absent from the Academy parents are asked to telephone the Academy on the first day of absence. A note outlining the reason for absence must be sent to the Academy upon the child's return. (Failure to notify the Academy in writing of the reason for your child's absence will result in the child's absence being classed as being unauthorised and this will appear on the child's attendance record).
3. If a pupil is to be absent for any reason other than illness permission must be sought from the Principal and the Education Welfare Officer.
4. Children are only to enter and leave the premises through the designated door /gate into the Academy site.
5. At all times the children must walk about the Academy.
6. No jewellery is to be worn other than watches or studs where children have had their ears pierced.
7. All money and valuables brought to the Academy must be handed to the class teacher for safe keeping.
8. Sweets and fizzy drinks are not to be consumed in the Academy.
9. No child may leave the Academy during the day unless collected by a responsible adult and the Academy is notified beforehand.
10. All visitors to the Academy must first call at the office and see the office manager, Principal or other member of staff. All visitors must sign the visitor's book and also sign to state the time when they arrive or leave the building.





### **Academy Code of Conduct**

1. Everyone should act with courtesy and consideration to others at all times.
2. In class pupils should make it easy for everyone to learn and for the teacher to teach. (Children should get to desks quickly and in an orderly fashion, they should listen carefully, follow instructions, help each other where appropriate, be quiet and sensible).
3. Pupils should move quietly around the Academy (never run, push or shout. Remember to let people pass and help to carry things).
4. Speak politely to everyone.
5. Be silent when required to be.
6. Keep the Academy clean and tidy. (Pick things up, put things back. Keep the toilets tidy).
7. In the playground be friendly and considerate. (Don't fight).
8. When engaged in out of school activities be mindful that you represent the Academy.
9. Always listen and try to understand others point of view.
10. Be in the right place at the right time.







**Academy Uniform**

St Michael's recommended uniform is:	
Boys	Girls
<p>Winter: Grey trousers, white/grey shirt and socks</p> <p>Scarlet V-necked long sleeved pullover</p> <p>Scarlet and yellow striped tie</p> <p>Black shoes.</p>	<p>Winter: Infants - grey pinafore slip or recommended formal full length school trousers (Trutex style JWT 200)</p> <p>Juniors - grey skirt or recommended formal full length school trousers (as stocked by Buxton &amp; Bonnett)</p> <p>White blouse or shirt</p> <p>Scarlet V-necked pullover or cardigan</p> <p>Scarlet and yellow striped tie (but in Summer a white open neck 'polo' type shirt, without a tie, may be worn).</p> <p>Grey or white socks, or red, grey, white or black tights.</p> <p>Black shoes</p>
<p>Summer: As Winter, but a white open neck 'polo' type shirt without a tie may be worn. Short, formal grey trousers can also be worn.</p>	<p>Summer: Red and white gingham check summer dress can be worn with grey or white socks.</p>
<p>PE uniform:</p> <p>The children are also required to have a pair of shorts, top and a pair of plimsolls for use in PE lessons. We would like the children to wear red shorts and a white top for their PE lessons. A track suit may be allowed as an option for PE activities for both boys and girls where the teacher considers this to be appropriate.</p> <p>Children should also bring a change of footwear with them for use in PE lessons.</p> <p>Children will also require swimming costumes/trunks/swimming caps once they enter the Junior classes of the school.</p>	
<p><b>Note:</b> All pupils are required to attend the Academy appropriately dressed. For the assistance of parents St Michael's has adopted guidelines on dress.</p>	

Parents may choose to purchase items of uniform from any retailer they wish. The Academy tie and jumpers and cardigans with the school logo are available from:

Lads and Lasses,  
 50a Warstones Road,  
 Penn,  
 Wolverhampton,  
 WV4 4LP.  
 Telephone: 01902 334650  
 Email: ladsandlassessales@live.com





## **COMMUNITY CONCERNS**

### **St Michael's Parent Teacher Association**

We are very fortunate to have the support of an active and successful Parent Teacher Association.

All parents are automatically members of the Association and we very much appreciate the active part that many play in its work. We ask that you do your best to support the events that the Association organises. The considerable amount of money raised by the Association enables us to extend and improve the curriculum we provide for our children. The PTA also provides children with PE equipment, new books, new computers and other resources, First Communion trips, leavers' bibles, parties, presents: the list goes on and on. Most recently the PTA raised funds to enable us to develop the school's maths and reading resources. The PTA have also assisted us to develop our outdoor play facilities to enhance our pupils' outdoor education. We invite you to help the list to grow by offering your help and support to our school. If you are interested in coming along to any of the PTA meetings the Principal would love to hear from you. Thank you.

We welcome parent helpers into the Academy, for instance to hear children read, to assist children in food technology (cooking), to assist with the school library and to accompany children on educational visits. Please see our Principal if you think you might be willing to help in any way. Any person working with our children will be expected to receive Disclosure and Barring Service clearance.

We would also be delighted to hear from any gardeners who are willing to support our pupils as they develop their own garden area. Once again persons working with pupils will require clearance from the Disclosure and Barring Service.

### **St Michael's Fundraising**

Fundraising at St Michael's Academy will:

- Encourage pupils to develop the habit of regular charitable giving.
- Promote involvement in local, national and international community projects.

Foster links between parents, pupils across different year groups and staff.

Please see appendix 5:- St Michael's Overview of Annual Fundraising.





### **What to do if you have a concern about your child**

The Principal and staff of the Academy are always willing to meet with parents. Please do not wait for a parents' evening if you have any concerns about your child. We think it is important to sort out any concerns as soon as possible. We do suggest that you ring the Academy to arrange an appointment, to make sure the right person is available to meet with you. If members of staff are concerned about a child for any reason then they will contact the parents and ask to meet with them to discuss the cause for their concern.

### **What to do if you want to make a complaint about anything to do with the Academy**

In relation to section 23 of the Education Reform Act 1988, the governing body has adopted a policy concerning the arrangements for dealing with complaints (if any) about the curriculum or religious worship. A separate policy covers other complaints. Briefly parents are advised in the first instance to discuss their concerns with the Principal who will do her best to resolve the situation. If this approach is unsuccessful parents should address their concerns in writing to the chairperson of the governing body.

### **Academy policies and other important documents**

The governing body and the Directors approve and regularly review a number of policy documents that describe how the Academy will be organised and how the children will be taught. The range of documents is covered by a publication scheme, in line with legal requirements

All ratified policies for our academy and those that are Multi-Academy wide policies are available on our website.

Various other documents are required by legislation to be available for inspection at the Academy and are available on request. The Principal will be pleased to discuss any aspect of the Academy policies with parents.





### **Charging Policy**

During their time at St Michael's children will take part in activities both in and out of Academy hours. Essentially no compulsory charges can be made for any activities which take place wholly or mainly during the academy day, but the Act does allow academies or schools to ask parents to make voluntary contributions to cover costs. Parents will therefore understand that some activities will only take place if there are sufficient funds available to meet costs.

No pupil will be excluded from an activity because his/her parents cannot pay, but if a significant number of parents are unable or unwilling to pay, any trip or other planned activity may be cancelled.

Parents of children in receipt of Free School Meals (different to the government scheme for all infant children to receive infant free meals) generate additional 'Pupil Premium' funding for our academy. Once parents have completed an eligibility check for this additional funding, St Michael's Academy will then be in a position to fund 100% of educational trips for this child.

*The information in this prospectus is correct at the time of printing.*





**Prospectus Appendix 1**

**The Local Governing Body of St Michael's Catholic Primary Academy & Nursery**

The ultimate legal responsibility for looking after our Academy lies with the Board of Directors of Bishop Cleary Multi Academy Company, to which St Michael's belongs. Many aspects of the management of St Michael's are delegated by the Board to our local governing body. This Committee has a total of fourteen appointed or elected representatives, and includes the Principal who is appointed to a place by virtue of her office.

<p><u>Foundation Governors</u> appointed by the Archdiocese of Birmingham.</p> <p><i>(term of office finishes 31 August 2018)</i></p>	<p>Ms M.C. Arthurs (Chair)                  Mrs. Rosalie Watkins (Vice Chair)                  Mr. James Andrews                  Mrs. Caroline Pugh                  Mr. Peter Ricketts</p>
<p>Principal</p>	<p>Mrs. S. McHale</p>
<p><u>Parent Governors</u>                  elected by parents</p>	<p>Mr. Paul Landa                  Mrs Kate Chesters</p>
<p><u>Staff Governors</u>                  elected by staff</p>	<p>Miss Ruth Starkey                  Mrs. Debbie Visentin</p>
<p>Clerk to the local governing body                  Clerk to Bishop Cleary Multi Academy Company                  C/o St Edmund's Catholic Academy                  Compton Park                  Compton Road West                  Wolverhampton                  WV3 9DU                  Telephone 01902 558888</p>	

**Children with Additional Needs:**

The Representatives have nominated two of their members, Mrs Watkins and Mr. Andrews, as link representatives regarding children with additional needs, including those with special educational needs and to maintain an overview of how school policies relating to the needs of such children is put into practice throughout the school.





**Prospectus Appendix 2**

**The Staff of St Michael's Catholic Primary Academy & Nursery**  
 (at September 2016)

Principal:	Mrs S McHale
Vice Principal:	Mrs L Bradley
<b><u>Key Stage 2 Teachers (Juniors)</u></b>	
Mrs M Fergusson	
Mr P Kay	
Mrs J Cattell	
Mrs S James	
Mr A McGinn	
<b><u>Key Stage 1 Teachers (Infants)</u></b>	
Mrs A Brereton	
Miss R Starkey	
Mrs C Tudor	
Foundation Key Stage Teachers (Reception & Nursery)	
Miss M Moore	
Mrs A Wilkinson	
Teaching Assistants who are deployed to support the educational development and needs of pupils across the school:	
Mrs D Visentin	
Mrs E Jarvis	
Mrs S Kaur	
Mrs E Yeo	
Mrs P Cullen	
Teaching Assistants who support specific needs of individuals:	
Mrs E McGinn	
Mrs L Wright	
<b>ICT technician</b>	St. Edmund's ICT Team
<b>Office Manager:</b>	Mrs S Bowen
Academy Administrator:	Mrs T West
<b>Site Supervisor:</b>	Mr G Timmins
Cleaners:	Mrs L Roberts
	Mrs K Clarke
	Mrs S Sarmoria
<b>School Cook:</b>	Mrs N Kaur
Lunchtime Supervisors:	
Mrs E McGinn(Senior Supervisor), Mrs C Hickman, Mrs J Diamond, Mrs B Griffiths, Mrs T Brice	





## Prospectus Appendix 3 ADMISSION POLICY

ST MICHAEL'S CATHOLIC PRIMARY ACADEMY and NURSERY

Part of the Bishop Cleary Catholic Multi Academy Company, a company limited by guarantee in England and Wales (company number 08578428) whose registered office address is Compton Park, Wolverhampton, WV3 9DU

### Section A: Admissions to the Main Academy (for Nursery admissions see Section B, below).

The Admissions process is part of the Wolverhampton LA co-ordinated scheme.

The Admissions Policy of the Board of Directors of St Michael's Academy is as follows: The ethos of this Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by the directors of the Bishop Cleary Multi-Academy Company and by St Michael's governing body as part of the Catholic Church in accordance with the Master Funding agreement and Scheme of Delegation and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the community of the academy. This does not affect the right of parents who are not of the faith of this Academy to apply for and be considered for a place here.

The Academy's Admission Number for the academic year 2016/17 is thirty.

If the number of applications exceeds the admission number, the Local Governing Body will give priority to applications in accordance with the criteria listed, provided that the Committee is made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available on the Academy website:

<http://www.stmichaelscatholicprimarywolverhampton.co.uk/index.php/community/parish> ;

at the Academy and Parish (St Michael's Presbytery, 173 Coalway Road, Wolverhampton) or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim **must be submitted** with the Common Application Form.
2. Baptised Catholic children living within the Parish of St Michael who will have a brother or sister (see Note 3 below) in the academy at the time of admission, (A map of the parish boundary is available at the Academy and Parish and on the Academy website as indicated above).
3. Baptised Catholic children living within the Parish of St Michael.







4. Other Baptised Catholic children who will have a brother or sister in the Academy at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a Local Authority (Looked After Children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence of a child in care from the placement authority to support this claim **must be submitted** with the Common Application Form.
7. Non-Catholic children who will have a brother or sister in the Academy at the time of admission.
8. Non-Catholic children.

### Over-subscription

If there is over-subscription within a category, the governing body will give priority to children living closest to the Academy determined by shortest distance. The measurement between home and Academy will be determined by the straight line measurement from the home address to the Academy carried out by the LA's software. (see Note 4).

In a very small number of cases it may not be possible to decide between the applicants who are seeking a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and Academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria, for example if the distance between two or more homes and the Academy is exactly the same (eg homes are in the same block of flats), and if to admit both or all of the children would cause the legal limit to be exceeded, the governing body will draw lots to randomly select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted, even when there are no other vacant places.

### Additional Notes

#### Note 1

**Children with a Statement of Special Educational Needs** that names St Michael's Catholic Academy and Nursery must be admitted. This will reduce the number of places available to other applicants.

#### Note 2



# St Michael's Catholic Primary Academy & Nursery

*"Praise the Lord in work, play and prayer"*



For a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

## Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister
- Adopted or fostered children attending the Academy at the time of application and who will still be attending at the time of admission. The child for whom the Academy place is sought must be living in the same family unit at the same address as the brother or sister.

## Note 4

**The home address** of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split evenly between mother and father, parents must name which address is to be used for the purpose of allocating an Academy place.

## **ACADEMY ENTRY**

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the Academy, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Principal. Parents can request that their child attends part-time until the child reaches compulsory school age.

## **NURSERY**

Parents must apply on the LA form for a place in Reception Class.

Attendance at the nursery does not automatically guarantee that a place will be offered in the main Academy. Please see Section B below.

## **APPEALS**

Parents who wish to appeal against the decision of the governing body to refuse their child a place in the Academy may apply in writing to Chair of the Academy Governors. Appeals will be heard by an independent panel.





### **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have a right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

### **LATE APPLICATIONS**

Late applications will be dealt with according to the LA co-ordinated scheme.

### **WAITING LISTS**

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that the child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school or academy in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to reception class (In-Year applications)  
An application should be made to the local authority, who will need to consult with the Academy Governors.

**There is no charge or cost related to the admission of a child to this academy.**





### **Section B: Admissions to the Nursery of St Michael's Catholic Primary Academy:**

It is important to note that admissions to the main Academy are decided completely separately from admissions to the Nursery. Admission to the nursery does not guarantee admission to the reception class in the main Academy. Parents must apply on the LA Preference form (Common Application Form) for a place in the reception class.

Up to 26 part time (15 hours) places are available in the Nursery each morning.

Parents and carers may register their interest in a nursery place at any time during the year, by completing and returning a Nursery application form, available from the Academy office.

Children's religion is not taken into account in determining admissions to the Nursery.

Children can join the Nursery when they are 3 years old. Usual start time for children joining the Nursery is September. Those who have not reached their third birthday at September 1<sup>st</sup> start as soon as practicable after their third birthday. Pre-joining visits are offered prior to admission.

### **Over-subscription**

The oversubscription criteria are as follows:

1. If there are insufficient places for all the children seeking admission, children who have an education, health and care plan (EHC) that names the nursery will be admitted before the over-subscription criteria are applied.
2. Looked After Children (LAC) or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order.
3. Children with an exceptional level of social, medical or pastoral need who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer or the Traveller Referral Team and whose needs can be appropriately met by the academy.
4. Other children. Places will be offered with reference to the children's dates of birth. Older children will be admitted before younger.

A place offered and accepted will normally be available to the child from the date the place is offered until 31 August following their fourth birthday. However if, without prior discussion with Academy staff, the child fails to take up the place on the date specified by the Academy and no acceptable explanation of this is given, the place may be offered to another child. Transfer from the nursery into the reception class is not automatic. Applications from children in the nursery are considered alongside those from other children. Places in the main Academy are allocated according to the admission criteria at Section A (above).

The Academy office will be able to give parents up-to-date information about the likely availability of reception places in any particular year.

**Note: There is no charge or cost related to the admission of a child to this Academy.**





In defining and revising this policy (Sections A and B) the governing body takes full account of advice available from the Diocesan Education Service and the Local Authority.

**St. Michael's Catholic Primary Academy and Nursery**  
**APPENDIX to Admission policy**

**DEFINITION OF A "BAPTISED CATHOLIC"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

•

**WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies/ Boards of Directors of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for academy places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors/Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)





## **ATTENDANCE**

Parents and carers are expected to ensure their children attend St Michael's Academy every day.

### **Absence procedures**

- Parents/carers must contact the academy as soon as possible on the first day of absence and every subsequent day of absence. They are asked to telephone 01905 556368 (between 8.15am - 4.15pm) or call in to the office to notify staff of absence.
- A phone call will be made or text message sent to the parent/carer of any child who has not reported their absence on the first day that they do not attend St Michael's Academy.
- If no contact can be made with parents and it is felt that a child may be at risk, a home visit will be carried out or other agencies involved with the family informed.
- In the case of regular absence, arrangements will be made for parents to speak to the Principal, Vice Principal or Education Welfare Officer (EWO) and an attendance support plan may be initiated.
- If pupil absence drops below 90% and absence has been unauthorised, our EWO will inform Wolverhampton City Council Education Welfare Service. This service will then investigate whether an offence has been committed under section 44(1) (1A) of the Education Act 1996 for 'failing to ensure regular attendance.

### **Leave of Absence in Term Time**

Please refer to the information given on page 11 of this Prospectus and to the St Michael's attendance policy which can be found on our website.

### **Term time leave**

- 2 At St Michael's Academy, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the academy holidays as prescribed.
- 3 As stated in the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, 'Leave of absence during term time, can now only be authorised by the principal / head teacher if they are satisfied, that there are exceptional circumstances\* that warrant the granting of leave when the pupils should be being educated. (\*see list below)
- 4 Any requests for leave will be considered on an individual basis.
- 5 If term time leave is not granted, taking a pupil out of St Michael's Academy will be recorded as an unauthorised absence and may attract sanctions from the Local Authority such as a Penalty Notice. If a Penalty Notice is issued it will be at the rate of £60 per parent, rising to £120 per parent if not paid within 28 days.
- 6 Exceptional circumstances\*
  - When a family needs to spend time together because of an immediate family member's bereavement, crisis or serious illness
  - Funeral of immediate family member
  - Religious observance





- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
  - One day of absence may be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
  - One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence
  - One day of absence may be authorised for an immediate family member's graduation ceremony/passing out parade
- 7 Absence / Leave of absence in term time will not be authorised for reasons such as the following:
- To care for other family members
  - Birthdays
  - To interpret for other family members
  - No school uniform/shoes
  - Bullying
  - Friendship problems
  - Head lice
  - Learning difficulties
  - Family holiday
  - Weddings abroad – regardless of whether it is for immediate family members Family anniversaries
  - Death of a pet
  - Travel problems
  - School refusal
  - Parent/carer not able to take leave outside of term time

Forms are available from the Academy office which should be used to make a request for leave of absence in term time. The Principal will consider each application on an individual basis but is unable to authorise any request for leave unless the reason is believed to be due to exceptional circumstances.







**Prospectus Appendix 4 Absence Statistics**

Absences during the School Year 2015- 2016 (In accordance with Department for Education and Employment guidelines, for the purpose of reporting these figures, this school year is deemed to have finished on the Friday before the last Monday in May).	
Number of pupils (that is, children of compulsory school age in attendance for at least one session*)	169
Pupils with at least one unauthorised absence	22
% of sessions missed due to overall absence	4.2%
% of Persistent absentees (absent for 10% or more sessions)	10.8%
Authorised absences	3.3 %
% of Fixed term exclusions	0%
% of permanent exclusions	0%

\*One session means one morning or one afternoon. There are two sessions in each school day.

Please visit [www.stmichaels-academy.co.uk](http://www.stmichaels-academy.co.uk) to access a full diary of school events as well as the agreed term dates across the Local Authority.

***The information in this prospectus is correct at the time of printing.***





St Michael's Catholic Primary Academy & Nursery  
*“Praise the Lord in work, play and prayer”*

**Prospectus Appendix 5 St Michael's Overview of Annual Fundraising**

<b>Fundraising at St Michael's Academy will:-</b> <ul style="list-style-type: none"> <li>• Encourage pupils to develop the habit of regular charitable giving.</li> <li>• Promote involvement in local, national and international community projects.</li> <li>• Foster links between parents, pupils across different year groups and staff.</li> </ul>	<b>The aims of this overview are:-</b> <ul style="list-style-type: none"> <li>• To clarify the financial and time commitment of parents to specified events.</li> <li>• To give clear fundraising goals for any money raised on behalf of PTA or for school fund.</li> </ul>
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	Sept				Oct				Nov				Dec				Jan				Feb				Mar				April				May				June				July																														
Wk	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	1	2	3	4	5	6	7	8	9	10	11	12	13	14	1	2	3	4	5	6	7	8	9	10	11	12	13																											
Charity				Road Dahl Day		Harvest Festival & CAFOD			Poppy Appeal		Children in Need													LENT Fr Hudson's		Comic Relief	LENT																							Race For Life CRUK																					
School Fund														Luxury Hampers				Whole school event TBC								LENT						Nursery & Reception Sponsored scoot																																							
PTA Events					DISCOS																	Cake Sale					LENT																																												

<b>Fundraising Targets 2017</b>	
PTA	Playground marking and equipment Nursery outdoor environment enhancement Ipads / Netbooks <i>(PTA also fund PE bags for new Reception children &amp; Leavers Bibles)</i>
School Fund	School library furniture Toilet refurbishments Library computer system Ipads / Netbooks

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*“I know Him in whom I have believed”*



**Prospectus Appendix 6 copy of St Michael's Home School Agreement**

As an academy we will...

- Help children to grow in understanding of the Catholic Faith and to reflect this understanding in their daily lives
- Ensure all pupils pray together each day
- Set challenging work to raise standards in an environment that is stimulating and safe
- Give clear and accurate information in annual reports about what children know and the progress they have made
- Help children understand how they can improve
- Have academy rules which pupils and parents understand and support
- Tell pupils and parents about everyday activities in the academy
- Make sure homework is set according to the stated timetable and that children understand and learn from it
- Make sure that children use their reading records appropriately
- Check attendance, punctuality and appearance
- Tell pupils and parents when we are pleased or concerned and also make time to listen to their concerns.

Signed:  
(Teacher)

Date:

*As a pupil I will...*

- ✓ *Always try to do my best work*
- ✓ *Follow the academy rules and take my share of responsibility for making our academy an orderly and happy Catholic community*
- ✓ *Take care of academy property, the property of others, and my own belongings*
- ✓ *Make sure my parents know what is happening in class each day*
- ✓ *Bring my reading book and reading record to our academy each day*
- ✓ *Read at home each day*
- ✓ *Do my homework on time*
- ✓ *Attend regularly and punctually*
- ✓ *Take care to dress tidily for school*
- ✓ *Bring notes from home in to our academy on time*
- ✓ *Tell staff when I have a success or a problem to share*
- ✓ *Try to learn more every day*
- ✓ *Use the Values and Virtues as my daily role model.*

Signed:

Date:

*As parents we will...*

- *Support the Catholic ethos of the academy by attending Masses, and other liturgical celebrations*
- *Try to come to parents' evenings*
- *Come to meetings in preparation for the Sacraments of Reconciliation, Holy Communion and Confirmation when these involve our child*
- *Set aside somewhere for homework and see that it is done*
- *Support our child with their homework and daily home reading*
- *Help our child to recognise how important attendance, punctuality and appearance are*
- *Share accurate information concerning our child, especially on the first day of absence (by 9.30 am)*
- *Tell the academy when we have a success or a concern to share*
- *Encourage our child to aim high, be resilient and to always try hard*
- *Recognise any progress our child makes with work or behaviour, and tell our child how pleased we are*
- *Consistently model a "positive mental attitude" towards learning, and attending our academy.*

Signed:

(Parent/Carer)

Date:



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