Michael Hall School - Parent & Staff Referral Scheme

The Michael Hall School Parent & Staff Referral Scheme is designed to encourage our existing school community to introduce prospective families to Michael Hall School.
We believe that recommendations from parents, carers and staff are one of the most meaningful ways for families to discover our school. This scheme recognises and thanks members of our community who help introduce new families to the school.

Who Can Make a Referral?
Referrals may be made by:

- Current parents and carers of pupils at Michael Hall School
- Current members of Michael Hall School staff
- Former parents or staff, where agreed by the school

The referring person must have a genuine connection with the prospective family and must obtain their permission before sharing their contact details with the school.

Exclusions:
The following exclusions will apply:

- Referrals from agencies/paid lead providers.
- Referrals that are fraudulent, duplicate, or unverifiable.
- Referrals that breach confidentiality or data protection rules.

What Counts as a Referral?
A referral is a new family who:

- Has not previously made a formal enquiry or application to Michael Hall School;
- Is introduced to the school by an eligible parent, carer or staff member;
- Names the referring person when making their initial enquiry and subsequently enrols a pupil at Michael Hall School.

Referrals must be recorded before, or at the time of, the prospective family's first enquiry to the school. The school will then determine whether a referral meets the criteria of the scheme.

Referral Recognition
Where a referred family successfully enrols at Michael Hall School and remains enrolled beyond two terms, the referring parent/carer or staff member will receive the reward.
The school may choose to offer the reward as:

- A cash payment of £1,000 per pupil (E.G a family with 2 pupils = £2,000 would be awarded)
- A credit against fees
- Another appropriate form of recognition agreed by the school

Multiple Referrals

There is no limit on the number of eligible referrals a member of the school community may make, subject to the terms of the scheme.

A separate reward may be provided for each successful referral.

Safeguarding and Data Protection
Referrals must always respect the privacy and preferences of prospective families. Parents, carers and staff should not share personal information about a prospective family without their permission. The school will handle any personal information received through the referral process in accordance with its applicable privacy and data protection policies. Referral activity must never involve pressure, misleading information or inappropriate approaches to prospective families.

Staff Referrals
Staff are encouraged to introduce families they believe may be interested in Michael Hall School.

Staff should not make representations about admissions, fees, scholarships, availability or the likelihood of admission beyond information officially provided by the school.

All admissions decisions remain independent and are made in accordance with the school's normal admissions procedures.

Admissions
Participation in the referral scheme does not guarantee admission.

All prospective pupils must complete the school's usual admissions process, and all admissions decisions will be made according to the school's published criteria and procedures.

A referral reward will only become payable where the pupil is formally admitted and the conditions of the scheme have been met.

Promotion of the Scheme

Parents, carers and staff may mention the referral scheme when recommending Michael Hall School to friends, colleagues or other families.

The school may provide referral cards, digital referral forms or a dedicated referral link to make introductions straightforward.

Changes to the Scheme
Michael Hall School reserves the right to amend, suspend or withdraw the referral scheme. Any changes will take effect at the start of a school year, will be communicated to the school community and will apply only to referrals made on or after the effective date.

Tracking and Proof of Referral:
To ensure fairness and accuracy, the school will:

- Record the referrer's name and contact details at the point the lead is captured.
- Confirm the referral source when an application is received.
- Use the admissions team's records as the final authority.

Referral Process

The process is intended to be simple:

- Recommend
- Tell a prospective family about Michael Hall School.
- Introduce
- Ask the family to contact the school and provide your name as their referrer, or submit the school's referral form with their permission.
- Enquire
- The family follows the school's normal admissions process.
- Enrol
- If the pupil is offered and accepts a place, the normal admissions process continues.
- Receive Recognition

Thank you for referring our wonderful school.