

Education Department Policy

Title	School Admissions to Non Fee Paying Secondary Schools
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1. Overview

This document details the policy framework used by the Education Department to administer Secondary school admissions. It includes the key process steps applied to children transferring from primary school to secondary school and to secondary school 'in year' between schools.

Statutory Framework

The following Articles of the Education (Jersey) Law 1999 have relevance to the Minister's Admissions Policy for Secondary Schools.

'2 Compulsory school age

- (1) *For the purposes of this Law, a child is of compulsory school age throughout the period beginning on the first day of the school term in which the child's fifth birthday falls and ending on 30th June in the school year in which the child attains the age of 16 years, and the terms "below compulsory school age", "upper limit of compulsory school age" and "over compulsory school age" shall be construed accordingly.*
- (2) *For the purposes of this Article, the following periods in any school year are school terms –*
 - (a) *the period beginning on 1st September and ending on 31st December;*
 - (b) *the period beginning on 1st January and ending on 30th April; and*
 - (c) *the period beginning on 1st May and ending on 31st August.*
- (3) *The States may by Regulations amend paragraphs (1) and (2) for the purpose of altering the period of compulsory school age'.*

'11 Duty of Minister with respect to child of compulsory school age

The Minister shall ensure that there is available to every child of compulsory school age full-time education appropriate to the child's age, ability and aptitude'.

'15 Parental right to choose school

- (1) *The parent of a child aged below or of compulsory school age shall have the right to express a preference as to the provided school at which the parent wishes education to be provided for his or her child in the exercise of the Minister's functions.*
- (2) *Subject to paragraph (3), the Minister shall comply with any preference expressed pursuant to paragraph (1).*
- (3) *The Minister shall not be required to comply with a preference if to do so would prejudice the provision of efficient education or the efficient use of resources.'*

2. Scope

The scope of this policy is concerned with the allocation of Year 7 - Year 11 Secondary school places at Grainville, Les Quennevais, Le Rocquier and Haute Vallee Schools.

This policy applies to children moving from Year 6 to Year 7 and for all pupils who are new to Jersey in Years 7 – 11.

3. Responsibilities and distribution

The Education Department (rather than schools) is responsible for allocating all school places at the four 11 – 16 secondary schools (Grainville, Haute Vallee, Les Quennevais and Le Rocquier).

The responsibility for school admissions sits within the Planning & Projects Team.

This policy must be kept in a central location and distributed to relevant staff.

4. Policy/Standards

Admissions Criteria

The allocation of non-fee paying secondary school places are undertaken by ED. This is based on set criteria with priority given in the order detailed below, to pupils who:

1. have a special educational need and must access a specific school / LAC;
2. live in catchment¹
3. have siblings in years 7 – 10;
4. attend a primary school in the secondary catchment area;
5. have parents who live or work in the catchment area;
6. have siblings in year 11
7. have other requests supported by a good educational reason for attending a non-catchment school.

Class / Form Sizes

Secondary school year groups are allocated based on multiples of 25 but can be exceeded by 1 child per 25 specifically for children living in catchment (this is referred to as 'stretch capacity'). The number of forms is agreed with the Head teacher at Y7 once the number of children living in catchment is known.

Out of catchment requests

The criteria for out of catchment requests is agreed annually, per year group, by the SMT and taken into account when in year places are allocated.

Applications Procedures

All applications for in year places must be made by using the approved form available from the government website or on request from the Education Department.

[Applying for a school \(gov.je\)](http://www.gov.je)

Contact the Education Department

01534 445504

education@gov.je

Monday to Friday 8.45am - 4.30pm

Education Department
PO Box 142
Highlands Campus
Jersey
JE4 8QJ

¹ The address used for catchment based Y7 allocations is the address that a child is living at on the application day deadline.

'In Year' Admissions to Secondary schools

1. Where a family moves home address from one catchment area to another (or arrives in the Island from overseas), parents must complete and return a pupil transfer request form to the department. In Year admissions procedures will then be applied.
2. Where a Record of Need (Statement of Educational Needs / Education, Health and Care Plan) indicates an alternative school would be beneficial for a child, then a place should be offered even if this exceeds the maximum for that year group as agreed above.
3. Transfers from the fee-paying sector to the non-fee paying sector at the start of Key Stage 3 (Y7) will follow the normal procedure for transfer from primary to secondary school. Transfer at other times will follow the procedures for IN YEAR Admissions.
4. Wherever possible, in the interests of the schools involved and the student, transfers should take effect from the beginning of a term or half-term to minimise disruption. (It is recognised this will not be possible where a student arrives in the Island during term time, when they should be admitted to school as soon as possible).
5. In order to meet the legal obligations, the Chief Education Officer may direct a head teacher to admit a student, even if by doing so the number in the year group exceeds the planned intake for that group.

Schools are closed for admissions during school holidays. Applications for admissions during this period are managed by the Education Department and places allocated once schools have re-opened.

The Education Department allocates places as soon as they are able. The maximum delay is within five days of all documents being received².

Schools are expected to contact parents within two school days of receiving admission documents from the Education Department³.

For children transferring between States' schools records will be transferred between schools as soon as practical (and within a maximum of fifteen days of the child starting).

5. Further information and related documents

Appendix 1 - Timing / Key Process Steps External links:

[School admissions \(gov.je website\)](#)

[List of provided schools \(Jersey Law website\)](#)

[Education \(Jersey\) Law 1999 \(Jersey Law website\)](#)

² The allocation of a place is dependent on pupil information being accurate. There may be instances, particularly if a child has additional learning needs, when more than five days is required to allocate a place.

³ If admission documents are sent to schools by the Education Department during school holidays then schools must contact parents, to arrange admissions, before term starts.

CHANGE HISTORY

Version	Date Issued	Issued by	Reason for change
1.0	2003	Head of Projects and Planning	
2.0	TBA	Project Manager	Review of school admission policies, procedures and processes. Criteria amendment – priority 5 removed 'have siblings in Y11'.
2.1	6 Feb 2015	Project Manager	Information about 'stretch capacity' added to section 'Class / Form size'.
2.2	11 Feb 2015	Project Manager	Footnote added to allocation 'living in catchment allocation criteria within section 4.
2.3	30 July 2015	Project Manager	Names redacted for external publication. Appendices 2 & 3 removed.
2.4	27 July 2016	Project Manager	ESC changed to Education Department

Appendix 1 - Timing / Key Process Steps

The key process steps are as follows:

Pupil transfer from a Primary School in Jersey

1. At the end of the Y6 autumn term primary schools will be asked to ensure that their MIS databases contain up-to-date information for all their Year 6 pupils.
2. At the end of the Y6 autumn term the Planning and Projects team will request a complete MIS extract containing details of all Y6 pupil data. Pupils going to private school will be removed from the database and the number of children within each catchment area will then be determined to calculate the number of forms of entry required within each school.
3. Once the number of children requiring places is known, offer letters are sent to parents by the Education Department during early February. Places are offered on the basis of the student's home (catchment) address.
4. Parents are asked to reply directly to schools, by an agreed date in the Spring term, indicating if they wish to accept the place, request an alternative place or are seeking a place in the fee paying or private sector.
5. Schools return all out-of-catchment requests to the department. The total number and reasons for the requests are reviewed by the Education Department and recommendations on which to approve are made to the Education Department's Senior Management Team (based on capacity and the financial impact on each school). The planned intake for the year is established on the basis of 25 students per form of entry.
6. Parents that are not granted out of catchment placements may appeal the decision. Appeals are held before the end of the spring term. Appeal panels will not be convened for appeals submitted after the summer half term unless there are exceptional circumstances.