

Children, Young People, Education and Skills 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 Department for Children, Young People, Education and Skills (CYPES) 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*
- 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 to Year 11 secondary school places at Grainville, Haute Vallée, Le Rocquier and Les Quennevais 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 to 11.

3. Responsibilities and distribution

CYPES (rather than schools) is responsible for allocating all school places at the 4 aged 11 to 16 Government of Jersey secondary schools (Grainville, Haute Vallée, Le Rocquier and Les Quennevais).

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 CYPES. This is based on set criteria with priority given in the order detailed below, to pupils who:

1. have a special educational need and therefore must access a specific school / are a child who is looked after (CLA);
2. live in the school catchment¹
3. have siblings in Years 7 to 10;
4. attended 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 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 in Year 7 is agreed with the Head teacher of the secondary school once the number of children living in catchment and requiring school places is known².

Out of catchment requests

Decisions about out of catchment requests are agreed annually, per year group, by the CYPES leadership team. Decisions are based on the number of places available vs the demand and allocated according to the priority detailed in the admissions criteria. These decisions are then considered when 'in year' places are allocated.

Applications Procedures

All applications for 'in-year' places must be made by using the approved form available from [Applying for a school \(gov.je\)](#) or on request from CYPES.

'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 the [online form](#). In Year admission procedures will then be applied.

¹ The address used for catchment based Year 7 allocations is the address that a child is living at, as per their primary school records, at the time of allocation.

² If a school is oversubscribed by families living in the catchment area during the annual Y7 allocation process, priority is applied on a case by case basis, taking into account factors including (but not limited to) driving distance from home to the closest school with [available](#) space.

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 will follow the normal procedure 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 Director General for CYPES 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 CYPES and places allocated once schools have re-opened.

CYPES allocates places as soon as they are able. The maximum delay is within 5 days of all documents being received³.

Schools are expected to contact parents within 2 school days of receiving admission documents from CYPES⁴.

For children transferring between Government of Jersey schools, records will be transferred between schools as soon as practical (and within a maximum of 15 days of the child starting).

5. Further information and related documents

External links:

[School admissions](#)

[List of primary schools](#)

[List of secondary schools](#)

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

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.

³ 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 5 days is required to allocate a place.

⁴ If admission documents are sent to schools by CYPES during school holidays then schools must contact parents, to arrange admissions, before term starts.

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
2.5	27 November 2019	Project Manager	Minor amendments to language and team names
2.6	23 November 2020	Project Manager	Minor amendment made to clarify operational procedure in the event that a school is oversubscribed by children living in the catchment area