

# Education Department Policy

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Title	In Year Admissions to States' schools
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Author	Project Manager

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## 1. Overview

The purpose of this document is to clarify arrangements for allocating school places:

- for pupils newly arrived in Jersey whose parents are seeking a place in a non-fee paying school;
- for a pupil already in a Jersey school.

School transfers between special and mainstream schools are managed through the Education Support Team.

## 2. Aim of Policy

The aim of this policy is to enhance pupil progress by encouraging a considered approach to changes of school and exchanges of pupil information.

The majority of pupil transfers take place for legitimate reasons, such as a change of address and the aim is not to inhibit parents' rights to express a preference for another school in appropriate circumstances.

On receipt of all necessary forms and documents the Education Department will ensure children start school a maximum of 5 school days<sup>1</sup> from documents being received.

## 3. Scope

This policy applies to the 22 States' primary and 4 States' secondary 'provided' schools as below:

Bel Royal Primary School  
d'Auvergne Primary School  
First Tower Primary School  
Grainville Secondary School  
Grands Vaux Primary School  
Grouville Primary School  
Haute Vallée Secondary School  
Janvrin Primary School  
La Moye Primary School  
Le Rocquier Secondary School  
Les Landes Primary School  
Les Quennevais Secondary School  
Mont Nicolle Primary School

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<sup>1</sup> The allocation of a place is dependent on pupil information being accurate. If a child is transferring between schools in Jersey there may be instances, particularly if a child has additional learning or behavioural needs, when more than 5 days is required to allocate a place.

Plat Douet Primary School  
Rouge Bouillon Primary School  
Samares Primary School  
Springfield Primary School  
St. Clement Primary School  
St. John Primary School  
St. Lawrence Primary School  
St. Luke Primary School  
St. Martin Primary School  
St. Mary Primary School  
St. Peter Primary School  
St. Saviour Primary School  
Trinity Primary School

Admissions for the provided schools below are managed directly by the school:

Hautlieu School  
Highlands College  
Jersey College for Girls  
Jersey College Preparatory School  
Victoria College  
Victoria College Preparatory School

#### **4. Policy / Standards**

##### **For pupils newly arrived in Jersey whose parents are seeking a place in a non-fee-paying school**

Parents should contact the Education Department's Customer Service Team, at least 1 week before their child requires a school place (school places are allocated a maximum of a term in advance of all admission documents being received).

If parents contact a school direct, the school must refer the parent's enquiry to the Education Department.

##### **Parental right to express a preference<sup>2</sup>**

The Education Department will collect basic pupil information on a form and will allocate a place, normally at a child's catchment school or if there is space available a place at their requested school. If a place is not available at their catchment school then an alternative school will be offered. A parent may choose to have their child's details added to the school waiting list.

##### **For a pupil already in a Jersey school:**

##### **(i) Request for a place in a non-fee paying school on behalf of a pupil already in a Jersey school**

Where a change of school is requested due to a change of address or a pupil leaving the fee paying sector then, if there is space, a place in the catchment school will be allocated. If there is not space, an alternative school will be offered instead.

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<sup>2</sup> Extract from Education (Jersey) Law 1999

(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...

(2) ... 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.

Parents may choose to have their child's details added to a school waiting list. Waiting lists are managed based on the date that a place is requested but take into the same allocation criteria as all other admissions.

## **(ii) Other requests for a change of school**

Where a request arises because of concerns about the relationship with the existing school, all possible steps should be taken to resolve the difficulty in the current school. It is expected that:

- the parents will have discussed their concern with the Head teacher;
- measures will have been put in place in an attempt to resolve identified issues;
- support from the Education Support Team will have been sought, and the advice followed by both the school and the parents.

When any request for transfer is received by the Education Department, the Educational Support Team and the schools will be briefed regarding the issues central to the case.

If agreement cannot be reached and parents wish to exercise their right of appeal, they should in the first instance, write to the Chief Education Officer giving a brief outline of their grounds for appeal.

In order to assist the pupil with the transition, the move should be managed in a planned way and arrangements put in place to pre-empt similar difficulties arising in the new school. The Educational Support Team may assist with this.

## **(iii) Request for a place more than a term in advance of arrival**

School places are allocated a maximum of a term in advance<sup>3</sup>. Requests for school places in advance of a term are reviewed on an individual basis.

If a child leaves Jersey then a school a place will be held open for a maximum of 4 weeks (rather than 1 term). If a child leaves Jersey for more than 4 weeks then they will be removed the school roll. If the child returns to Jersey after 4 weeks then a new school place application must be made to the Education Department when the child returns.

## **Admissions Process**

For transfers between States' schools ESC will inform the leaving and receiving schools. The leaving school should, as soon as practical (and within a maximum of 15 school days of the child starting) pass all relevant pupil information to the receiving school.

Details of all pupils joining a school must be entered into school MIS systems within 5 days of the admission.

Once a place has been allocated the Head teacher will invite the parents and pupil to:

- look around the school;
- hear about rules and routines;
- set a start date, usually within 48 hours, and at most within a week of the place being allocated;
- agree support to integrate the pupil into the school (buddy, mentor, monitoring, review etc.).

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<sup>3</sup> Apart from Reception and Y7 places which are allocated approximately 6 months before school start date (allocations are made in the February of the school year before the child is due to start school).

## Admissions Criteria

If schools receive more applications than they have places, priority is given in the following order:

Primary school places:

1. have a special educational need and must attend a specific school / LAC
2. have a brother or sister in reception class - year 5
3. live in the primary school catchment area
4. live in the secondary school catchment area
5. have a brother or sister in year 6
6. have a good educational reason for attending a non-catchment school

Secondary school places:

1. have a special educational need and must attend a specific school / LAC
2. live in the school catchment area
3. have a brother or sister in years 7 to 10
4. attend a primary school in the secondary school catchment area
5. have parents who live or work in the school catchment area
6. have a brother or sister in year 11
7. have a good educational reason for attending a non-catchment school

## 5. Further information and related documents

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

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

### CHANGE HISTORY

Version	Date Issued	Issued by	Reason for change
1.0	2010	Head of Planning & Projects	Committee Policy (Appendix 1)
2.0	10 December 2013	Project Manager	Review of school admission policies, procedures and processes
2.1	22 July 2014	Project Manager	Section 4 updated to mention the documents requested from parents
2.2	30 July 2015	Project Manager	Policy review.
2.3	27 July 2016	Project Manager	ESC replaced with Education department

### APPROVAL

Presented to:	Date Approved	Approved by:	Presented by:
Senior Management Team	8 October 2013	Senior Management Team	Project Manager