



## School Admissions and Transfers to Non-Fee Charging Primary Schools Policy

<b>Document Purpose</b>	To ensure there is a fair and consistent admissions process administering primary school places for children which is managed by the department for Children, Young People, Education and Skills (CYPES)
<b>Author</b>	Head of Business Support - CYPES
<b>Publication Date</b>	February 2026
<b>Target Audience</b>	CYPES staff; Government of Jersey Schools, person(s) with parental responsibility.
<b>Description</b>	This policy sets out the processes and procedures implemented by CYPES to ensure that all school aged children are given an equal opportunity to an education by administering and allocating primary school places.
<b>Linked Policies / documents</b>	<a href="#">Education (Jersey) Law 1999 (jerseylaw.je)</a> <a href="#">School Admissions</a> <a href="#">List of primary schools</a> <a href="#">List of secondary schools</a> <a href="#">Education (Provided Schools) (Jersey) Regulations 2005 (jerseylaw.je)</a> <a href="#">Positive Behaviour &amp; Exclusion Policy</a> <a href="#">Schools Admissions Appeals</a> <a href="#">Jersey and the UNCRC (gov.je)</a> <a href="#">Inclusive Education Charter</a>
<b>Approval Route</b>	CYPES Department Leadership Team Minister for Education and Lifelong Learning
<b>Review Date</b>	February 2029
<b>Contact Details</b>	CYPES School Admissions Team

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## 1. Overview

This policy details the framework used by the Department for Children, Young People, Education and Skills (CYPES) to administer school admissions and transfers to and between Government of Jersey (GoJ) non-fee charging primary schools.

### Statutory Framework

This policy relies on the following Articles of the [Education \(Jersey\) Law 1999](#) Part 2:

#### **Art. 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 30<sup>th</sup> 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 1<sup>st</sup> September and ending on 31<sup>st</sup> December.*

*(b) the period beginning on 1<sup>st</sup> January and ending on 30<sup>th</sup> April; and*

*(c) the period beginning 1<sup>st</sup> May and ending on 31<sup>st</sup> August.*

*(3) The States may by Regulations amend paragraphs (1) and (2) for the purpose of altering the period of compulsory school age.'*

#### **Art. 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.'*

#### **Art. 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 the allocation of Reception to Year 6 Primary School places through admission or transfer to one of the 22 Government of Jersey (GoJ) non-fee charging primary schools (see list below).

It outlines the policy applied to:

- annual allocations of children starting school in a Reception Class in a GoJ non-fee charging primary school
- admissions of pupils new to Jersey requiring a place at a GoJ non-fee charging school in Reception to Year 6
- admissions of pupils currently educated at home transferring to a GoJ non-fee charging primary school

- new admissions of pupils currently attending a fee-charging primary school who wish to transfer to a GoJ non-fee charging primary school.
- transfers of pupils currently attending a GoJ non-fee charging primary school who wish to transfer to another non-fee charging primary school

The 22 Government of Jersey non-fee charging primary schools:

Bel Royal Primary School  
 d’Auvergne Primary School  
 First Tower Primary School  
 Grands Vaux Primary School  
 Grouville Primary School  
 Janvrin Primary School  
 La Moye Primary School  
 Les Landes Primary School  
 Mont Nicolle Primary School  
 Plat Douet Primary School  
 Rouge Bouillon Primary School  
 Samarès Primary School  
 Springfield Primary School  
 St. Clement’s Primary School  
 St. John’s Primary School  
 St. Lawrence Primary School  
 St. Luke’s Primary School  
 St. Martin’s Primary School  
 St. Mary’s Primary School  
 St. Peter’s Primary School  
 St. Saviour’s Primary School  
 Trinity Primary School

### **Not in scope**

The admission or transfer of a pupil to a fee-charging primary school. Each of these schools will have an admissions policy published on their website. [List of fee-charging schools.](#)

All admissions to a specialist setting are not covered under this policy.

### **3. Responsibilities and distribution**

The responsibility for allocating school places at the 22 GoJ non-fee charging primary schools is with the CYPES School Admissions Team.

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

#### **Admissions Criteria**

The allocation of GoJ non fee-charging primary school places is based on a set criterion with priority given in the order detailed below:

1. Child looked after or previously looked after
2. Child has a special educational need that requires a place at a specific school
3. Have siblings in the school (Reception to Year 5)
4. Are living in the primary school catchment area<sup>1</sup>

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<sup>1</sup> The catchment area for Reception place allocations is the address that a child is living at on the application day deadline.

5. Are living in the secondary school catchment area
6. Have siblings in the school (Year 6 who will have left when they join)
7. Have a good educational reason for attending a specific school.

## **Class Sizes**

The maximum class size is 26 children or 28 if all children live in the catchment area for the school.

There may be occasions when, due to the number of children living in the primary school catchment area, or for educational reasons, it is necessary to allocate above the maximum class size.

When allocating above 26 places, CYPES will consider the number of places available within neighbouring primary schools that are in the same secondary school catchment area<sup>2</sup>.

**27<sup>th</sup> & 28<sup>th</sup> place** – will only be allocated to a child living in catchment and is managed by the CYPES School Admissions team.

**29<sup>th</sup> place** will only be allocated if instructed by the Chief Officer of CYPES, an Associate Director of Education or an Appeals Panel.

**30<sup>th</sup> place** will only be allocated if instructed by the Minister for Education and Lifelong Learning or an Appeals Panel.

The decision to increase numbers above the class size maximum will consider the views of the Head teacher at the school, in relation to class specific issues e.g. special educational need (SEN), multilingual learners (MLL) and physical space constraints.

There may be occasions when due to the level of need within a class/year group it is necessary to limit the amount of pupils within that class/year group. This limit will apply for a period set out by CYPES officers and will be reviewed termly.

When pupil numbers in a particular year group are too low to support an effective and efficient educational system, CYPES may consider a range of options for the distribution of school places throughout all non-fee charging primary schools. These options will be presented to the Minister for Education and Lifelong Learning who may decide if any temporary or permanent change is required.

Where a school place is needed in a school that is not your catchment school, the CYPES School Admissions Team will only be able to allocate a place in that school if the class has under 26 pupils and when it is considered an efficient use of resources.

## **Total School Numbers**

If a school has a place available in a specific year group, but the school numbers exceed the total number that the school has capacity for, and was built for, CYPES reserves the right to decline this request due to Art 15(3) of the [Education \(Jersey\) Law 1999](#). For example, if a primary school has space in a year group based upon policy but the school is over its total capacity for all year groups combined, then further requests for places may be declined and an alternative school place will be offered.

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<sup>2</sup> If a school is oversubscribed by families living in the catchment area during the annual Reception allocation process, priority is applied on a case-by-case basis, considering factors including (but not limited to) distance from home to the closest school with available space.

## **In Year Waiting Lists**

If you apply to go on a waiting list during term time, your child's name is kept on the list until the end of the academic year. To keep your child on the waiting list for a further year, you must confirm this in writing to [SchoolAdmissions@gov.je](mailto:SchoolAdmissions@gov.je) by 31 July each year.

Children who are on the waiting list are ranked by how closely they match the School Admission criteria, not how long they have been on the list. It is the person with parental responsibility for the child to remember to reapply, no reminder will be sent.

## **Change of Address**


If you change your address, you must inform the school, proof of the new address will be required. There is no requirement to change school when you move home and change address, but this may result in a change to your catchment school.

If you fail to change your address, then any subsequent offer of a place in a catchment school may be withdrawn.

## **5. Annual allocation of Reception places**

Reception places are allocated in the spring term of the school year before the child is due to start in September of that year.

### **Applications**

Registrations for a primary school reception place at your catchment school can be made by using the online forms  [Registration of interest in a reception place](#) and [Applying for a school](#).

### **Catchment**

Primary catchment places will be allocated based on the main address that is registered with the non-fee charging primary school.

If your catchment primary school is oversubscribed with catchment children during the annual allocation of reception places, then places will be allocated according to the admissions criteria.

CYPES reserves the right to change the offer of a place if the offer is based on information which is later found to be false. This includes where a false address is provided and where evidence of residence at the address cannot be proven. Proof of address will be required.

### **Out of catchment requests**

The allocated school place will normally be your child's catchment school, if you wish to request a different school, you can do this following the initial offer. Further details on how to do this can be found in the offer letter that you will be sent during the spring term.

When allocating Reception places, decisions about out of catchment requests are agreed annually. Decisions are based on the number of places available versus the demand. The places are then allocated according to the priority detailed in the admissions criteria.

If a place is not available and you request that your child is added to a waiting list during admissions allocations to Reception, they will remain on the waiting list until 31 December of that year and will only remain on the list if reconfirmed in writing by 31 December of that year. Your child will then remain on the waiting list until the end of the academic year and will follow the **In Year** waiting list procedure

thereafter. To keep your child on the waiting list for the subsequent years, please follow the In Year waiting list section of this policy.

## **6. New Admissions and Transfers**

### **Applications**

All applications for a school place or a transfer must be made by using the online form [Applying for a school](#). Failure to include all necessary documentation could result in a delay of allocating a school place.

Applications should be made a minimum of 10 school days before the child requires a school place.

If a person with parental responsibility for the child contacts a school direct, the school must refer the enquiry to the CYPES School Admissions Team.

During school holidays, school offices are closed and are unable to confirm a school place, once schools have re-opened, places will be confirmed.

### **New Admissions (including those new to Jersey or previously educated at home or at a fee-charging school)**

On receipt of all necessary forms and supporting documents, including the pupil's most recent school report the CYPES School Admissions Team will aim to allocate a school place within 10 school days from the date of all requested documentation being received.

If an address has not been confirmed with proof, then a non-fee charging GoJ school place can be provided but a catchment place may not be allocated until the proof of address is available.

If a child has special education needs (SEN) that requires a specialist school, CYPES will require as much notice as possible and will aim to offer a suitable provision in line with the 10 school days for mainstream allocations, however, should there be complexities, CYPES may require additional time to allocate appropriately. Officers will ensure families are aware of the expected timescale.

All places are allocated a maximum of one school term in advance. Requests for school places in advance of a term, or if a parent leaves Jersey but retains an address and requests that a place is held open until they return, are reviewed on an individual basis.

In order to meet legal obligations, the Chief Officer of CYPES may direct a Headteacher to admit a student, even if by doing so the number in the year group exceeds the planned intake for that group.

### **Transfers between Government of Jersey schools**

School transfers can occur at any age and stage; however, they should be rare occurrences. A reason for the transfer will be required; this could be due to a change of address or an exceptional circumstance.

Should a person(s) with parental responsibility for the child consider changing their child's current school, they must have a discussion with their child's current Headteacher to resolve any concerns in the first instance. It is important to consider the emotional, social and academic consequences of a change of school for the child/young person before a move to a different school/setting is made.

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.

CYPES allocate places as soon as they are able and within 10 school days of all documents being received<sup>3</sup>.

## **7. School Responsibilities**

Schools must ensure a timely response to a request for a school place is given. This should facilitate the smooth admission of the pupil within the 10 school days that this policy sets out.

Where a transfer or admission satisfies the criteria set out in this policy, the CYPES School Admissions team will inform a school that a place is required. The school must accept an 'in policy' transfer/admission unless authorised not to do so by the Chief Officer or where a limit has been applied to a particular class/year group.

Where a transfer or admission does not satisfy the criteria set out in this policy (for example applying for a 28<sup>th</sup> place where the pupil is out of catchment), the CYPES School Admissions team will work with school(s) to ensure an appropriate school place is offered within the set timescale of 10 school days.

Headteachers should ensure their staff consider the requirements of this policy when developing plans for a pupil to change school. Safeguarding of a pupil remains the responsibility of the Headteacher at the original school whilst any transfer request is being considered.

At no point should a child/young person in Jersey be left without a school placement or taken off roll from their original school, before being registered at a new school.

Once a transfer is agreed between all parties involved, the original school must plan to secure the complete and timely transfer of pupil records, following section 8 of this policy. Headteachers or delegated responsible officers (e.g. Deputy Headteachers), must maintain effective communication between all schools involved and the CYPES School Admissions Team.

Fee-charging GoJ schools and private schools each have their own admissions policies which will be available on their school websites. However, headteachers of these schools are expected to ensure that best practice, as outlined in this policy, is followed.

## **8. Records**

All pupil records must be transferred, in line with the requirements of the [Education \(Jersey\) Law 1999](#) and the [Data Protection \(Jersey\) Law 2018](#).

The Common Transfer File (CTF) and all other pupil-level information (paper and electronic, sensitive and non-sensitive) must be transferred within 10 school days of the agreed starting date. This is to enable teachers in the receiving school to plan an effective transition to build on prior learning and provide appropriate support and intervention where needed.

Pupil records must remain for the required retention period with the pupil's current school or, if an individual is no longer in education, with the last educational establishment they attended.

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<sup>3</sup> 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 10 school days is required to allocate a place.

## 9. Appendix 1

Reception places must be allocated before Nursery places so that the school of any siblings can be factored into nursery allocations.

### The key process steps are as follows for starting primary school in Reception Year:

- A person with parental responsibility for the child is required to register their child with their catchment school before the autumn half term of the school year within which they turn four (school nursery age).
- During the autumn term, primary schools will be asked to supply details of all children that have registered with them to CYPES.
- Pupils going to a fee-charging school will be removed from the list and the number of children within each catchment area will be determined to calculate the number of forms of entry required within each school.
- Once the number of children and places are known, offer letters are sent by email or post (if requested) to the person(s) with parental responsibility for the child by schools during the spring term.
- Person(s) with parental responsibility for the child is 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-charging sector.
- Person(s) with parental responsibility for the child that is not granted out of catchment placements, may appeal the decision. All appeals will normally be held by the end of the spring term.

## 10. Change History

Version	Date Issued	Issued by	Reason for change
1.0	2003	Head of Projects & Planning	Committee Policy (Appendix 1)
2.0	Oct 2013	Project Manager	Review of school admission policies, procedures and processes. Criteria amendments. New generic form.
2.1	11 Feb 2015	Project Manager	Footnote added to allocation 'living in catchment allocation criteria within section 4.
2.2	6 May 2015	Project Manager	Clarification added to section 4 about class sizes for schools with provisions (max 29 children unless 30 <sup>th</sup> child is in the provision).
2.3	30 July 2015	Project Manager	Appendix 2 removed. Names redacted.
2.4	27 July 2016	Project Manager	Reformatted and ESC replaced with Education Department
2.5	February 2026	Head of Business Support	Amendments made to clarify working days from 5 to 10, supporting information to be included with admissions, change of address, total school numbers, waiting lists, In Year admissions information added to the policy. Transfers information has been added to this policy and removed from the Transfers and Transitions Policy.