



School Admissions and Transfers to Non-Fee Charging Secondary Schools Policy

Document Purpose	To ensure there is a fair and consistent admissions process for administering secondary school places for children which is managed by the department for Children, Young People, Education and Skills (CYPES).
Author	Head of Business Support - CYPES
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Target Audience	CYPES staff, Government of Jersey Schools, person(s) with parental responsibility.
Description	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 secondary school places.
Linked Policies / documents	Education (Jersey) Law 1999 (jerseylaw.je) School Admissions List of primary schools List of secondary schools Education (Provided Schools) (Jersey) Regulations 2005 (jerseylaw.je) Positive Behaviour & Exclusion Policy Schools Admissions Appeals Jersey and the UNCRC (gov.je) Inclusive Education Charter
Approval Route	CYPES Department Leadership Team Minister for Education and Lifelong Learning
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Contact Details	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 secondary schools.

Statutory Framework

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

Part 1

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 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 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.'

Part 4

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 Year 7 to Year 11 secondary school places through admission or transfer to Grainville, Haute Vallée, Le Rocquier and Les Quennevais GoJ Secondary Schools.

It outlines the policy applied to:

- annual allocation of Year 7 places for children moving from any primary school to a GoJ non-fee charging secondary school
- admissions of pupils new to Jersey requiring a place at a GoJ non-fee charging secondary school
- admissions of pupils currently educated at home transferring to a GoJ non-fee charging secondary school
- new admissions of pupils currently attending a fee-charging secondary school who wish to transfer to a GoJ non-fee charging secondary school.
- transfers of pupils currently attending a GoJ non-fee charging secondary school who wish transfer to another GoJ non-fee charging secondary school

Not in scope

The admission or transfer of a pupil to a fee-charging secondary school, Highlands College or Hautlieu School. The fee-charging schools/colleges 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.

Responsibilities and distribution

The responsibility for allocating all school places at the four GoJ non-fee charging schools, Grainville, Haute Vallée, Le Rocquier and Les Quennevais is with the CYPES School Admissions Team.

3. Policy/Standards

Admissions Criteria

The allocation of GoJ non-fee charging secondary 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. Live in the school catchment area¹
4. Have siblings in Years 7 to 10
5. Attend a feeder primary school in the secondary school catchment area
6. Have parents who live or work in the catchment area
7. Have siblings in Year 11
8. Have a good educational reason for attending a specific school.

If a school is oversubscribed by pupils living in the catchment area during the annual Year 7 admissions, criteria 1 - 5 will be applied for in-catchment pupils and any remaining in-catchment places will be allocated based on distance from home to the closest school with available space.

Please be aware that when a school is oversubscribed it may not be possible to allocate your catchment school.

¹ The address used for catchment-based Year 7 allocations is the address that is registered at the child's Primary school at the end of the autumn term that the child is in Year 6.

Class 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 form groups in Year 7 is agreed with the Headteacher of the secondary school once the number of children living in catchment and requiring school places is known. However, each school has a maximum number of forms of entry as indicated below.

- Granville is up to 7 forms of entry per year group
- Haute Vallée is up to 7 forms of entry per year group
- Le Rocquier is up to 8 forms of entry per year group
- Les Quennevais is up to 7 forms of entry per year group

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 secondary 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.

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 the new academic year, you must confirm this in writing to SchoolAdmissions@gov.je by 31 July each year.

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

Change of Address

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

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

4. Annual allocation of Year 7 places

Applications

If your child attends a non-fee charging primary school, then they will be allocated a secondary place automatically and you will be informed of this offer by the half term break of the spring term in Year 6.

If your child currently attends a fee-charging primary school and your child requires a place at a non-fee charging secondary school, please use the online form [Applying for a school](#) place by the end of the autumn term in Year 6.

If your child has a confirmed place at a fee-charging secondary school, they will not be allocated a place at a non-fee charging GoJ secondary school. If your circumstances change and your child now requires a non-fee charging GoJ secondary school place, you must use the online form [Applying for a school](#) and submit this by the end of the autumn term in Year 6. Please note that to be able to allocate a place at a non-fee charging school you will have to decline the offer from the fee-charging school.

Catchment

Secondary catchment places will be allocated based on the main address that is held with the non-fee charging primary school that the child attends. This will be the address that is held with the school at the end of the autumn term that the child is in Year 6.

If your catchment secondary school is oversubscribed with catchment children during the annual allocation of Year 7 places, then places will be allocated according to the admissions criteria. For example, a child that lives in catchment and that attended a feeder primary school will have priority over a child that lives in catchment who did not attend a feeder primary school. If the school that has been allocated is not satisfactory then you will be given an opportunity to request a different school, further details can be found on the initial offer letter sent to you in the spring term.

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 of Year 6.

When allocating Year 7 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 Year 7, 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.

5. 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 a child contacts a school direct, the school must refer their 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 that all requested documentation is received.

If an address has not been confirmed with proof, then a non-fee charging GoJ school place can be provided but a catchment school 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 within the 10 school days for mainstream allocations, if there are 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 1 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.

A school move during **Key Stage 4** (Year 10 and Year 11) is only permitted due to specific educational reasons; however, all steps should be taken to maintain a place in their current school.

Should parents 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 pupil and schools involved, transfers should take effect from the beginning of a term or half-term to minimise disruption.

Transfers from the fee-charging sector to the non-fee charging sector at the start of Key Stage 3 (Year 7) will follow the normal procedure for transferring from primary to secondary school (using the online school admission form [Applying for a school](#)).

CYPES allocate places as soon as they are able and within 10 school days of all documents being received².

² The allocation of a place is dependent on pupil information being accurate. There may be instances, particularly if a child has special educational needs, when more than 10 school days is required to allocate a place.

6. 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 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 place when the pupil is out of catchment and did not attend a feeder primary school and there is no available space within that year group), the 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 of the original school while any transfer request is being considered.

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 the mandatory guidance provided. Headteachers, or delegated responsible officers (e.g. Deputy Headteachers), need to maintain effective communication between all schools involved and the School Admissions Team in CYPES.

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

At no point should a child/young person in Jersey be left without a school placement before they leave their original school.

7. 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.

8. 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
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.
2.7	7 November 2022	Service Manager	Re-clarification of admissions criteria should a school be oversubscribed with children in catchment.
2.8	February 2026	Head of Business Support	Amendments made to clarify school day from 5 to 10, supporting information to be included with admissions, change of address, total school numbers, waiting lists. In Year admissions added from separate policy. Transfers information has been added and removed from the Transfers and Transitions Policy.