






Policy Directive, Procedures and Guidelines

ADMISSIONS PRIMARY

Publication Date:	August 2019	Version Date:	2019.08.20
Review Date:	May 2020	Version Number:	V2.18
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Summary of Changes¹ from Previous Versions

Version no/Date	Change	Comment	Section/ Page
V2.18 (Aug 19)	Annual refresh	Minor changes to reflect current dates only	
v2.17 (Mar 19)	Change to latest start date for Reception (Day 11 of Autumn Term instead of Day 8)	Committee decision Jan 2019, following review of arrangements	3.1.8. iii (p11)
	<i>(Table started Jan 2019)</i>		

¹ Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

1.0 Introduction

1.1 Policy Statement

This policy explains the admissions process and sets out how to apply for a primary school place.

This document forms the Committee *for* Education, Sport & Culture policy with regards to admissions into mainstream primary schools during the academic year 1st September 2019 to 31st August 2020 and registrations for the start of the academic year commencing 1st September 2020.

All children are required, by law, to attend school, or to receive alternative education provision, from the beginning of the school term after their 5th birthday. Education Services has also agreed that children who reach the age of 4 on or before 31st August may also start school from the beginning of the academic year in September, but only if spaces and staff are available at the school.

1.2 Policy Objectives

The policy is intended to provide the following guidance for parents and carers:

- What parents, carers and children can expect from that process
- What criteria Education Services is likely to apply when making various decisions
- The various processes that are undertaken

1.3 Policy Application

Education Services operates a catchment area allocation model for admission to States' Primary Schools.

There may be times and circumstances when Education Services has to vary its policy or chooses, where appropriate, to deviate from that policy. Changes in policy within the academic year are rare and Education Services will always inform you as soon as possible of any change(s) that will affect your child. The Committee's updated proposals for the future structure of secondary and post-16 education are expected to be considered by the States of Deliberation during autumn 2019. Depending on the outcome, it may be necessary for the Committee to review and update its Admissions policies.

The latest version of the published policy will be available on the [States of Guernsey website](https://www.gov.gg/schooladmissions)².

² <https://www.gov.gg/schooladmissions>

1.4 Accountabilities

Parents/carers must apply for their child's school place and ensure that all information provided within, and supporting, registrations is correct and complete.

For the following year's Reception Admissions, **Headteachers** are responsible for receiving and checking catchment school registrations, entering the learner into SIMS and advising Education Services of late registrations.

The **Administration and Procurement Manager** is responsible for allocating and notifying parents/carers of placements.

The **Head of Resources** is accountable for the application of this policy.

2.0 Policy Provision

2.1 Catchment Areas

Each mainstream primary school, except for the Catholic Voluntary Schools, has a defined catchment area. In drawing up catchment areas, Education Services has sought to ensure that they reflect the diversity of the community served by each school. For admission purposes, children will be deemed to live at the same address as the parent or carer with whom they have lived the majority of their time in the year preceding their admission to the school, unless the parent or carer informs Education Services otherwise and it is agreed that there is a good reason for another address to be used. It is expected that a child will usually attend the primary school serving the catchment area in which the parent or carer resides. The [Primary](#)³ catchment area map is available online.

Children cannot be guaranteed a place at their particular catchment school. In the event that it is not possible to accommodate a child in his/her catchment school, Education Services will allocate a place at an alternative school based on all relevant factors known to it at that time, including the availability of places, distance between home and catchment/alternative schools, ease of access by public transport and the proximity of school bus routes. In such cases parental preference will also be considered but may not always be able to be accommodated.

Within the various allocation processes, children resident in Guernsey, Alderney, Herm or Jethou at that point will be given priority over children moving to one of the Islands.

2.2 Class Sizes

Within the Primary sector, Amherst and La Mare de Carteret have a default class size limit of 25 children. The limit for Amherst includes up to two children in each year group placed at the Communication and Autism Base on that site, who are included on the roll of that

³ <http://maps.digimap.gg/gsySchoolCatchmentPrimary.htm>

school. All other Primary schools have a default class size limit of 28 children (the limit for Vauvert includes children living in Herm and Jethou). The maximum class size in any Primary school is 30 children, this being at the discretion of the Director of Education following consultation with the relevant Headteacher. There is no set minimum capacity for a class to be viable but Education Services is obliged to manage its resources in an efficient and effective manner. Irrespective of individual class sizes, overall school populations will not exceed safe limits.

2.3 Moving Out of Catchment Area

If a child has started at a primary school but then moves out of catchment, the child will usually be permitted to remain at their original school subject to the conditions that:

- The parents/carers take upon themselves the responsibility for transporting their child to and from school
- The parents/carers notify the school and Education Services of any change of address

Education Services reserves the right to move a child to another school if his/her current placement was based on incorrect information provided by his/her parents/carers.

3.0 Admission to a States' Primary School

3.1 Children attaining the age of four years on or before 31st August 2020: registering for Reception

3.1.1 The Registration Period

The registration period for children seeking to join reception classes in September 2020 will open at 9am on Tuesday 1st October 2019 and close at 3pm on Friday 13th December 2019, within which children should be registered for admission to their catchment primary school, or if baptised Catholics whose parents/carers wish them to go there, either of the Catholic Voluntary schools (see 3.3). Registration requests will be accepted only for the academic year commencing September 2020. Parents/carers can contact the relevant school to request a registration form for their child(ren) or the form(s) can be downloaded from the [States of Guernsey website](https://www.gov.gg/schooladmissions)⁴. One form is to be filled in for each child and submitted to a single school, accompanied by appropriate supporting documentation, in order for the registration process for that child to be completed. If registration forms are received for the same child at multiple schools Education Services may, in its absolute discretion, either: (a) deem all such applications to be invalid and therefore allocate no place to that child, or (b) determine placement at one of the schools at which the child has been registered, without further reference to his/her parents/carers.

⁴ <https://www.gov.gg/schooladmissions>

3.1.2 Late Registrations

Children may still be registered after the defined registration period but will be assigned a lower priority if the availability of places is limited. Education Services will endeavour to place them at their catchment school if there is sufficient capacity and resources.

Registrations submitted after the commencement of the relevant Reception class academic year should be returned to Education Services.

3.1.3 Split Residence, Court Orders and Shared Parental Responsibility

In cases where a child splits their time between addresses equally on a voluntary basis as agreed by the parents, or is subject to a court order directing that his/her time be split equally between two or more parties, those with Parental Responsibility⁵ must determine, either between themselves or through the court as appropriate, which address should be used as the child's home address and submit a completed registration form to the relevant school.

3.1.4 Children Living in Herm and Jethou

Parents/carers of children living in Herm and Jethou should register them at Vauvert Primary School.

3.1.5 Registration Documents

The completed registration form must be accompanied by photocopies of the following documents:

1. The passport or driving licence of one parent/carer
2. A utility bill⁶ for a fixed service, i.e. oil, mains gas, electricity, water, phone line (no more than 3 months old, in the name of that parent/carer and for the address on the registration form) and
3. The child's birth certificate or passport
4. For the Catholic Voluntary Schools, the child's Catholic baptism certificate

If the name of the parent/carer on documents (1) and (2) is not the same as on the child's birth certificate, please provide further documentation (e.g. copy of Marriage Certificate, Court Order etc.).

3.1.6 Allocation of School Places

Priority will be given to children registered within the defined registration period, as the process for checking information and allocating places will begin shortly after the close of

⁵ As defined within Part II of the Children (Guernsey and Alderney) Law 2008, as amended.

⁶ The utility bill is used to validate the address on the registration form. Other documentary proof of address may be accepted at the discretion of Education Services.

the registration period. All registrations received within the registration period will be deemed to have been received at the same time regardless of the actual date/time of receipt. A nominal “allocation date” will be determined, depending on the profile of registrations and other process inputs, and all registrations known on that date will be included within the allocation process.

Registrations received after the registration period but before the allocation date will be assessed within categories i to l as outlined below, with priority within each category being based on the order of receipt; the earliest ones being given the highest priority and the latest ones the lowest.

Registrations received after the “allocation date” will be processed on a “first come, first served” basis.

In the event of there being insufficient places at a catchment school for reception-age children, places will be allocated according to the following order of priority. Where there is insufficient capacity to be able to allocate places to all children within a category, for children living within catchment priority will be based on the distance between home and catchment/alternative schools, ease of access by public transport and the proximity of school bus routes:

- a. ES-OCAPS⁷ Category A placements
- b. Children living within catchment, registered within the registration period, who have on the roll of the school a brother or sister who will continue to attend that school for the following year; [note: for this category only, the catchment areas of Amherst and Vauvert Primary Schools will be deemed to be combined into a single catchment area]
- c. Children living outside of catchment, registered within the registration period, who have on the roll of the school a brother or sister who will continue to attend that school for the following year and were allocated a place at that school, instead of their catchment school, at the instigation of Education Services or the former Education Department (ES-OCAPS/ES-OCAS/ED-OCAS)
- d. ES-OCAPS Category B placements
- e. Children living within catchment, registered within the registration period
- f. Children living outside of catchment, registered within the registration period, who have on the roll of the school a brother or sister who will continue to attend that school for the following year and were allocated a place at that school, instead of their catchment school, as a result of a Parent/Carer request (PC-OCAPS)
- g. ES-OCAPS Category C placements

⁷ OCAPS: Out of Catchment Area/Partner Site. Section 4 details the two types – PC-OCAPS (Parent/Carer request) and ES-OCAPS (Education Services initiated). See section 4.2 for an explanation of ES-OCAPS category A, B and C placements. Out of Partner Site requests relate to placement at Secondary School level only.

- h. PC-OCAPS placements where the request, and the registration for the child, have been received within the registration period
- i. Children living within catchment, registered after the registration period, who have on the roll of the school a brother or sister who will continue to attend that school for the following year
- j. Children living outside of catchment, registered (or OCAPS requested) after the registration period, who have on the roll of the school a brother or sister who will continue to attend that school for the following year and were allocated a place at that school, instead of their catchment school, at the instigation of Education Services or the former Education Department (ES-OCAPS/ES-OCAS/ED-OCAS)
- k. Children living within catchment, registered after the registration period
- l. Children living outside of catchment, registered after the registration period, who have on the roll of the school a brother or sister who will continue to attend that school for the following year and were allocated a place at that school, instead of their catchment school, as a result of a Parent/Carer request (PC-OCAPS)
- m. PC-OCAPS placements where the request, or the registration for the child, has been received after the registration period

3.1.7 Notification of School Places

Parents/carers should note that Education Services has overall responsibility for determining a school place; acceptance by any school of a registration form does not guarantee a place at that school. It is expected that parents/carers will be informed by Education Services of their child's allocated primary school by the end of the Spring Term (3rd April 2020).

3.1.8 Starting School Arrangements for Children Entering their Reception Year

The parents/carers of those children for whom a place is confirmed at a States' primary school or Voluntary school will receive details of the starting arrangements from their child's allocated school.

Whilst there is some discretion for individual schools to determine the exact arrangements for welcoming children into school in their reception year, this policy provides the following framework within which all States' primary schools are required to operate:

- i. All children are permitted to start school on a full-time basis, including staying for lunch, from their first day at school⁸. In discussion and in agreement between parents/carers and the school, a child may be removed from school during lunchtimes if appropriate for the child's needs;

⁸ This is subject to section 1.1 of this Policy which describes the discretionary educational provision made for children who have not yet reached the age of five years.

- ii. Schools may choose to start children in smaller groups to help ease the transition into school, however, when children start they are permitted to do so on a full-time basis, as set out in (i) above;
- iii. All children should be invited to start school on or before day 11 of the autumn term. Day 1 is counted as the first day of the autumn term, which is usually a staff inset day. This means that, in respect of the 2020/2021 academic year, all children should expect to start school on or before Tuesday 15th September 2020.

Parents/carers who feel that their child will not be ready to start school on a full-time basis should discuss alternative arrangements directly with the school. On an individual basis, a school may offer alternative starting arrangements to those described above to ensure an effective transition into school for all children.

3.2 Children older than four years: registering for Years 1-6

Parents/carers who wish to register a school-age child for a place in Years 1-6 during the course of the school year should complete a registration form for the child's catchment school, which is available from the [States of Guernsey website](#)⁹ and return it to Education Services, accompanied by appropriate supporting documentation. Where applications are received for the placement of more children than there are places available at a particular school, priority will be determined by the date of receipt of fully completed applications (with all appropriate supporting documentation), with the earliest-received application being given the highest priority.

Once a place has been confirmed it will normally be held for that child for a maximum period of two months, except for registrations for the start of a new academic year, in which case places may be confirmed no earlier than the last two weeks of the spring term preceding the start of the relevant academic year.

If space is not available in the child's catchment school, Education Services will allocate a place at an alternative school based on all relevant factors it is aware of, including availability of places, distance between home and school and ease of access by public transport or the proximity of school bus routes. In such cases parental preference will also be considered but may not always be able to be accommodated.

3.3 Admission to Catholic Voluntary Schools

There are two Catholic Voluntary Primary Schools, namely Notre Dame du Rosaire and St. Mary & St. Michael. These schools do not have defined catchment areas, but generally

⁹ <https://gov.gg/schooladmissions>

families living in the North of the Island will attend St. Mary & St. Michael Catholic Primary School and those living in the South will attend Notre Dame du Rosaire Catholic Primary School. Places are intended for children whose parents/carers can demonstrate affiliation to the denomination in whose interest the school is managed, by means of baptismal certificate for the child from a Catholic church.

Parents/carers should follow the same registration processes as outlined in 3.1 or 3.2 (as appropriate in respect of age) above.

Parents/carers of children who are not baptised Catholics but who wish their child to attend these schools should advise Education Services of this. For reception-age children such requests must be received before the end of the defined registration period. Their child will usually only be considered for a place if there is no space available within the catchment school for that child or if additional children are required to make a class in the Voluntary school viable.

If there are insufficient places at either school, places will be allocated according to the following order of priority. Where there is insufficient capacity to be able to allocate places to all children within a category, priority will be based on the distance between home and the relevant school as applicable within that category.

- a. Children registered within the registration period, who have on the roll of the school a brother or sister who will continue to attend that school for the following year
- b. ES-OCAPS category B placements
- c. For children registered for St. Mary & St. Michael Primary, those registered within the registration period, living in the north of the Island in the area outlined by the combined catchments of Amherst, Hautes Capelles, La Mare de Carteret and Vale Primary Schools; for children registered for Notre Dame Primary, those registered within the registration period, living in the south of the Island in the area outlined by the catchment areas of the remaining schools; within these north/south areas, children whose catchment schools have a lower proportion of free spaces (calculated as at the "allocation date", based on planned admission capacity and registrations within categories a-e as defined in section 3.1.6) will have higher priority
- d. Other children registered within the registration period
- e. ES-OCAPS category C placements
- f. Children registered after the registration period

4.0 Out of Catchment Area/Partner Site (OCAPS) - Admission to a School Outside a Child's Catchment Area/Partner Site

4.1 Requested by Parent/Carer (PC-OCAPS)

4.1.1 Making a PC-OCAPS request

It is recognised that in certain situations parents/carers may have valid reason for requesting their child attends a school other than the one in the catchment area in which the parent or carer resides. For children moving from Year 6 into secondary-level education in the following year, it is possible to request a place at a school other than the Partner Site associated with the child's current Primary School. The same form, evaluation process and appeals mechanism are used within both contexts.

Please also refer to the document "The circumstances in which a Parent/Carer request for an Out of Catchment Area/Partner Site (PC-OCAPS) placement may be agreed" (available on the [States of Guernsey website](#)¹⁰).

If parents/carers wish to request a placement in a school outside their catchment area, they will need to demonstrate why it would be unreasonably detrimental to the child's education to attend the allocated catchment school. These are referred to as PC-OCAPS (Parent/Carer Out of Catchment Area/Partner Site) requests. All requests should be made in writing or by e-mail to Education Services' Administration and Procurement Manager (contact details below).

- For children expected to join a reception class in September 2020 the request should be received by the end of the registration period in order to be considered within the main allocation process. Although requests can be made after the registration period has ended it is less likely that Education Services will be able to grant them as places may already have been allocated to others
- All other requests may be made at any time

4.1.2 When PC-OCAPS requests may be granted

PC-OCAPS requests will only be granted where:

- There is space available; class sizes are less than 25 at Amherst and La Mare de Carteret Primary Schools or less than 28 at other primary schools; the class size limit for Secondary Partner Sites is 26 children for nominal allocation purposes.
- Education Services is satisfied that the child should not attend the catchment school/Partner Site on the basis that attending the allocated school/site would be unreasonably detrimental to the child's education

¹⁰ <https://gov.gg/schooladmissions>

4.1.3 Circumstances in which PC-OCAPS requests are not normally granted
Child-minding arrangements, convenience for parents'/carers' place of work and distance from school are not normally considered to be sufficient justification for granting PC-OCAPS requests. However, there may be instances when demand for places at a particular school is higher than the number of places available, in which case such circumstances may be able to be considered.

4.2 Instigated by Education Services (ES-OCAPS) (when Education Services allocates an alternative placement)

There are a number of scenarios within which Education Services may allocate a child a place at a school other than his/her catchment school/partner site. These are categorised as:

- A. Formal assessment of Special Educational Needs necessitating attendance at a specific school
- B. A child "at risk"¹¹ or in the care of the States ("Looked After Child")
- C. Where there is under- or over-subscription (i.e. too few children for a class group to be viable or economic or too many children for a catchment school's/partner site's planned intake capacity) or other exceptional circumstances

These are referred to as ES-OCAPS (Education Services Out of Catchment Area/Partner Site) placements. (Formerly ES-OCAS/ED-OCAS; Education Services/Education Department Out of Catchment Area Student.) Children who transfer between schools under the Managed Move process are not deemed to be ES-OCAPS placements.

4.3 Relative priority of ES-OCAPS placements and PC-OCAPS requests
ES-OCAPS placements generally take priority over PC-OCAPS requests in respect of allocation of available school places. Category A and B ES-OCAPS placements may, where necessary, be given priority over all other children, even where this means that it might not be possible to accommodate a child living within catchment.

4.4 ES-OCAPS placements and siblings

Once a child has been deemed an ES-OCAPS placement, siblings subsequently attending the same primary school while an ES-OCAPS child remains on the school roll will also inherit the same ES-OCAPS status.

4.5 Appeals against an ES-OCAPS placement

Parents/carers have the right to make representations against an ES-OCAPS placement. The grounds on which these may be considered are detailed within the document "The

¹¹ As defined within section 23 of the Children (Guernsey & Alderney) Law 2008.

circumstances in which an Education Services instigated Out of Catchment Area/Partner Site (ES-OCAPS) placement may be contested” which is available on the [States of Guernsey website](#)¹².

4.6 Catchment changes after a child starts school

Children whose catchment areas have been changed after they have started at their catchment school (as may be the case for the Castel Primary catchment changes implemented during 2014) will be regarded as having been placed at that school as an ES-OCAPS category C placement.

5.0 Appeals

5.1 The Right of Appeal

Education Services has a defined process for parents/carers to appeal against the placement of their child at a school. Further details of this can be found within the document “School Admission Appeals” on the [States of Guernsey website](#)¹³. This would not apply to ES-OCAPS category A placements (where there is already an Appeal process).

5.2 Time Period for Appeal

Appeals must be made within four weeks of the date of the letter confirming the child’s placement.

6.0 Moving Schools – Changes of Address

6.1 Children Due to Start Reception or Currently Registered in Year 6

If a child registered for Reception or currently within Year 6 changes address and subsequently moves into a different catchment area before being formally notified (by Education Services) of his/her school placement parents/carers should advise the Education Services as soon as possible in order that the child’s placement may be considered with the other children registered at his/her new catchment school.

If a child registered for Reception or currently within Year 6 changes address and subsequently moves into a different catchment area after being formally notified (by Education Services) of his/her school placement the child may attend the school as notified on his/her formal confirmation letter (issued by Education Services) or request a place at the relevant school for his/her new address, which will be granted if space is available.

¹² <https://gov.gg/schooladmissions>

¹³ <https://gov.gg/schooladmissions>

6.2 All other Children

When a child's home address changes and subsequently the catchment area to which he/she moves differs to that of his/her previous address, parents/carers have three options available to them:

1. Submit a request for the child to continue attending the school at which they are currently registered or
2. Submit a request for the child to transfer into their actual catchment school, based on the new address or
3. Submit no request, in which case Education Services will, in its absolute discretion, consider the most appropriate placement of the child

6.3 Requests for Transfers/Continued Attendance

All transfer requests or requests for continued attendance where address has changed should be addressed to the Administration and Procurement Manager (contact details below) in writing or by e-mail and should be accompanied by documentary proof of the child's new address. This is likely to be either a utility bill, signed tenancy agreement, a court document confirming proof of ownership of a property, or a Residence Order.

7.0 Moving to Guernsey

Parents/carers moving to Guernsey should refer to the [States of Guernsey website](#)¹⁴ and contact Education Services for guidance on, and assistance with, the placement of their child(ren). Where applications are received for the placement of more children than there are places available, priority will be determined by the date of receipt of fully completed applications (with all appropriate supporting documentation), with the earliest-received application being given the highest priority of those. The placement of primary-age children will be on the same basis as the processes outlined within section 3 above.

7.1 If a Catchment School Place is Unavailable

Should it not be possible to allocate a place at a child's catchment school, Education Services will allocate a place at an alternative school based on all relevant factors known to it at that time, including the availability of places, distance between home and catchment/alternative schools, ease of access by public transport and the proximity of school bus routes. In such cases parental preference will also be considered but may not always be able to be accommodated.

¹⁴ <https://www.gov.gg/movingtoguernsey>

7.2 Special Educational Needs

Where children have, or may have, identified special educational needs, Education Services will consider any previous assessments undertaken or statements to inform placement decisions or recommendations for placement in a special school in Guernsey.

7.3 Out of Year Group Requests

Children are not usually placed out of year group for their age unless Education Services believes that it would be detrimental to the child's education not to do so. Please refer to Education Services' Out Of Year Group Policy on the [States of Guernsey website](#)¹⁵.

8.0 Leaving Guernsey

If it is known that a child will be leaving school before he/she reaches the age of 16, parents/carers should advise the child's school in writing or by e-mail of this as soon as possible. This enables improved planning for his/her place to be reallocated to another child.

9.0 Requests, Queries and Guidance

Please use the following contacts for requests and queries relating to Admissions:

In writing: Administration and Procurement Manager
Education Services
Sir Charles Frossard House
La Charroterie
St. Peter Port
Guernsey
GY1 1FH

By e-mail: schooladmissions@gov.gg

By phone: 01481 733000

¹⁵ <https://gov.gg/schooladmissions>