






# Policy Directive, Procedures and Guidelines

## ADMISSIONS SECONDARY

Publication Date:	August 2019	Version Date:	2019.08.20
Review Date:	May 2020	Version Number:	v3.10
Contact:	Head of Resources		
 :	<a href="mailto:educationsportandculture@gov.gg">educationsportandculture@gov.gg</a>		
 :	Sir Charles Frossard House La Charroterie St Peter Port GY1 1FH		
 :	+44 (0)1481 733000 <a href="http://www.gov.gg/education">www.gov.gg/education</a>		
<b>Document Status</b> <i>This is a controlled document. Whilst this document may be printed, the electronic version posted on the ConnectED Intranet is the controlled copy. As a controlled document, it should not be saved onto local or network drives but should be accessed from the ConnectED Intranet.</i>			

## Contents

Contents.....	2
Summary of Changes from Previous Versions.....	4
1.0 Introduction .....	5
1.1 Policy Statement .....	5
1.2 Policy Objectives .....	5
1.3 Policy Application.....	5
1.4 Accountabilities.....	6
2.0 Policy Provision .....	6
2.1 The Partner School Model .....	6
2.2 Catchment Areas Model .....	6
2.3 Class Sizes.....	7
2.4 Allocation of Places .....	7
2.5 Automatic Release of Places .....	7
3.0 Admission to a Secondary School Site .....	8
3.1 Allocation of Places at Secondary School Sites.....	8
3.2 Allocation Date.....	9
4.0 Out of Catchment Area/Partner Site (OCAPS) - Admissions.....	9
4.1 Requested by Parent/Carer (PC-OCAPS).....	9
4.1.1 Making a PC-OCAPS request .....	9
4.1.2 When PC-OCAPS requests may be granted .....	10
4.1.3 Circumstances in which PC-OCAPS requests are not normally granted.....	10
4.2 Instigated by Education Services (ES-OCAPS) (when Education Services allocates an alternative placement).....	11
4.3 Relative priority of ES-OCAPS placements and PC-OCAPS requests .....	11
4.4 ES-OCAPS placements and siblings .....	11
4.5 ES-OCAPS placements and transfer to secondary school.....	11
4.6 Appeals against an ES-OCAPS placement .....	11
5.0 Appeals.....	12
5.1 The Right of Appeal.....	12
5.2 Time Period for Appeal .....	12

## ADMISSIONS: SECONDARY

---

6.0 Moving Schools – Changes of Address .....	12
6.1 Children Currently in Year 6.....	12
6.2 Children Currently in Year 7 (Partner School Model) .....	12
6.3 Children Currently in Years 8-11 (Catchment Areas Model) .....	13
6.4 Requests for Transfers/Continued Attendance .....	13
7.0 Moving to Guernsey.....	13
7.1 Year 7 .....	13
7.2 Years 8-9.....	13
7.3 End of Year 9 upwards .....	14
7.4 If a Catchment/Partner School Place is Unavailable.....	14
7.5 Sark School Pupils .....	14
7.6 Alternative Placement Options due to Primary/Secondary Catchment Area/Partner Site Mis-matches.....	14
7.7 Special Educational Needs .....	14
7.8 Out of Year Group Requests .....	14
8.0 Leaving Guernsey or Leaving the States’ Sector .....	15
9.0 Requests, Queries and Guidance .....	16

## Summary of Changes<sup>1</sup> from Previous Versions

Version no/Date	Change	Comment	Section/ Page
V3.10 (Aug 19)	Change of emphasis to reflect allocation model from 2019 will be through Partner School model.	Introduction of all ability model means catchment area allocation now only applies in limited circumstances.	1.3 (p5) 2.1 / 2.2 (p6-7) 3.1 (p8) 4.1.4 (p11)
	Removal of reference to special circumstances for children who attended St Andrew's Primary School.	There are no longer any circumstances in which this would apply.	2.2.1 (p6)
	<i>(Table started August 2019)</i>		

<sup>1</sup> 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 secondary school place.

This document forms the Committee *for* Education, Sport & Culture policy with regards to admissions into mainstream secondary schools during the academic year 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020 and the allocation process for the placement of children into Year 7 at the start of the academic year commencing 1<sup>st</sup> September 2020.

### 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

For the academic year commencing 1<sup>st</sup> September 2020 Education Services will operate a Partner School allocation model for admission to States' Secondary Schools. The previous catchment-based allocation model will remain in place for children in years 9-11 for that academic year. Admission to Special Schools is determined through the [Formal Assessment Process](#)<sup>2</sup>.

The Partner School model operates such that in principle, children from groups of primary schools will be placed at their Primary School's Partner Secondary School Site, even if they no longer live within the catchment area of the primary school that they currently attend.

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](#)<sup>3</sup>.

---

<sup>2</sup> <https://www.gov.gg/formalassessment>

<sup>3</sup> <https://www.gov.gg/schooladmissions>

## 1.4 Accountabilities

**Parents/carers** must ensure that they advise **their child's school** of any changes in relevant information, such as contact details and medical conditions. They should also advise **Education Services** if their child no longer requires an allocated place at a secondary school.

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 The Partner School Model

From September 2019, Education Services has applied a Partner School model such that it will seek to allocate places at each of the four Secondary School Sites to children attending associated groups of primary schools.

Site/School Groups for Children Starting Year 7 in September 2020

Secondary School Site	Partner Primary Schools
Les Varendes	Amherst Notre Dame du Rosaire
Les Beaucamps	Castel St. Martin's Forest
La Mare de Carteret	La Houquette La Mare de Carteret Vauvert
St. Sampson's	Hautes Capelles St. Mary & St. Michael Vale

Under the Partner School model, children will usually transition to the Secondary School Site of their Partner Primary School.

Should a child already resident in Guernsey, but not currently attending a States' Primary School, require a place at a Secondary School Site in Year 7 in September 2020, he/she will, subject to the availability of space, be allocated a place at the Secondary School Site partnered with the Primary School in whose catchment area he/she child lives.

### 2.2 Catchment Areas Model

Prior to September 2019, each mainstream secondary school, except the Grammar School and Sixth Form Centre, had a defined catchment area. These will only be applied to children joining school in years 8-11 during the academic year commencing 1<sup>st</sup> September 2019. For

admission purposes during this period, children are 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. Catchment area maps are available online for [Secondary](#)<sup>4</sup> schools. The catchment-based admission model will only be applied to children joining school in years 9-11 during the academic year commencing 1<sup>st</sup> September 2020.

### 2.3 Class Sizes

The default nominal form size in Secondary Schools is 24 children for intake capacity calculation purposes. However, in line with current practice this may be increased to up to 26 children at the discretion of the Director of Education following consultation with the relevant Headteacher.

### 2.4 Allocation of Places

Children cannot be guaranteed a place at their particular catchment school or partner Secondary School Site. In the event that it is not possible to accommodate a child in his/her catchment school or Secondary School Site, Education Services will allocate a place at an alternative school/site based on all relevant factors known to it at that time, including the availability of places, distance between home and catchment school/Secondary School Site and alternative schools/sites, 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 at that point will be given priority over children moving to the Island.

### 2.5 Automatic Release of Places

If Education Services is advised by any of the grant-maintained colleges that the parents/carers of a child have accepted a fee-paid place, Education Services will assume that the child no longer requires a place within a States' school and will therefore release it for reallocation to another child. If, for some reason, a parent or carer feels that this is an inappropriate assumption for their child, they should advise Education Services by 5pm on Friday, 10<sup>th</sup> January 2020.

**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.**

---

<sup>4</sup> <http://maps.digimap.gg/gsySchoolCatchmentHigh.htm>

## 3.0 Admission to a Secondary School Site

### 3.1 Allocation of Places at Secondary School Sites

In the event of there being insufficient places at a Secondary School Site at the point of transition from Primary to Secondary education under the “Partner School” model, places will be allocated according to the order of priority listed below.

Where there is insufficient capacity to be able to allocate places to all children within categories (c), (e) and (g), priority will initially be given to children whose siblings are in the lowest year group at the relevant Secondary School Site. As a second-level prioritisation mechanism for categories (c), (e) and (g) and as the main mechanism for all other categories, priority will usually be based on the distance between home and Secondary School Site/alternative Secondary School Site, ease of access by public transport and the proximity of school bus routes.

- a. Children who were on the roll of one of the Partner Primary Schools at the end of Year 5 and remain on the roll of that school in Year 6.
- b. ES-OCAPS<sup>5</sup> category A placements
- c. Children not attending a Partner Primary School, who have on the roll of the secondary school a brother or sister who will continue to attend that school for the following year and who were allocated a place at that school, instead of their catchment primary school or secondary 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 who were on the roll of one of the Partner Primary Schools at the end of Year 5, who have on the roll of the Secondary School Site a brother or sister who will continue to attend that school for the following year (excluding years 12 and 13 at the Les Varendes site)
- f. Children on the roll of one of the Partner Primary Schools who have joined Year 6 during the academic year 2019-2020.
- g. Children not on the roll of one of the Primary Partner Schools, who have on the roll of the Secondary School Site a brother or sister who will continue to attend that school for the following year and were allocated a place at that school as a result of a Parent/Carer request (PC-OCAPS)
- h. ES-OCAPS category C placements
- i. PC-OCAPS placements

---

<sup>5</sup> 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.



The above categories will be applied following the deadline for receipt of any PC-OCAPS requests, this being 5pm on Friday 10<sup>th</sup> January 2020 if parents/carers wish these to be considered within the main Secondary Admissions process.

### 3.2 Allocation Date

A nominal “allocation date” will be determined, depending on Year 6 primary school populations, PC-OCAPS requests, planned Secondary School Site capacities and other relevant factors. All information/requests known on that date will be considered within the allocation process, with all requests received before 5pm on Friday 10<sup>th</sup> January 2020 being given priority within the above category list.

Placement requests received after 5pm on Friday 10<sup>th</sup> January 2020 but before the allocation date will be assessed within categories a to i as outlined above, 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.

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

## 4.0 Out of Catchment Area/Partner Site (OCAPS) - Admissions

### 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 (a) the Secondary School Site partnered with the child’s current Primary School or, where applicable, (b) the one in the catchment area in which the parent or carer resides. Such requests may be made for any of the Secondary School Sites, including Les Varendes. However, PC-OCAPS requests on the basis of siblings attending the Les Varendes site will usually only be considered where the sibling is, or will be, within Years 7-11 at the time the younger child moves to that site (i.e. not those in Years 12 and 13 attending the Sixth Form Centre).

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](https://gov.gg/schooladmissions)<sup>6</sup>).

---

<sup>6</sup> <https://gov.gg/schooladmissions>

If parents/carers wish to request a placement in a school either (a) other than the Secondary School Site partnered with their child's current Primary School or (b) outside their catchment area, they will need to demonstrate why it would be unreasonably detrimental to the child's education to attend the allocated 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 in Year 6 moving into the secondary phase in September 2020, the request should be received by 5pm on Friday 10<sup>th</sup> January 2020** if parents/carers wish this to be considered as part of the main Secondary Admissions process. Requests may also be made after this date but may be considered outside of the main Secondary Admissions process and 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

It is expected that parents/carers will be notified by the end of the spring term (3<sup>rd</sup> April 2020) of the outcome of Education Services' consideration of the PC-OCAPS requests received by the above deadline.

#### 4.1.2 When PC-OCAPS requests may be granted

PC-OCAPS requests will only be granted where:

- There is space available within the planned intake capacity for that particular school
- Education Services is satisfied that the child should not attend the catchment/partner school site on the basis that attending the allocated school would be unreasonably detrimental to the child's education

Further information is available on the [States of Guernsey website](#)<sup>7</sup>

#### 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 on the basis of facilitating the effective and efficient use of resources.

---

<sup>7</sup> <https://www.gov.gg/schooladmissions>

### 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/partner site. These are categorised as:

- A. Formal assessment of Special Educational Needs necessitating attendance at a specific school
- B. A child “at risk”<sup>8</sup> 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/partner school’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 known as ES-OCAS or 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-OCAS/ES-OCAPS placement, siblings subsequently attending the same school while an ES-OCAS/ES-OCAPS child remains on the school roll will also inherit the same ES-OCAS/ES-OCAPS status.

### 4.5 ES-OCAPS placements and transfer to secondary school

At the end of the primary phase, children who have been placed at a Primary School under ES-OCAPS categories B or C may, where space is available, choose to attend either the Secondary School Site partnered with their current Primary School, or the Secondary School Site partnered with the Primary School in whose catchment they live. In the latter case, a PC-OCAPS request should be submitted, which will be granted subject to the availability of space.

### 4.6 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

---

<sup>8</sup> 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](#)<sup>9</sup>.

## 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](#)<sup>10</sup>. This would not apply to ES-OCAPS category A placements (where there is already a specific 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 Currently in Year 6

If a child currently within Year 6 changes address after being formally notified by Education Services of his/her Secondary School Site placement, the child may attend the school as notified on his/her formal confirmation letter or submit a PC-OCAPS request to Education Services for a place at the Secondary School Site partnered with the Primary School for his/her new address.

### 6.2 Children Currently in Year 7 (Partner School Model)

When a child's home address changes and subsequently the Primary School 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 the Secondary School Site which is partnered with the Primary School in whose catchment area they now live, 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

Parents/carers are asked to note that changing schools part-way through curriculum key stages can present difficulties in respect of curriculum continuity.

---

<sup>9</sup> <https://gov.gg/schooladmissions>

<sup>10</sup> <https://gov.gg/schooladmissions>

### 6.3 Children Currently in Years 8-11 (Catchment Areas Model)

When a child's home address changes and subsequently the Secondary School 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 catchment secondary 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

Parents/carers are asked to note that changing schools part-way through curriculum key stages can present difficulties in respect of curriculum continuity.

### 6.4 Requests for Transfers/Continued Attendance

All transfer requests, or requests for continued attendance where a child's 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](#)<sup>11</sup> 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 in 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 priority.

### 7.1 Year 7

Children moving to Guernsey to join a secondary school in Year 7 will be placed at the Secondary School Site partnered with the Primary School whose catchment they will be living in.

### 7.2 Years 8-9

Parents/carers of secondary-age children who will join no later than the last half term in Year 9 may request their child to be considered for placement at the Grammar School and Sixth Form Centre. The child may be asked to sit one or more tests to confirm that his/her

---

<sup>11</sup> <https://www.gov.gg/movingtoguernsey>

ability level is such that he/she is likely to be best placed at that school. If an appropriate level of score is achieved, or it is not possible/appropriate for these tests to be sat, an educational professional will review the child's achievement levels and latest report supplied by the child's current/most recent school and advise whether a place can be offered.

### 7.3 End of Year 9 upwards

Children moving to Guernsey who will join either in Year 9 after May half term or in Years 10 or 11 will be allocated a place at the most appropriate school based on their current school's curriculum and their chosen examination subject options; this being determined by an appropriate Education Officer.

### 7.4 If a Catchment/Partner School Place is Unavailable

Should it not be possible to allocate a place at a child's catchment/partner school the principles outlined in section 2.4 above will be applied.

### 7.5 Sark School Pupils

Sark pupils who transfer to Guernsey under the agreement with Sark's Chief Pleas will usually be placed at Les Beaucamps High School.

### 7.6 Alternative Placement Options due to Primary/Secondary Catchment Area/Partner Site Mis-matches

In the case of children moving to Guernsey whose sibling(s) may, due to the combined application of the Catchment Area and Partner School models, be likely to be placed at different Secondary School Sites, parents/carers may request that the older sibling(s) be placed at the Secondary School Site relevant to the Primary School attended by the younger sibling(s). Such requests should be made to Education Services in writing or by e-mail and are subject to the availability of space.

### 7.7 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.

### 7.8 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](https://gov.gg/schooladmissions)<sup>12</sup>.

---

<sup>12</sup> <https://gov.gg/schooladmissions>

## 8.0 Leaving Guernsey or Leaving the States' Sector

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 of this as soon as possible. This enables improved planning for his/her place to be reallocated to another child.

If Education Services is advised by any of the grant-maintained colleges that the parents/carers of a child have accepted a fee-paid place, Education Services will assume that the child no longer requires a place within a States' school and will therefore release it for reallocation to another child. If, for some reason, a parent or carer feels that this is an inappropriate assumption for their child, they should advise Education Services by 5pm on Friday, 10<sup>th</sup> January 2020.

## 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](mailto:schooladmissions@gov.gg)

By phone: 01481 733000