



# Policy Directive, Procedures and Guidelines

## ADMISSIONS SECONDARY

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### Document Status

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

Version no/Date	Change	Comment	Section/ Page
V3.14 (Jun 23)	Annual review/refresh	Clarification that the previous catchment-based allocation model is no longer in place. A new section clarifying the situation for Alderney learners has also been added noting that a historic arrangement has now ended.	1.3 (p5)  7.5 (p13)
V3.13 (Aug 22)	Annual review/refresh	Minor changes to update details and reflect current dates. Section on Catchment Areas Model removed.	General
V3.12 (Aug 21)	Annual review/refresh  Class sizes  Additional detail on Sark Pupils	Minor changes to update details and reflect current dates.  Updated to align with new “tipping point” of 28.  Requests for admission into Year 7 must normally be received by the end of the January preceding the start of the relevant academic year.	General  2.3 (p7)  7.4 (p15)
V3.11 (Aug 20)	Annual review/refresh  Change in Partner School arrangements, with effect from September 2021, for children attending Vauvert Primary School  Revision to narrative in respect of Sark children	Minor changes to reflect current dates.  Change of nomenclature from “Education Services” to “the Committee <i>for</i> Education, Sport & Culture”. Changed references from “his/her” to “their”.  Vauvert Primary School will be partnered with the Les Varendes site, rather than with the La Mare de Carteret site.  Inclusion of measures to facilitate the servicing of the agreement with Chief Pleas	General  2.1 (p6)  7.5 (p15)
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 2023 to 31<sup>st</sup> August 2024 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 2024.

### 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 are likely to be applied when making various decisions
- The various processes that are undertaken

### 1.3 Policy Application

The Committee *for* Education, Sport & Culture will continue to operate a Partner School allocation model for admission to States' Secondary Schools. The previous catchment-based allocation model will no longer be in place as the last remaining children placed using this model have now left secondary school. 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 the Committee *for* Education, Sport & Culture has to vary its policy or chooses, where appropriate, to deviate from that policy. Changes in policy within the academic year are rare and you will always be informed as soon as possible of any change(s) that will affect your child.

The latest version of the published policy will be available on the [States of Guernsey website](#)<sup>3</sup>.

The application of this policy is delegated to officers within Education Operations.

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<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 Operations** their child no longer requires an allocated place at a secondary school.

The **School Admissions Team** is responsible for allocating and notifying parents/carers of placements.

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

## 2.0 Policy Provision

### 2.1 The Partner School Model

From September 2019, the Committee *for* Education, Sport & Culture 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. The Partner School model will continue to be in place for children starting Year 7 in September 2024.

#### Site/School Groups for Children Starting Year 7 in September 2024

Secondary School Site	Partner Primary Schools
Les Varendes High School	Amherst Notre Dame du Rosaire Vauvert St. Mary & St. Michael
Les Beaucamps High School	Castel St. Martin's Forest La Houquette
La Mare de Carteret High School	No intake to align with secondary reorganisation
St. Sampson's High School	Hautes Capelles Vale La Mare de Carteret

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 2024, they 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 the child lives.

### 2.3 Class Sizes

The default nominal form size in Secondary Schools is 28 children for intake capacity calculation purposes.

### 2.4 Allocation of Places

Children cannot be guaranteed a place at their particular partner Secondary School Site or catchment school. In the event that it is not possible to accommodate a child in their partner Secondary School Site, the School Admissions Team 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 within the Bailiwick of Guernsey at that point will be given priority over children moving to the Island.

### 2.5 Automatic Release of Places

If the School Admissions Team is advised by any of the grant-maintained colleges that the parents/carers of a child have accepted a fee-paid place, the School Admissions Team 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 the School Admissions Team by 5pm on Friday, 5<sup>th</sup> January 2024.

**The Education Office reserves the right to move a child to another school if their current placement was based on incorrect information provided by their parents/carers.**

## 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>4</sup> category A placements
- c. Children not attending a Partner Primary School, who have on the roll of the secondary school a sibling 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 The Education Office 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 sibling 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 2023-2024.
- g. Children not on the roll of one of the Primary Partner Schools, who have on the roll of the Secondary School Site a sibling 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

The above categories will be applied following the deadline for receipt of any PC-OCAPS requests, this being 5pm on Friday 5<sup>th</sup> January 2024 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 5<sup>th</sup> January 2024 being given priority within the above category list.

Placement requests received after 5pm on Friday 5<sup>th</sup> January 2024 but before the allocation date will be assessed within categories a to i as outlined above, with priority within each

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<sup>4</sup> OCAPS: Out of Catchment Area/Partner Site. Section 4 details the two types – PC-OCAPS (Parent/Carer request) and ES-OCAPS (Education-Specified). See section 4.2 for an explanation of ES-OCAPS category A, B and C placements.

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 - the Secondary School Site partnered with the child’s current Primary School. 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](#)<sup>5</sup>).

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, 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 the Student Finance & Admissions Manager (contact details below).

- **For children in Year 6 moving into the secondary phase in September 2024, the request should be received by 5pm on Friday 5<sup>th</sup> January 2024** 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 The Education Office will be able to grant them as places may already have been allocated to others
- All other requests may be made at any time

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<sup>5</sup> <https://gov.gg/schooladmissions>

It is expected that parents/carers will be notified by the end of the spring term of the outcome of the School Admissions Team consideration of the PC-OCAPS requests.

### 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
- The Admissions Team is satisfied that the child should not attend the 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>6</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.

## 4.2 Education-Specified (ES-OCAPS) (when a child is allocated an alternative placement at a school other than their catchment school)

There are a number of scenarios within which The Education Office may allocate a child a place at a school other than their 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>7</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 placements. 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.

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

<sup>7</sup> As defined within section 23 of the Children (Guernsey & Alderney) Law 2008.

### 4.4 ES-OCAPS placements and siblings

Once a child has been deemed an ES-OCAPS placement, siblings subsequently attending the same school while an ES-OCAPS child remains on the school roll will also inherit the same ES-OCAPS status. Previous placements by The Education Office (ES-OCAPS/OCAS) or the Education Department (ED-OCAS) have the same status as ES-OCAPS placements.

### 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 circumstances in which an Education-Specified Out of Catchment Area/Partner Site (ES-OCAPS) placement may be contested” which is available on the [States of Guernsey website](#)<sup>8</sup>.

## 5.0 Appeals

### 5.1 The Right of Appeal

There is 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>9</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 The Education Office of their Secondary School Site placement, the child may attend the school

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<sup>8</sup> <https://gov.gg/schooladmissions>

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

as notified on their formal confirmation letter or submit a PC-OCAPS request to The Education Office for a place at the Secondary School Site partnered with the Primary School for their new address.

### 6.2 Children Currently in Years 7-10 (Partner School Model)

When a child's home address changes and subsequently the Primary School catchment area to which they move differs to that of their previous address, parents/carers have two 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

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

### 6.3 Requests for Transfers/Continued Attendance

All transfer requests, or requests for continued attendance where a child's address has changed, should be sent to the School Admissions Team (contact details below) in writing or by e-mail and must be accompanied by documentary proof of the child's new address. This will be either a utility bill (no older than three months), 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](https://www.gov.gg/movingtoguernsey)<sup>10</sup> and contact The Education Office 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, Year 8, Year 9 and before October Half Term in Year 10

Children moving to Guernsey to join a secondary school in Year 7, Year 8, Year 9 or, Year 10, before October half term, will be placed at the Secondary School Site partnered with the Primary School whose catchment they will be living in.

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<sup>10</sup> <https://www.gov.gg/movingtoguernsey>

### 7.2 After October Half Term, Year 10 and Year 11

Children moving to Guernsey who will join either after the October half term in Year 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.

### 7.3 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.

### 7.4 Sark School Pupils

There is an agreement in place for a number of Sark pupils to transfer to Guernsey for part of their secondary education. Children who transfer to Guernsey under the agreement with Sark's Chief Pleas will usually be placed at Les Beaucamps High School. Where necessary, places may be allocated/reserved in advance of them joining the school. Requests for admission into Year 7 must normally be received by the end of the January preceding the start of the relevant academic year, otherwise it may not be possible to accommodate the student(s) at Les Beaucamps High school, which is the placement school that will be prioritised for Sark students where at all possible. For Sark children living in arranged accommodation in Guernsey, applications will only be accepted once proof of the Health and Social Care safeguarding checks have been completed.

### 7.5 Alderney Learners

A historic arrangement allowed learners who passed the 11+ examination permission to stay with host families in Guernsey and attend the Grammar School and Sixth Form Centre, due to there not being selective provision on Alderney.

That arrangement has now ceased as there is no longer selective education in Guernsey. This policy does not allow for children whose home address is in Alderney, who intend to live during the term time with a host family in Guernsey, to attend any Guernsey School.

### 7.6 Special Educational Needs

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

### 7.7 Out of Year Group Requests

Children are not usually placed out of year group for their age. Please refer to the Committee's Out Of Year Group Policy on the [States of Guernsey website](#)<sup>11</sup>.

## 8.0 Leaving Guernsey or Leaving the States' Sector

If it is known that a child will be leaving school before they reach 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 their 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:     School Admissions Team  
                  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 224000

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<sup>11</sup> <https://gov.gg/schooladmissions>