






# Policy Directive, Procedures and Guidelines

## ADMISSIONS SECONDARY

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

Version no/Date	Change	Comment	Section/ Page
v.3.15 (Sept 24)	Annual review/refresh	Updated dates Amendment to terminology from PC-OCAPS to OCAP Updated wording to describe secondary schools rather than sites Confirmation added that learners in Year 6 at St Anne’s school, Alderney will automatically progress to Year 7 at St Anne’s, Alderney	Throughout
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 for 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.	General  2.1 (p6)  7.5 (p15)

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

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		Inclusion of measures to facilitate the servicing of the agreement with Chief Pleas	
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>		

## 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 2024 to 31<sup>st</sup> August 2025 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 2025.

### 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 operates a Partner School allocation model for admission to States' Secondary Schools where children from groups of primary schools are placed at their Primary School's Partner Secondary School, 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>2</sup>.

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

Throughout this policy directive, 'Headteacher' also refers to Heads of Service, Secondary School Principals and the Principal of TGI: College, and 'school' refers to any education establishment.

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<sup>2</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 the **School Admissions Team** 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 three Secondary Schools 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 2025.

#### School Groups for Children Starting Year 7 in September 2025

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

Under the Partner School model, children will usually transition to the Secondary School 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 in Year 7 in September 2025, 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.

## 2.2 Allocation of Places

Children cannot be guaranteed a place at their particular partner Secondary 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 based on all relevant factors known to it at that time, including the availability of places, distance between home and catchment school/Secondary School and 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 within the Bailiwick of Guernsey (Guernsey, Alderney, Herm and Jethou) at that point will be given priority over children moving to the Island.

## 3.0 Transition from a States-maintained Primary School to Year 7 in a Secondary School

Under the Partner School model, children will usually transition to the Secondary School of their Partner Primary School. Learners resident in Alderney and attending St Anne's School in Year 6 will automatically transition to Year 7 at St Anne's School.

It is expected that Parents/carers will receive confirmation of this place by the end of the Spring Term<sup>3</sup>.

### 3.1 Allocation of Places at Secondary School

In the event of there being insufficient places at a Secondary School 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. 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/alternative Secondary School, 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.

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<sup>3</sup> <https://gov.gg/termdates>

- 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 a sibling who will continue to attend that school for the following year (excluding Years 12 and 13 at the Sixth Form Centre).
- f. Children on the roll of one of the Partner Primary Schools who have joined Year 6 during the academic year 2024.
- g. Children not on the roll of one of the Primary Partner Schools, who have on the roll of the Secondary School 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 (OCAPS).
- h. ES-OCAPS category C placements.
- i. OCAPS placements.

The above categories will be applied following the deadline for receipt of any OCAPS requests, this being 5pm on Friday 10<sup>th</sup> January 2025 if parents/carers wish these to be considered within the main Secondary Admissions process.

### 3.3 Automatic Release of Places

If the School Admissions Team is advised by any of the grant-aided 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, 10<sup>th</sup> January 2025.

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

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

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

### 4.1 OCAPS Requests made by Parent/Carer

#### 4.1.1 Making an 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 partnered with the child's current Primary School. Such requests may be made for any of the Secondary School. However, OCAPS requests on the basis of siblings attending the Les Varendes High School 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 an Out of Catchment Area/Partner School (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 other than the Secondary School 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 Out of Catchment Area/Partner School (OCAPS) requests. All requests should be made in writing or by e-mail to the School Admissions Team (contact details below).

- **For children in Year 6 moving into the secondary phase in September 2025, the request should be received by 5pm on Friday 10<sup>th</sup> January 2025** 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 School Admissions Team 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](#)<sup>6</sup> of the outcome of the School Admissions Team consideration of the OCAPS requests.

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

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

### 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 School Admissions Team may allocate a child a place at a school other than their catchment/partner school. 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 special arrangements agreed in consultation with the parent, learner and school (known as Managed Moves) are not deemed to be ES-OCAPS placements.

### 4.3 Relative Priority of ES-OCAPS Placements and OCAPS Requests

ES-OCAPS placements generally take priority over 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 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 partnered with their current Primary School, or the Secondary School partnered with the Primary School in whose catchment they live. In the latter case, an OCAPS request should be submitted, which will be granted subject to the availability of space.

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

#### 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 School (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

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.

#### 6.1 Children Currently in Year 6

If a child currently within Year 6 changes address after being formally notified by the School Admissions Team of their Secondary School placement, the child may attend the school shown in the formal placement notification; or submit an OCAPS request to School Admissions Team for a place at the Secondary School 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 **after** they were placed on the roll of a Secondary School and subsequently the Primary School catchment area to which they move differs to that of their previous address; and the new catchment Primary School is not partnered with the same Secondary School, parents/carers have two options available to them:

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

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

1. Submit a request for the child to continue attending the school at which they are currently registered; or
2. Submit a transfer request for the child to transfer into the Secondary School 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.**

### 7.0 Moving to Guernsey

Parents/carers moving to Guernsey should refer to the [States of Guernsey website](#)<sup>10</sup> and contact the School Admissions Team 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 partnered with the Primary School whose catchment they will be living in.

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

Children moving to Guernsey who will join either after the October half term in Year 10, or Year 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 2.2 above will be applied.

#### 7.4 Sark School Pupils

There is an agreement in place for a number of pupils from Sark School 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

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

preceding the start of the relevant academic year, otherwise it may not be possible to accommodate the pupil(s) at Les Beaucamps High School. 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

This policy does not allow for children whose home address is in Alderney and who intend to live during the term time with a host family in Guernsey, to attend any States-maintained Guernsey School.

### 7.6 Additional Learning Needs

Some learners who move to live in Guernsey may have needs that have already been identified. They may have a Plan, for example an Education, Health and Care Plan (England), or a Record of Need (Jersey). Plans from elsewhere do not have direct effect in Guernsey but the information contained is valuable in ensuring the fullest picture of children and young people who are new to the Island.

Any additional learning needs should be made known by the parents when applying for a place in an education setting. For States-maintained settings, Education Officers will consider information provided to help identify how the learner can be supported in education in Guernsey. This will include:

- the views of the learner and parents/carers and
- any existing documents (for example assessments and Plans)

Consideration may include Educational Psychologists, other services and settings, as appropriate in the individual circumstances.

If it is identified that the learner's needs might best be supported in an educational setting/establishment that particularly specialises in supporting ALN, a short-term assessment placement may be offered (this is usually for two terms). This is to ensure that learners who are new to the Island are placed in the most appropriate educational setting/establishment. Evidence gathered during an assessment placement will help inform if the learner requires to go forward to Formal Assessment. Most will, but some might not, depending on the individual circumstances.

Further information on how schools and services provided by the States of Guernsey should give help to children with additional learning needs is available here:

[States of Guernsey website](#)<sup>11</sup>

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<sup>11</sup> <https://gov.gg/article/3083/The-Code-of-Practice-and-Graduated-Response>

### 7.7 Out of Year Group Requests

Children are not usually placed out of year group for their age unless, through consultation with educational professionals there is sufficient evidence that it would be detrimental to the child's education not to do so. Please refer to the Committee's Out Of Year Group Policy on the [States of Guernsey website](#)<sup>12</sup> for further information about this process and how to make an application.

## 8.0 Leaving Guernsey or a States-maintained school.

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