

## **POLICY AND GUIDANCE ON ADMISSION TO PRIMARY SCHOOLS**

The purpose of this document is to clarify the basis and procedures by which pupils of primary school age may be admitted to an Island primary school.

### **AGE ON ADMISSION TO PRIMARY SCHOOL**

Pupils are normally admitted to the Reception Class of a primary school at the beginning of the academic year in which they will have their fifth birthday.

Parents do have the right, however, should they wish, to delay their child's entry to school until the beginning of the term following their fifth birthday.

There is normally only one intake per year, at the beginning of the Autumn Term, and most primary schools admit pupils initially on a part-time basis for a brief induction period - usually of about two weeks' duration.

### **ADMISSION TO SCHOOL**

All children living within the catchment area of a school must be admitted to that school unless -

- the child has special educational needs which cannot reasonably be provided for at the school (*see section on Special Educational Needs*), or
- the child has been expelled from the school and has not since been re-admitted.

Since 34 of the Island's 35 primary schools have designated catchment areas and all primary schools have an indicative maximum number of pupils approved by the Department, the primary school a child attends will normally be determined by the parents'\* place of permanent residence (as shown on the Electoral Roll and at the Isle of Man Government's Treasury Rates Office).

Parents may, however, apply for their child to be admitted to another primary school of their choice (*see section on 'Out of Catchment Area' Admissions*).

For planning purposes and the allocation of staff, the Department regards a mainstream primary class size of 25 pupils as acceptable. Consequently, a school's indicative maximum number of pupils is calculated by multiplying the number of mainstream classrooms by 25, except in exceptional cases where there are some classrooms smaller than standard which could only physically accommodate, say, 22 pupils. The school's indicative maximum figure would be adjusted accordingly. However, individual class sizes may rise to, or in excess of, 30 when space and other factors allow. The Department will regard a class as being "full" when it numbers 30, and any class over this number to be acceptable only if the additional pupils over 30 have been admitted from within the school's catchment area. Given that some classrooms in certain buildings are small, however, the Department would regard a lower figure than 30 as being "full" in such cases.

In the case of families living apart, “parents’ place of permanent residence” is, in all cases, taken to be the place of permanent residence of the parent with whom the child normally resides during the period Monday - Friday when schools are open.

*\*“Parent” includes any person who has parental responsibility for a child and any person with whom the child is living and who has care of him or her)*

## **CATCHMENT AREAS**

With the exception of St Thomas’ C of E Primary School, each of the Island’s primary schools has a legally designated catchment area and it is the geographical boundaries of these catchment areas which define the area served by each school.

Every child’s parents’ home (permanent place of residence) may be identified, therefore, with its ‘natural’ primary school by reference to its location within a designated catchment area.

The catchment areas of primary schools are shown in the School Catchment Areas Order 2004, a copy of which may be obtained from the Department’s offices.

Each individual primary school headteacher will also have details of the catchment area the school serves as well as those of its neighbouring schools.

## **‘OUT OF CATCHMENT AREA’ ADMISSIONS**

Parents may apply for an ‘out of catchment area’ place at any Island primary school.

However, it is the Department’s policy not willingly to overcrowd schools and the indicative maximum number of pupils approved for each school will therefore only be exceeded if –

- the number of pupils living within the school’s catchment area exceeds this figure, or
- the Department itself directs a pupil or pupils to the school.

In consequence, other than in exceptional circumstances, applications for places for children who are resident outside the catchment area of a school will usually be refused if the relevant class is already full (as defined earlier) or if it is approaching 30 pupils and further children living within the catchment area are expected to be enrolled during the course of the academic year.

Where parents choose to request an ‘out of catchment area’ place for their child, they will be required to meet any costs incurred in transporting their child to and from the school.

If a family leaves the catchment area of the school which their child attends, the child may remain at that school if his or her parents wish, or may transfer to the school serving the area to which they are moving.

Attendance at an ‘out of catchment area’ primary school does not confer the right to attend, at a later stage, the associated secondary school.

## **Reception**

If schools' maximum numbers are not reached through admitting pupils from their catchment areas, surplus Reception class places may be allocated to pupils whose parents' homes are outside the catchment area on the basis of geographical proximity to the school. In other words, those who live closest will be offered a place if parents have requested one and if there are surplus places available, ie the class has fewer than 30 pupils or, in some cases, fewer than the upper limit on numbers set for that particular school for admission in any one year group.

Each school will be responsible for making such offers for surplus places using accurate maps and verifying address locations. Any such offers will be made on or shortly after 1 June each year.

Schools will keep a register of names of those resident outside of their catchment areas who wish to be contacted if surplus places exist in the academic year following the enquiry. They will not, however, record names for the years beyond the following academic year since surplus places will not be allocated on a 'first come, first served' basis.

## **Years 1 – 6**

The availability or otherwise of surplus places for classes of Year 1 – Year 6 pupils will be confirmed, in writing, by the headteacher at the time of the enquiry.

## **SPECIAL EDUCATIONAL NEEDS**

Each primary school can provide for children with special educational needs.

If a child has a severe learning difficulty (identified at Stage 4 or 5 within the Department's procedures) to such an extent as needing education mainly in a special unit and the school serving the catchment area in which the child lives does not have a special unit facility, the Department's policy is that the child should attend the primary school with special unit facility which is located geographically closest to the parents' place of permanent residence.

The schools marked with an asterisk in the attached list all have special units.

It should be noted that the special unit at Cronk-y-Berry School is a sensory impairment unit only and will admit children with sensory difficulties from the whole Island regardless of location of parents' place of permanent residence.

The Department's expectation is that schools will afford particularly sympathetic consideration to requests for admission submitted on behalf of children with special educational needs, or on behalf of those who are in public care.

## **SIBLING RULE**

Younger siblings may attend the same school as an older brother or sister (even if it is not the 'natural' school associated with their parents' place of permanent residence) as long as the older child is still attending that school on the day that the younger child starts his or her attendance.

## **APPEALS**

Where an application for the admission of a child to a particular school has been refused, this will be conveyed, with the reason for the refusal, to the parents in writing by the headteacher, together with notification of their right of appeal.

The procedure for the submission and determination of appeals is set out in the Education (Admission Appeals) Regulations 2004.

Appeals should be submitted in writing within 21 days of notification of the headteacher's decision, marked for the attention of the Director of Education.

## **INFORMATION**

Further copies of this leaflet may be obtained from any primary school or from the Department of Education.

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St George's Court  
Upper Church Street  
Douglas  
Isle of Man  
IM1 2SG

Telephone: 685820  
Fax: 685834  
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*December 2004*

## Primary Schools

<b>Name of School</b>	<b>Headteacher</b>	<b>Tel No</b>	<b>Fax No</b>	<b>E-mail Address</b>
Albert Road Junior	Mr D M Faragher	812185	815990	enquiries@albertrd.sch.im
Anagh Coar	Mrs J Richardson	622148	615395	enquiries@anaghcoar.sch.im
Andreas	Mr M J Barrow	880375	880163	enquiries@andreas.sch.im
*Arbory	Mr R J Sellors	823369	824230	enquiries@arbory.sch.im
*Ashley Hill	Mr K Morris (Acting)	622104	616826	enquiries@ashleyhill.sch.im
*Auldyn Infants'	Miss D J Brew	812662	817139	enquiries@auldyn.sch.im
Ballacloan Infants'	Mrs J Gill	674615	615396	enquiries@ballacloan.sch.im
*Ballacottier	Mr P J Rhodes	612558	612832	enquiries@ballacottier.sch.im
Ballaquayle Infants'	Mrs L Green	622066	671080	enquiries@ballaquayle.sch.im
Ballasalla	Mr P G Reynolds	822529	824312	enquiries@ballasalla.sch.im
Ballaugh	Mr R J F Clark	897311	898230	enquiries@ballaugh.sch.im
Braddan	Mrs S Loaring	661087	616833	enquiries@braddan.sch.im
Bride Infants'	Mrs A Jessopp #	880347	880836	enquiries@bride.sch.im
*Cronk-y-Berry	Mr P B Orrell	615995	615962	enquiries@cronkyberry.sch.im
Dhoon	Mrs F McLean	861227	861199	enquiries@dhoon.sch.im
Fairfield Junior	Mrs J Gill (Acting)	675835	615397	enquiries@fairfield.sch.im
Foxdale	Mr S A Lambie, MBE	801236	801143	enquiries@foxdale.sch.im
*Jurby	Mrs C Beck	897651	898156	enquiries@jurby.sch.im
Kewague	Mr M Stevens	673951	615399	enquiries@kewague.sch.im
Laxey	Mrs J M Lund	861373	862728	enquiries@laxey.sch.im
Manor Park	Mr R G Caley	623794	615401	enquiries@manorpark.sch.im
Marown	Miss E Higham	851428	851034	enquiries@marown.sch.im
Michael	Mrs J E Hamer	878246	878794	enquiries@michael.sch.im
Murray's Road Junior	Mr J S Taylor	621681	615403	enquiries@murraysrd.sch.im
*Onchan	Mrs S A Farrell	673465	676709	enquiries@onchan.sch.im
*Peel Clothworkers'	Mrs D Saunders	842518	843787	enquiries@peelclothworkers.sch.im
*Phurt le Moirrey	Mrs C A Best	835531	835532	enquiries@phurtlemoirrey.sch.im
Rushen Primary	Mr T M Thomson	833551	832815	enquiries@rushen.sch.im
*St John's	Mr N Bennett	801282	801132	enquiries@stjohns.sch.im
St Mary's R C	Mr B Blair	673807	615404	enquiries@stmarys.sch.im
St Thomas' C of E	Mr J Riley	674230	615405	enquiries@stthomas.sch.im
Sulby	Mr M D Jackson	897258	898157	enquiries@sulby.sch.im
*Vallajeelt	Mr I R Walmsley	670844	615528	enquiries@vallajeelt.sch.im
Victoria Road	Mr W L Denard	822208	823192	enquiries@victoriard.sch.im
Willaston	Mr K Hardisty	621577	614667	enquiries@willaston.sch.im

# Acting Teacher in Charge