



**Isle of Man
Government**

Reiltys Ellan Vannin

Department of Education and Children
Rheynn Ynsee as Paitchyn



**Policy and Guidance on
Admission to Primary
Schools**

**Reviewed June 2016
(Revised December 2019)**

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.

For a summer term born child parents do have the right, should they wish, to delay their child's entry to school until the beginning of the term **following** their fifth birthday, that is the September following their fifth birthday. They would then be admitted to Year 1 not reception. Please contact DESC if considering deferring your child's entry to school.

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.

Registration is required prior to a child's entry to school, and registration forms should be completed and submitted to the catchment area school no later than the end of January of the year prior to the child starting school (often termed the Pre-school Year).

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 29 of the Island's 32 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 27 pupils as acceptable. Consequently, a school's indicative maximum number of pupils is calculated by multiplying the number of mainstream classrooms by 27, 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 be in excess of, 30 when space and other factors allow. Any class over this size will be considered acceptable to the Department 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.

Where parents or carers with shared parental responsibilities are in dispute over a move of school, the Department of Education and Children will not agree to a move unless there is written consent from both parties agreeing to the move.

***"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, St Mary's R C School and the Bunscoil Ghaelgagh in St John's, 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 2010, 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 primary school.

However, it is the Department's policy not 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 and registered at the school 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 approaching 30 pupils and further children living within the catchment area are expected to be enrolled during the course of the academic year.

In addition, even if the relevant class is not reaching the maximum size, there are only a small number of circumstances where approval may be given to children attending a school outside their catchment area, these are detailed in the Guidance notes for Out of Catchment Area Requests.

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.

SPECIAL EDUCATIONAL NEEDS

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

If a child has a severe learning difficulty (identified at School Action Plus 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 a 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.

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 Department, 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 Department's decision, marked for the attention of the Legal and Administration Manager.

INFORMATION

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

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June 2016

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PRIMARY SCHOOLS

Name of School	Headteacher	Tel No	E-mail Address
Anagh Coar	Mr R Coole	622148	AnaghCoarEnquiries@sch.im
Andreas	Mrs R Ashley	880375	AndreasEnquiries@sch.im
Arbory	Mr J Ayres	823369	ArboryEnquiries@sch.im
Ashley Hill	Mrs L Kinmond (Acting)	686633	AshelyhillEnquiries@sch.im
Ballacottier	Mrs C Walsh	612558	BallacottierEnquiries@sch.im
Ballasalla	Mr J Cox	822529	BallasallaEnquiries@sch.im
Ballaugh	Dr G Cushnie	897311	BallaughEnquiries@sch.im
Braddan	Mrs L Oates	661087	BraddanEnquiries@sch.im
Bunscoill Ghaelgagh	Bnr J Matthews	803330	BunscoillEnquiries@sch.im
Bunscoill Rhumsaa	Mr D Jenkins	812185	RhumsaaEnquiries@sch.im
*Cronk-y-Berry	Mr R J Sellors	615995	CronkyBerryEnquiries@sch.im
Dhoon	Mr M Kelly	861227	DhoonEnquiries@sch.im
Foxdale	Mrs A Jessopp	801236	FoxdaleEnquiries@sch.im
Henry Bloom Noble	Mr I R Walmsley	675835	HBNEnquiries@sch.im
Jurby	Mr W Nelson	897651	JurbyEnquiries@sch.im
Kewaique	Mr A Shorthouse	673951	Kewaique@Enquiries@sch.im
Laxey	Mrs J Aksoy	861373	LaxeyEnquiries@sch.im
Manor Park	Mrs R Forrester	623794	ManorParkEnquiries@sch.im
Marown	Mr I Longshaw	851428	MarownEnquiries@sch.im
Michael	Mr A Robinson	878246	MichaelEnquiries@sch.im
*Onchan	Mrs J Richardson	673465	OnchanEnquiries@sch.im
*Peel Clothworkers'	Mrs A Jackson	842518	PeelClothworkersEnquiries@sch.im
*Phurt le Moirrey	Mrs A Callahan (Acting)	835531	PhurtleMoirreyEnquiries@sch.im
Rushen Primary	Mr T M Thomson	833551	RushenEnquiries@sch.im
Scoill yn Jubilee	Mrs J Adamson	622066	JubileeJuniorEnquiries@sch.im
*St John's	Mrs T Willoughby	801282	StJohnsEnquiries@sch.im
St Mary's R C	Mr T Short	673807	StMarysEnquiries@sch.im
St Thomas' C of E	Mrs C Manser	674230	StThomesEnquiries@sch.im
Sulby	Mr M D Jackson	897258	SulbyEnquiries@sch.im
*Vallajeelt	Miss D Lyon	670844	VallajeeltEnquiries@sch.im
Victoria Road	Mr I Postlethwaite	822208	VictoriaRdEnquiries@sch.im
Willaston	Mrs R Burton	621577	WillastonEnquiries@sch.im

The information in this document can be provided in large print or on audio tape, on request.

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