






Guidelines

ADMISSION TO PRIMARY SCHOOLS – RECEPTION 2023

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Summary of Changes¹ from Previous Versions

Version no/Date	Change	Comment	Section/ Page
V1.6 (Aug 22)	Annual refresh	Date changed for registration period	n/a
V1.5 (Aug 21)	Annual refresh Contact changed Additional point on data standards	Minor changes to dates Queries with regards to entries and/or formats please contact Sims Support. Details of the pre-school/day nursery should be inputted for new pupils. Link to SIMS Policy added and parish names updated.	n/a 8.0 (p7) 8.0 (p7) 8.0 (p7)
V1.4 (June 20)	Annual refresh	Minor changes to dates. Change of nomenclature from “Education Services” to “the Committee for Education, Sport & Culture”. Changed references from “his/her” to “their”.	n/a
V1.3 (Aug 19)	Annual refresh	Minor changes to dates	n/a
v1.2 (Mar 19)	New section ‘Confirmation of Reception Starting Arrangements’	Records elements of current practice and introduces new requirement for transition timetable to be reviewed	10.0 (p8)
	<i>(Table started Jan 2019)</i>		

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

1.0 Introduction

This guidance should be read in conjunction with the current Primary Admissions Policy², which documents the principles and processes, and is intended to outline how the policy should be applied. The application of the Primary Admissions policy is delegated to officers within Education Operations.

The only substantive changes to the Primary Admissions Policy are in relation to the various dates for the registration window and the target date for confirmation of placements.

Each mainstream primary school, except for the Catholic Voluntary Schools, has a defined catchment area. In drawing up catchment areas, the Committee *for* Education, Sport & Culture has sought to ensure that they reflect the diversity of the community served by each school.

For admission purposes, children will be 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 The Education Office otherwise and it is agreed that there is a good reason for another address to be used. It is expected that a child will usually attend the primary school serving the catchment area in which the parent or carer resides.

2.0 Acceptance of Registrations

Catchment-based schools must only accept requests for school places from children living in their catchment area and an online [map](#)³ is available to assist this checking process. If you have any catchment queries please contact the School Admissions Team.

Registrations for future years (e.g. September 2024) must **not** be accepted.

3.0 Parent/Carer Out of Catchment Area/Partner School (PC-OCAPS) Requests

PC-OCAPS requests must **not** be accepted by schools. Parents/carers wishing to make such requests need to register their child at their catchment school and submit a PC-OCAPS request form, available [online](#)⁴, (if necessary, please offer to print one out for them) to The Education Office for consideration. Both the registration and the PC-OCAPS request must be received within the registration period, otherwise the child will be assigned a lower priority for available places.

² See Admissions section within Policies and Guidance on ConnectEd or on the gov.gg website

³ <http://maps.digimap.gg/gsySchoolCatchmentPrimary.htm>

⁴ <http://www.gov.gg/schooladmissions>

4.0 Catholic Voluntary Schools – Requests for Attendance of non-Catholic Children

Parents of children who are not baptised Catholics but wish them to attend Notre Dame du Rosaire or St. Mary & St. Michael Primary Schools should register their child at their catchment school and submit a PC-OCAPS form to the School Admissions Team. Places will only usually be allocated to non-Catholics if there is insufficient space at their catchment school or if additional children are required to make a class in the Voluntary school viable.

5.0 Registration Window for Children Starting Reception in September 2023

The period for receipt of registration forms for children starting in Reception or Year 1 in September 2022 runs from **9am on Friday 7th October 2022** until **3pm on Friday 18th November 2022**. Registrations should not be accepted before this date. Parents may still register their child after the registration window, but in the event of over-subscription such registrations will be given lower priority. All registrations within the defined window will be given the same level of priority in terms of order of receipt. All completed registration forms must be date-stamped upon receipt. This is especially important for late registrations as the date of late registration may become a prioritising factor, where availability of space is an issue. Registrations may be accepted after 18th November 2022 but **please notify the School Admissions Team** - by e-mail to schooladmissions@gov.gg in order that all known registrations can be considered during the allocation process.

There is no requirement for Headteachers to advise the School Admissions Team when the number of registrations reaches a particular level.

6.0 Registration Forms

The registration forms will be available on www.gov.gg/schooladmissions in advance of the registration window.

This year there will be one, generic, registration form, to be used for all schools. It will contain the section inviting parents/carers to express an interest in their child attending an alternative school, should the availability of places in the catchment school be limited. These can be considered under Section 34 of the Law (i.e. the effective and efficient use of resources) and therefore do not need to meet the standard PC-OCAPS criteria.

7.0 Supporting Documentation

Upon receipt of the completed registration forms, Schools should ensure they retain a copy of:

1. The passport or driving licence of one parent/carer
2. A utility bill⁵ for a fixed service, i.e. oil, mains gas, electricity, water, phone land-line (no more than 3 months old, in the name of that parent/carer and for the address on the registration form) and
3. The child's birth certificate or passport
4. For **Catholic school places only**, baptismal certificate from a Catholic church

If the name of the parent/carer on documents (1) and (2) is not the same as on the child's birth certificate, please obtain further documentation (e.g. copy of Marriage Certificate, Court Order etc.). **It is essential that a valid relationship between the child and the parent/carer be demonstrated.**

In exceptional circumstances and for Guernsey-born children only it may be possible for The Education Office to obtain information from the Greffe directly in place of a printed birth certificate. However, as this will incur costs for The Education Office, wherever possible schools should actively encourage parents/carers to obtain and present the required documentation.

Should the validity/legitimacy of any item(s) of documentation appear to be questionable (e.g. extremely low electricity bill, unusual visual appearance which may indicate document modification etc.) in any way please notify the School Admissions Team.-

8.0 Data Standards

Information for new pupils needs to be input in a consistent manner across all schools, otherwise the efficient use of this data for various processes is compromised due to the amount of data cleansing which has to be undertaken which, if done by staff at The Education Office, does not update school records and is therefore abortive effort.

The following guidance has been provided from the [SIMS Policy](#) by the Data Systems Officer:

- **Surname** – Initial to be uppercase, the rest lowercase
- **Forename** – Initial to be uppercase, the rest lowercase

⁵ The utility bill is used to validate the address on the registration form. Other documentary proof of address may be accepted at the discretion of the Committee for Education, Sport & Culture.

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- **Parental Salutation** – to be fully populated, with parents’/carers’ titles e.g. Mr & Mrs Smith (**NOT** ‘Parent/Guardian of..’)
- **Parental Addressee** – to be fully populated, with parents’/carers’ title and initials e.g. Mrs & Mrs S Smith (**NOT** ‘Parent/Guardian of..’)
- **Apartment – Apartment or Flat number**
- **House Name** – name only
- **House Number** – number only
- **Street**
- **District** – for use where extra lines in address e.g. Cobo, Port Soif, or road name if additional to Street name
- **Town** – parish name to be entered, with the following generic entries (no full stops or apostrophes):
 - Castel
 - Forest
 - Herm
 - Sark
 - St Andrews
 - St Martins
 - St Peter Port
 - St Pierre du Bois
 - St Sampsons
 - St Saviours
 - Torteval
 - Vale
 - Alderney
- **County** – For Guernsey address leave blank for UK address add the County
- **Post Code** – check and ensure the post code corresponds to the name of the parish entered

Pre-school/Day Nursery – full name of the pre-school/day nursery attended. Please see [CHttpHandler.ashx \(gov.gg\)](#), for list of correct names of registered preschools and Nursery providers. Please use the pre-existing pre-school names.

If you have any queries with regards to entries and/or formats or a preschool/nursery is not listed on SIMS please contact Sims Support at simssupport@gov.gg

9.0 Confirmation of Places

Acceptance of registration at any school does not guarantee the allocation of a place. Over-subscription criteria and relative priorities are detailed within the Committee *for* Education, Sport & Culture’s Admissions policy document. **The Education Office will determine the final allocation of places and will issue confirmation letters directly to all parents/carers.** It is expected that parents will be informed of their child’s allocated primary school by the end of the Spring Term.



10.0 Confirmation of Reception Starting Arrangements

Schools are responsible for confirming starting arrangements for children entering Reception direct with parents/carers. Before communicating information to parents/carers, schools should:

- Submit their intended transition timetable to the Lead Education Officer – Early Years, for review
- Await confirmation and issue of place allocation to parents, as set out in Section 9 above

11.0 The Committee *for* Education, Sport & Culture Contact Details

Should staff have any queries, please contact the School Admissions Team -:

 224000  SchoolAdmissions@gov.gg