



**Isle of Man  
Government**

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Department of Education, Sport and Culture  
**Rheynn Ynsee, Spoyrt as Cultoor**



# **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. 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, Sport and Culture 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, Sport and Culture

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## PRIMARY SCHOOLS

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

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

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