



**Isle of Man  
Government**

*Reiltys Ellan Vannin*



Department of Education and Children  
*Rheynn Ynsee as Paitchyn*

# **Policy and Guidance on Admission to Secondary Schools**

Reviewed March 2012

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

## Principle

The secondary school attended will normally be determined by the parents'\* place of permanent residence as given on the Electoral Roll and at the Isle of Man Government's Treasury Rates Office. (\* all references to parents also include legal guardians.)

In the case of families living apart, "parents' place of permanent residence" shall, in all cases, be 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.

## Policy - Transfer from Primary School to Year 7

- The Island's 35 primary schools have clearly defined catchment areas and it is the geographical boundaries of groups of these catchment areas, which define the areas served by secondary schools.
- Each child's parents' home (permanent place of residence) may be identified, therefore, with its 'natural' secondary school by reference to its location relative to its local primary school.
- It is the Department's policy that each child should attend his or her 'natural' secondary school. **If the child has attended an out of catchment area primary school, this will not confer the right to attend at a later stage the associated secondary school.**
- Each secondary school has a specialist department, which can support children with special educational needs. If a child has a severe learning difficulty (identified at School Action or School Action + within the Department's procedures) to such an extent as needing education mainly in a special unit, the same policy shall apply.
- Secondary schools and their associated primary school catchment areas are summarised in Appendix A.
  - Siblings may attend a different secondary school from the one naturally associated with their parents' place of residence if an older brother or sister is still on the roll of the different secondary school on the day that the younger child starts his/her attendance.
  - Each secondary school will be responsible for making such offers for surplus places. Any such offers will be made in March and April each year.

The Department of Education and Children will act as the appellate body in the event of any disputes or appeals. Any appeals should be addressed in writing to the Minister for Education and Children and will be -

- considered until the end of May when the process should be finalised.
- A form (AP3) will be available to parents of year 6 primary school pupils from their primary school headteacher in February of each year. This form is for parents to indicate:
  - the confirmation of their natural secondary school;
  - their wish to register an interest in their child attending a secondary school **other** than their natural one(s).

Parents are asked to return the form to their primary school headteacher by the end of February, otherwise it will be assumed that their children will attend the natural secondary school for their area.

## **Policy - Admission to Secondary School in Years 8-13**

Pupils whose parents' home (permanent place of residence) is in the secondary school's natural catchment area will automatically be accepted on to the roll of that school when parents register with the school.

If an 'out of catchment area' pupil is admitted, siblings of that pupil may also be admitted.

## **Review**

The Department of Education and Children reviews its procedures at regular intervals in order to ensure that the availability of secondary school places is both efficient and fair.

## Appendix A

### **North: Ramsey Grammar School**

Andreas  
Ballaugh (1)  
Dhoon  
Jurby  
Laxey (2)  
Ree Gorree  
Sulby  
St Thomas' Church of England School\*\*  
St Mary's Roman Catholic School\*\*

(1) and (2) - **Children whose parents' home is in the catchment area of one of these primary schools may attend instead:**

- (1) QE II High School;**
- (2) St Ninian's High School.**

### **South: Castle Rushen High School**

Arbory  
Ballasalla  
Foxdale (3)  
Kewaique (4)  
Phurt le Moirrey  
Rushen  
Victoria Road  
St Thomas' Church of England School\*\*  
St Mary's Roman Catholic School\*\*

(3) - **Children whose parents' home is in the catchment area of this primary school may attend the QEII High School instead.**

(4) - **If the parents' permanent place of residence is not in the parish of Santon, then children may attend Ballakermeen High School.**

### **West: Queen Elizabeth II High School\*\*\***

Ballaugh (5)  
Foxdale (6)  
Marown  
Michael  
Peel Clothworkers'  
St Johns'  
St Thomas' Church of England School\*\*  
St Mary's Roman Catholic School\*\*

(5) and (6) - **Children whose parents' home is in the catchment area of one of these primary schools may attend instead:**

- (5) Ramsey Grammar School;**
- (6) Castle Rushen High School.**

**East 1: St Ninian's High School**

Ashley Hill  
Onchan  
Cronk y Berry  
Willaston  
Laxey  
St Thomas' Church of England School\*\*  
St Mary's Roman Catholic School\*\*

**(7) - Children whose parents' home is in the catchment area of this primary school may attend instead:**

**(7) Ramsey Grammar School.**

**East 2: Ballakermeen High School**

Anagh Coar  
Ballacottier  
Braddan  
Fairfield  
Kewaique (8)  
Manor Park  
Murray's Road  
Vallajeelt  
St Thomas' Church of England School  
St Mary's Roman Catholic School

**(8) - If the parents' permanent place of Residence is not in the parish of Santon, then children may attend Ballakermeen High School.**

**\*\* Pupils who attend St Mary's Roman Catholic School or St Thomas' Church of England School shall for these purposes attend the secondary school for the area in which they permanently reside.**

**\*\*\*Pupils transferring from the Bunscoill Ghaelgagh whose parents wish them to continue with an element of Manx medium learning are for these purposes, regarded as residing within the catchment area of the Queen Elizabeth II High School, Peel, irrespective of the parents' actual place of permanent residence, provided that the pupil has been in attendance at the Bunscoill for more than one year prior to attaining secondary school age.**

## Appendix B

### Contact Addresses:

Ballakermeen High School  
St Catherine's Drive  
Douglas  
Isle of Man  
IM1 4BE  
Telephone 648700

Castle Rushen High School  
Arbory Road  
Castletown  
Isle of Man  
IM9 1RE  
Telephone 693500

QEII High School  
Douglas Road  
Peel  
Isle of Man  
IM5 1RD  
Telephone 841000

Ramsey Grammar School  
Lezayre Road  
Ramsey  
Isle of Man  
IM8 2RG  
Telephone 811100

St Ninian's High School  
St Ninian's  
Douglas  
Isle of Man  
IM2 5RA  
Telephone 648800

Department of Education and Children  
Hamilton House  
Peel Road  
Douglas  
Isle of Man  
IM1 5EZ

## Appendix C

Department of Education and Children  
*Rheynn Ynsee as Paitchyn*

Form AP3

### Admission to Secondary School from Year 6 Primary

(Please complete in BLOCK CAPITALS and black ink)

Child's name: ..... Male / Female Date of Birth .....

Primary school attended: .....

\*Parents' names and full permanent address: .....

Each parent's place of permanent residence is located in one of the school catchment areas listed below, which reflect the Department of Education and Children's policy. (School Catchment Areas Order 2010).

**Children who attend a Primary school outside their natural catchment area should attend the secondary school for their natural area and not that associated to the primary school they currently attend unless they already have a sibling at the school.**

<b>NORTH:</b> Ramsey Grammar School	<b>SOUTH:</b> Castle Rushen High School	<b>WEST:</b> Queen Elizabeth II High School***	<b>EAST 1</b> St Ninian's High School	<b>EAST 2:</b> Ballakermeen High School
Andreas Ballaugh (1) Dhoon Jurby Laxey (2) Ree Gorree Sulby St Thomas' Church of England ** St Mary's Roman Catholic School **	Arbory Ballasalla Foxdale (3) Kewaique (4) Phurt le Moirrey Rushen Victoria Road St Thomas' Church of England ** St Mary's Roman Catholic School**	Ballaugh (5) Foxdale (6) Marown Michael Peel Clothworkers' St John's St Thomas' Church of England ** St Mary's Roman Catholic School **	Ashley Hill Onchan Cronk y Berry Willaston Laxey (7) St Thomas' Church of England ** St Mary's Roman Catholic School **	Anagh Coar Ballacottier Braddan Fairfield Kewaique (8) Manor Park Murray's Road Vallajeelt St Thomas' Church of England ** St Mary's Roman Catholic School **
(1) and (2) - <b>Children whose parents' home is in the catchment area of one of these primary schools may attend instead:</b>  <b>(1) QE II High School;</b>  <b>(2) St Ninian's High School.</b>	(3) - <b>Children whose parents' home is in the catchment area of this primary school may attend the QE II High School instead.</b>  <b>(4) - If the parents' permanent place of residence is not in the parish of Santon, then children may attend Ballakermeen High School.</b>	(5) and (6) - <b>Children whose parents' home is in the catchment area of one of these primary schools may attend instead:</b>  <b>(5) Ramsey Grammar School;</b>  <b>(6) Castle Rushen High School.</b>	(7) - <b>Children whose parents' home is in the catchment area of this primary school may attend instead:</b>  <b>Ramsey Grammar School</b>	(8) - <b>If the parents' permanent place of residence is not in the parish of Santon, then children may attend Ballakermeen High School.</b>

\*All references to parents also include legal guardians.

**\*\*Pupils who attend St Mary's Roman Catholic School or St Thomas' Church of England School shall for these purposes attend the secondary school for the area in which they permanently reside.**

**\*\*\*Pupils transferring from the Bunscoill Ghaelgagh whose parents wish them to continue with an element of Manx medium learning are for these purposes, regarded as residing within the catchment area of the Queen Elizabeth II High School, Peel, irrespective of the parents' actual place of permanent residence, provided that the pupil has been in attendance at the Bunscoill for more than one year prior to attaining secondary school age.**

(See the School Catchment Areas Order 2010)

Parents should complete **either** A or B below.

<p><b>A. Parents who wish their child to attend the natural secondary school associated with their place of permanent residence.</b></p> <p>Name of Secondary School .....</p> <p>Parents' signature .....</p>
<p><b>B. Parents who wish to register their child at secondary school other than as indicated above, due to the fact that they already have a sibling at the school should write the name of that school below.</b></p> <p>Name of sibling ..... Form .....</p> <p>School .....</p> <p>Parents' signature .....</p>

## AP3 Form

### Information

Further copies of this leaflet or Form AP3 may be obtained from any primary or secondary school or the Department of Education and Children's Administration Section.

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

Department of Education and Children  
Hamilton House, Peel Road  
Douglas, Isle of Man, IM1 5EZ

[www.gov.im/education](http://www.gov.im/education)