

# Request for out of catchment area child placement

Please complete in BLOCK CAPITALS and in black ink.

**Send completed form to:** Support Manager – Administration and Transport  
Department of Education and Children  
Hamilton House, Peel Road  
Douglas, Isle of Man, IM1 5EZ

## Your details

Name of Child	<input type="text"/>
Date of birth	<input type="text"/>
Name(s) of Parent or Guardian	<input type="text"/>
Address	<input type="text"/>
	Postcode
Contact telephone number(s)	<input type="text"/>
Contact email	<input type="text"/>
School requested	<input type="text"/>
Current or Catchment School	<input type="text"/>

**Notes: Parents should register their child at their normal catchment area school pending a decision on the application.**

### Please read the attached Guidance notes before completing this form

**Once an application has been considered and a decision given by the Department, a further application for any other school cannot be submitted to the Department for a period of 12 months. This will not affect your right to appeal the decision of the Department.**

For office use only	
Correspondence	Date / Relevant information
Application acknowledged (Parents)	
Contact with Headteachers	
Number of Children in year	
Department decision	
By whom	
Headteachers notified	
Parents notified	
Appeal request acknowledged	
Headteachers notified	
Appeal Panel notified	
Appeal decision notified (Parents)	
Headteachers notified	







## Isle of Man Government

*Reillys Ellan Vannin*

## Guidance Notes for Out of Catchment Area Requests

The Department of Education and Children operates a catchment area system for the Island's maintained schools. The reasons for this are to foster and encourage community spirit and also to ensure that suitable resources are provided for each school based on Registration Information.

A catchment area is a permanent residential address in proximity to a Primary School. Each Primary School is a feeder school for one of the Island's Secondary Schools. Information on catchment areas and related Secondary Schools can be found on the Isle of Man Government website, [www.gov.im/](http://www.gov.im/). By selecting the "Maps" button on the bottom right hand side of the page, addresses and postcodes can be entered in to the search bar to bring up the catchment area and Secondary School information.

The Island also has 2 Church Schools; a Church of England (St Thomas' Primary School) and a Roman Catholic (St Mary's Primary School). There is also a Manx Language School (Bunscoill Ghaelgagh). There is no catchment area associated with the Church of England School or the Manx Language School. The Roman Catholic School has a catchment that is the Parishes annexed to St Anthony's, St Mary's and St Joseph's churches.

These notes are to be used as guidance and are not a guarantee for a successful application for an Out of Catchment area child placement.

### **Permanent Place of Residence**

A child's permanent place of residence is classed by the Department as the address where the child spends 50% or more of their time during school term time. If this is not clear then the address to which the Child Benefit is listed would normally be used to determine the permanent address.

All applications for Out of Catchment placements are considered individually, based on the information provided on the application form and against the Department's Policy and Legislation relating to catchment areas. There are some areas that the Department would not, under normal circumstances, consider a sufficient reason to grant an Out of Catchment placement. These include:

### **Pre-school Nursery**

The placement of your child at a pre-school nursery near a Primary School or within a school building does not confer any rights for that child to attend that school when they reach normal school age.

### **Working Arrangements or Pre and Post School Childcare Arrangements**

Placement of a child at an Out of Catchment school for ease of pre or post school childcare would not under normal circumstances be considered sufficient reason to grant an Out of Catchment placement. Consideration is, where possible, given to emergency services personnel but cannot be guaranteed.

### **Moving House**

If you are moving house and you have a child already attending school, you will have two options. You are able to keep your child at the school they currently attend or you can move your child to the new catchment school. In the future any sibling would, under the Sibling Rule, be able to go either to

the school that the elder sibling attends, providing that they are still on roll, or they can go to the new catchment area school. The Sibling Rule only applies to blood relatives.

If you are moving house and your child is due to start school, providing you can provide evidence to the new catchment school's satisfaction, you can enrol your child into the new catchment school. Evidence would be either a rent book or letter from a landlord confirming the intention to move into the area or a letter from an advocate to confirm that a house purchase was at the signing stage would be sufficient.

#### **NB**

***You may wish to consider that should you choose to keep your child at school and move out of the catchment area, your child would be expected to attend your new catchment area Secondary School if it is different.***

***Transport is the responsibility of the parent. Public transport may not be easily available between catchments.***

#### **Special Educational Need**

A child who has been identified as having an additional Educational Need would normally be placed by the Department at a school that best met the child's need irrespective of catchment area by the Department's Pre-school Assessment Centre or through our Services for Children section and would not normally be part of an Out of Catchment application process. If you are unsure or require any additional information, please call the Department's office on 686808.

#### **School Based Issues**

Requests to move school that cite a breakdown with a current school would not normally be actioned unless evidence was provided to show that contact had been made with the Headteacher and the Department's Policies and Procedures had been followed to try and resolve the issues with the school.

#### **How to Apply**

To apply for an Out of Catchment area placement for your child, you will be required to complete the Out of Catchment Area Child Placement form attached to this document and forward it to the Support Manager – Administration and Transport, Hamilton House, Peel Road, Douglas IM1 5EZ. Please complete the form in full, providing as much detail as possible.

#### **The Process**

Once an application has been submitted you will receive an acknowledgement letter. This will then be collated and a copy sent to the normal catchment school and the requested school for the comments of the respective Headteacher and a confirmation of the current number on roll for the affected year groups. Once this information has been received, the application is then set before senior officers in the Department who will make their decision based on the information provided and the Department's Policy and Legislation. A decision will then be notified in writing to the applicant. The process from application to decision usually takes between 2 – 4 weeks. **If you have not received an acknowledgement from the Department within 7 days please contact the Department on 605808.**

A successful decision could have restrictions attached, depending on the information contained in the application. Parents would be responsible for the transportation of children to and from school.

If an unsuccessful decision is received you do have the right to appeal this decision if you feel that the Department has not applied its Policy, Procedure or Legislation in the correct way. You would be required to notify the Department of your intention to appeal within 21 days of the date of your decision. Any appeal to the Department would follow the Department's Appeals Procedure, a copy of which will be forwarded to you along with your acknowledgement letter. An appeal process usually takes between 4 - 6 weeks from notification to Appeal Hearing.

### **Information and assistance**

- If you have any questions or concerns relating to the application of an Out of Catchment placement or you require assistance completing the form you can contact any of the following people:
- Support Manager – Administration and Transport 686417
- Any Education Council Member – contact details available on the government website <http://www.gov.im/about-the-government/departments/education-and-children/education-council/>
- Parent or teacher Governors contact information available from schools.

### **Related Documents**

Policy and Guidance on admission to Primary/Secondary School.

Department of Education and Children's Complaints Procedure.

Department of Education and Children's Appeals Procedure.

