



Falkland Islands Schools

Admissions Policy

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1. Aims

The aim of this policy is to provide a set of clear guidelines for the admission of students to the Falkland Islands Schools:

- Infant / Junior School and Camp Education (IJS&CE) in Stanley
- Falkland Islands Community School (FICS) in Stanley
- Settlement Schools in Camp Education
- Locations eligible for the Travelling Teacher and Telephone Lesson in Camp Education

The policy aims to ensure there is a fair and clear admissions procedure which provides guidance for parents of children intending to join the Falkland Islands Schools. These arrangements will apply to all admissions.

2. Legislation

This policy aligns with the following Falkland Islands legislation:

- Education Ordinance 1989
- Education (Governance and Accountability) Ordinance 2022

Section 9 of the Education (Governance and Accountability) Ordinance 2022 sets out the Falkland Islands Government's duty to provide sufficient educational provision to children and young persons of compulsory education age who are ordinarily resident in the Falklands Islands to receive an efficient education.

Section 7.3 of the Education (Governance and Accountability) Ordinance 2022 defines that a child or young person becomes of compulsory education age at the start of the academic year in which they attain the age of five and ceases to be of compulsory education age at the end of the academic year in which they attain the age of sixteen.

A young person statutory education end when the student has completed the transition programme under the direction of Falkland College. The last day of the transition programme is considered as the last day of their compulsory education.

Statutory attendance requirements

All children of compulsory education age must attend school, or have arrangements in place for the provision of education that is approved by the Director of Education. Children must attend school punctually for all school hours on all school days unless there are reasonable grounds for non-attendance (*see Attendance and Punctuality Policy for further information*).

As the only provider of primary and secondary schooling for the civilian population in the Falkland Islands, the Infant and Junior School and Camp Education (IJS&CE) and the Falkland Islands Community School (FICS) aims to provide a high standard of inclusive education for all eligible children within Stanley and in Camp. Education will be provided that is suited to the age, ability, aptitude, and special educational needs and disabilities (SEND) of each child, within available resources.

3. How to apply for a school place - admissions procedure

3.1 Admissions into school in Foundation Stage 1

Parents of children attending non-statutory, government funded Foundation Stage One (FS1) education may apply for a school place which will begin at the start of the academic year following their child's third birthday. Children attend on a part time basis.

All parents/guardians of children starting school in FS1 are required to complete an application form and return this to the Infant and Junior School and Camp Education office at least 6 months ahead of their child's planned admission date to school. Parents are encouraged to complete the form as soon as is reasonable.

Before admission to school, parents will be asked to complete registration forms to collect points of contact and relevant medical and permissions information. This information is entered and stored on a confidential database. Parents have a duty to inform the school at their earliest convenience of any changes to this information.

3.2 Admissions into school in Foundation Stage 2

Foundation Stage 1 is non-compulsory provision; therefore, parents may choose for their child/ren to start school at the beginning of Foundation Stage 2 (FS2). The admission procedure is the same as above; except that in FS2, children must attend full-time school in order to comply with the law.

3.3 Admissions into school at any other time

For students transferring to one of the Falkland Islands Schools school from outside of the Falkland Islands or at any other time other than FS1 and FS2, parents may apply for a school place by contacting the school office and completing registration forms. Parents are asked to provide:

- evidence of immigration status which entitles them to be ordinarily resident in the Falkland Islands
- contact details for their child's last school or their health visitor for children who have not yet attended school
- a record of current educational needs (a copy of the information provided to the Immigration Department as part of a work permit or a residence permit application is sufficient)
- a copy of their child's most recent school report
- if the child has not yet attended school, then information about their child's most recent developmental check completed by a health visitor, must be provided

For families who are in the process of applying for an entry permit for the Falkland Islands, the current FIG policy is that a questionnaire must be completed for each accompanying child under the age of 16, including those who are not yet of compulsory school age. The Education Department assesses the questionnaires to establish whether children require educational provision - over universal provision - in order to meet any learning needs they have. Decisions about entry permits are made by the Immigration Department.

3.4 Visiting Students

Under section 6 (2) of the Education (Governance and Accountability) Ordinance 2022, there is no requirement to provide education to children of compulsory education age who are visiting the

Falkland Islands and not ordinarily resident. However, if the following criteria are met, the school may consider offering short-term opportunities for such children to temporarily join a class:

- the immigration status confirms child or young person is a visitor
- the visit is short term (one to two weeks)
- there is a place in the relevant class
- the child/ren do not have any additional needs which require extra support
- the child/ren do not exhibit or start to exhibit challenging behaviours, which either unsettles the class; becomes a burden on the teacher's time or causes a distraction to teaching and learning of others

If such an opportunity is offered, the school will not provide any data or academic reports for any children visiting the school in this capacity.

This arrangement is predominantly a social opportunity and is viewed as mutually beneficial to the visiting young person, and to the ordinarily resident students, in order that they learn about and appreciate each other's culture.

Offering an exchange / visit is at the discretion of the Principal, there is no appeal process.

4. Requests for admission outside the normal age group

Parents may request consideration for their child to be placed in a class outside of their normal age group. The school may recommend that a child is admitted in a class outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and with the best interests of the child concerned. The Principal's decision is final, there is no appeal process. The decision will take account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Impact of any decision on the school or class involved
- The Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the admissions process. Parents will be informed of the reasons for the decision about placing a child outside of their usual year group.

5. In-year admissions

Parents can apply for a school place for their child at any time. The processes in this policy will apply.

6. Educational provision at the Infant and Junior School and Camp Education

The Falkland Islands Government is committed to maintaining classes which do not exceed 30 students.

6.1 Foundation Stage 1 Class (FS1)

Foundation Stage 1 is non-compulsory provision in the Falkland Islands. Currently FIG makes funding available for Foundation Stage 1 provision in Stanley and in Camp. Eligible children may be offered a place from the start of the academic year following their third birthday. The Infant and Junior School and Camp Education will provide a part time session of Foundation Stage 1 education during term time. Where possible new Foundation Stage 1 students will have a home visit and phased introduction to school at the start of the September term (*for further information please see EYFS Policy*). If the cohort size demands it, the amount of part time sessions offered may be reduced in number to accommodate an increased cohort.

6.2 Foundation Stage 2 Class (FS2)

Attendance in Foundation Stage 2 is compulsory in the Falkland Islands. Children must attend school full time from the start of the academic year following their fourth birthday whether they live in Stanley or in Camp. As children move from the FS1 class into the FS2 class, the school may merge and / or split children into two separate classes. School professionals consider educational factors when setting the composition of the classes. The Foundation Stage 2 class will have a short phased introduction to full time school at the start of the September term (*for further information please see EYFS Policy*). FS2 educational provision may be in the Infant Junior School and Camp Education main site in Stanley or at a Camp Education setting.

6.3 Key Stage 1 (KS1) is Year 1 and Year 2

KS1 educational provision is for children usually aged between 5 and 7 years old. KS1 may be in the Infant Junior School and Camp Education main site in Stanley or at a Camp Education setting. In Stanley children in KS1 receive full-time education in single year groups. Educational provision in Camp is in mixed year groups.

6.4 Key Stage 2 (KS2) is Year 3 to Year 6

KS2 educational provision is for children usually aged between 8 and 11 years old. KS2 may be in the Infant Junior School and Camp Education main site in Stanley or at a Camp Education setting. In Stanley children in KS2 receive full-time education in single year groups. Educational provision in Camp is in mixed year groups. It is usually in Year 5 that children in Camp begin their transition programme to join school in Stanley.

6.5 Key Stage 3 (KS3) is Year 7 to Year 9

Children aged between 11 and 14 years of age receive full-time education in single year groups. KS3 educational provision is provided in the Falkland Islands Community School in Stanley.

6.6 Key Stage 4 (KS4) is Year 10 and Year 11

Children aged between 14 and 16 years of age receive full-time education in single year groups. KS4 educational provision is provided in the Falkland Islands Community School in Stanley.

6.7 SEND Provision

Students with mild, moderate or severe learning difficulties or other special educational needs and disabilities learn best with their peers in their 'home' classes receiving quality first teaching, where

the activities are appropriate for the learner. Some students may receive differentiated, personalised provision created with support from one of the school's SEND teachers or the SENCo. Professionals determine which delivery model best meets the needs of the student, this may be supported by external professional advice and will be within available resources.

7. Educational Provision in Camp

Educational provision is the same for all children whether they are in Stanley or in Camp, as are admission arrangements. Children begin and end school at the same age and are entitled to the same high quality education. Arrangements for educational provision will differ depending on each location.

7.1 Settlement Schools

There are settlement schools in Camp, currently there is one on East Falkland at Goose Green and one on West Falkland at Fox Bay. If travel times are reasonable, children in camp are expected to attend one of the Settlement Schools.

7.2 Travelling / Telephone teacher

It is not always possible for students to travel to a Settlement Schools. In this case, families are provided with a combination of Travelling Teacher visits and telephone lessons, supported by homework. Currently each child receives a visit from a Travelling Teacher for two weeks in every six week period. Daily telephone lessons and homework follow on from a teacher's visit, for the remainder of the 6 week cycle. Education in this context relies on a strong partnership with parents who support their children to complete the homework set following the telephone lesson. The significant commitment and strong partnership between home and school is essential in order to ensure children receive an efficient education.

7.3 SEND in Camp

Students in Camp with mild, moderate or severe learning difficulties or other special educational needs and disabilities will receive quality first teaching, where the activities are appropriate for the learner. Some students may receive differentiated, personalised provision created with support from one of the school's SEND teachers or the SENCo. Professionals determine which delivery model best meets the needs of the student, this may be supported by external professional advice and will be within available resources.

7.4 Transition into school in Stanley from Camp

Transition from educational provision in Camp into school in Stanley occurs when a child reaches the age of 9, this is the age when children can access Stanley House Hostel, if they are eligible. Please liaise with the Camp Education Manager and the Senior House Parent at Stanley House Hostel for further information.

The standard arrangement for transition is as follows: in the last term of Year 4 IJS&CE arranges for the student to have one or two weeks in school in Stanley as a trial. This is arranged between the school, family and Stanley House. Then from the start of Year 5 in September, the student attends school in Stanley for the first two weeks and the last two weeks of the first half term (September to October) with the middle two, or sometimes three weeks at home in Camp, this might consist of a travelling teacher visit or telephone lessons. This repeats in the second half of the first term (October to December). Therefore, over the whole of Term 1 of Year 5 each student has four 2-week long transition visits into school in Stanley, with 2 periods where they return home and have school at home. There is also a half term holiday in the middle of the term. The

child will then be ready to start full time school in Stanley at the start of Term 2 in January, after the long summer holiday.

The aim is that children are fully integrated into school in Stanley within the first term of Year 5, so that they achieve stability in school in Stanley for their final part of primary school. This then sets the scene for a smooth transition from primary to secondary provision at the Falkland Islands Community School.

IJS&CE recognises that each child is different and has different needs, so in discussion with families the plan can be personalised for each child, if needed. Some children are ready to start full time school in Stanley sooner and need less or little transition and some children will need a little longer to feel more settled and be successful.

The transition process is important; however, it can also be disruptive for a child to be moving between two different types of provision, therefore the aim is to balance readiness with transition and to not prolong the process longer than it needs to be. It is important to maintain open communications during the transition period.

8. Monitoring Arrangements

This policy will be reviewed on a three yearly basis and if any reviews to the Education Ordinance take place impacting on the content. At every review, the policy will be approved by the FISGC.

9. Links with other policies

This policy links to the following policies / legal documents:

- Falkland Islands Schools Attendance and Punctuality policy
- EYFS Policy
- Education Ordinance 1989
- Education (Governance and Accountability) Ordinance 2022

10. Further information

Please contact either School Office:

Primary

Infant / Junior School & Camp Education
John Street, Stanley
Falkland Islands, FIQQ 1ZZ

Tel: 00 500 27294

E-mail: secretary@primary.ac.fk

Secondary

Falkland Islands Community School
Reservoir Road, Stanley
Falkland Islands, FIQQ 1ZZ

Tel: 00 500 27147

E-mail: secretary@secondary.ac.fk