



Infant and Junior School and Camp Education

Admissions Policy

January 2019

Adopted: January 2014
Next Review Date: January 2020
SLT Lead: HT / DHT

Admissions Policy

Aims

The aim of this policy is establish a set of clear guidelines for the admission of pupils to the Infant Junior School and Camp Education (IJS&CE) in Stanley, at the Settlement Schools at Goose Green, North Arm (currently closed), Fox Bay and Port Howard; and within locations eligible for the Travelling Teacher and Telephone Lesson service. These arrangements are in line with the legislation (Education Ordinance 1989) and designed to ensure there is a fair and clear admissions procedure which provides guidance for parents of children intending to join our school. These arrangements will apply to all admissions.

The Falkland Islands Government has a statutory duty to provide an efficient and effective education to children of compulsory education age who are ordinarily resident in the Falklands Islands. As the only provider of primary schooling for the civilian population in the Falkland Islands, the Infant and Junior School and Camp Education (IJS&CE) 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.

Attendance Requirements

Compulsory education age is from the beginning of the school year in which the child reaches 5 years of age until the end of the school year in which the child reaches 16 years of age. 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. *(Please see Attendance Policy for further information).*

Admissions procedure

Beginning 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 either a morning or an afternoon session, depending on their date of birth (see p4 for detail).

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 admission to school. Ideally parents are encouraged to complete the forms as soon after the birth of their child as is reasonable.

Before admission to school, parents will be asked to complete various registration forms to ascertain multiple 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.

Beginning school in Foundation Stage 2

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

Beginning school at any other time

For pupils transferring to this school from elsewhere, parents may apply for a school place by contacting the school office and completing registration forms. Parents are asked to provide:

- proof of immigration status which enables them to reside 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 prior to a work permit or a residence permit being issued is sufficient)
- a copy of their child's most recent school report
- if the child has not yet attended school, then a copy of 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 a work permit or residence 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. Education in the Falkland Islands is based on the National Curriculum for England and is taught in English. The purpose of the questionnaire is to establish whether educational provision can be extended to the child/ren in relation to any needs they may have that will require additional resources in order to provide a satisfactory level of education. Education questionnaires can be requested from the school or from the Immigration Department. The school requires that the information bullet-pointed above is also provided.

Transient pupils

The FIG has no obligation to provide education to children of compulsory education age who are visiting the Falkland Islands, however if the following criteria are met, the school may provide short-term opportunities for such children to join a class:

- the immigration status confirms family are visitors
- the visit is short term
- 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 class teacher's time or causes a distraction to teaching and learning
- the school does not have any obligation to provide data or academic reports for any children visiting the school

This social contact is viewed as mutually beneficial to the visiting child and the ordinarily resident children in order that they learn about each other's culture.

Educational provision at the Infant and Junior School and Camp Education

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 Settlement Schools, where there is another child of statutory school age currently in attendance. 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 morning or an afternoon session of Foundation Stage 1 education daily during term time depending on their age. Older children will be offered a place in the morning sessions and younger children will be offered a place in the afternoon sessions. Each Foundation Stage 1 class 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, these sessions may be reduced in number to accommodate an increased cohort.

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 split children into two separate classes if there are more than 30 pupils. 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 main school in Stanley; at a Settlement School (currently Goose Green, North Arm, Fox Bay and Port Howard); or within the Camp Education Travelling Teacher and Telephone Lesson organisation.

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

Children aged between 5 and 7 years of age receive full-time education in single year groups. KS1 educational provision may be in the main school in Stanley; at a Settlement School (currently Goose Green, North Arm, Fox Bay and Port Howard); or within the Camp Education Travelling Teacher and Telephone Lesson organisation. Educational provision in Camp is in mixed year groups.

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

Children aged between 8 and 11 years of age receive full-time education in single year groups. KS2 educational provision may be in the main school in Stanley; at a Settlement School (currently Goose Green, North Arm, Fox Bay and Port Howard); or within the Camp Education Travelling Teacher and Telephone Lesson organisation. Educational provision in Camp is in mixed year groups.

The FIG is committed to maintaining classes which do not exceed 30 pupils.

SEND Provision

Pupils with mild, moderate or severe learning difficulties or other special educational needs and disabilities may be taught part-time or full-time by one of the school's SEND teachers and team of learning support assistants in another classroom. Wherever possible, pupils learn with their peers in their 'home' classes whenever the activities are appropriate for that learner. Professionals determine which delivery of education best meets the needs of the child, this may be supported by external professional advice.

Educational Provision in Camp

Educational provision remains the same for all children whether they are in Stanley or in Camp, as do admission arrangements, which must go through the IJS&CE office. Children begin and end school at the same age and are entitled to the same high quality education. Arrangements for educational provision will differ significantly depending on each location.

Settlement Schools

There are four settlement schools in Camp; two on East Falkland at Goose Green and North Arm (currently closed); and two on West Falkland at Port Howard and Fox Bay. If travel times are reasonable, children in camp will be expected to attend one of the Settlement Schools.

Travelling/ Telephone teacher

It is not always possible for pupils to travel to one of the Settlement Schools. In this case, families are provided with a combination of Travelling Teacher visits and telephone lessons, supported by homework. Currently children receive visits 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 next four weeks. Education in this context relies on a strong partnership with parents who need to support their children to complete the homework given following the telephone lesson. This significant commitment and strong partnership is essential in order to ensure children receive their educational entitlement.

SEND in Camp

The ability of the school to offer educational provision for children in Camp with mild, moderate or severe learning difficulties or other special educational needs and disabilities will be assessed on a case by case basis. Resources are significantly limited in setting in Camp.

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 Senior House Parent at Stanley House Hostel for further information about registering and readiness for boarding.

The standard arrangement for transition is as follows: in the last term of Year 4 we arrange for the child 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 child 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. We repeat this in the second half of the first term (October to December). Therefore, over the whole of Term 1 of Year 5 each child has 4 two-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 section 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.

We recognise that each child is different and has different needs, so in discussion with families we can personalise the plan, set out above, for each child, if needed. Some children are ready to start full time school in Stanley sooner and need less or no transition and some children will need a little longer to feel more settled.

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.

For further information contact the School Office:

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

Tel: 00 500 27294

Fax: 00 500 27295

E-mail: secretary.infant@sec.gov.fk