

De La Salle College



ADMISSIONS POLICY

Compiled by: The Head Master	Date: October 2018
Policy Holder: Mr Tim Silvester	Revision date: September 2020

De La Salle College **ADMISSIONS**

From its foundation in 1917, De La Salle College, Jersey has developed to provide Christian education for those families who desire it and we worship according to the teachings of the Catholic Church. We have always opened our doors to pupils of other faiths and for those searching for a relationship with God.

Submission and subsequent acknowledgement of a Registration form and £50 registration fee will begin the admissions process.

De La Salle College **PRIMARY SCHOOL ADMISSIONS**

There are currently **three usual points of entry** into the Primary School of the College:

Pre Reception - Pre Reception Class - i.e. entry aged 3 by 31st August

Key Stage 1 - Reception Class - i.e. entry aged 4 by 31st August

Key Stage 2 - Junior Phase - Year 3 - i.e. entry aged 7 years by 31st August

Procedure

It is our policy at De La Salle Primary for all parents to be given the opportunity to meet with the Headteacher of Primary, and have a visit to the school. Parents will be contacted to arrange a visit as per the following schedule:

Point of Entry	Schedule of Contact
Pre-Reception	During the Academic Year Preceding Entry
Reception	During the Academic Year two years Prior to Entry
Year 3	During the Academic Year Preceding Entry

Following these visits we will invite families to commence the next stage of the Admissions process.

Entry Criteria for De La Salle College Primary School:

- Applicants are given priority if they fall into one of the following categories:
 1. Boys from practising Catholic families.
 2. Boys who have a brother attending De La Salle College in the coming September or have had a brother(s) attending De La Salle College in the past.
 3. Boys who have a sister attending Beaulieu Convent in the coming September or have had a sister attending Beaulieu Convent in the past.
 4. Boys who have attended FCJ (**applicable to registrations at KS2**)
 5. Boys whose father attended De La Salle College.
- If there are places remaining, consideration will then be given to those who do not satisfy any of these criteria. In this group, all applicants will be treated equally and the date of registration will not give an advantage. All decisions in respect of non-criteria applicants will be subject to a positive reference from the applicant's school.

- Parents of boys with Educational Needs may be asked to attend a further interview to assess whether De La Salle can provide appropriate support before a decision is made.

Pre-Reception/Reception: We will offer places with priority given to those who meet 'Entry Criteria'.

Year 3: we will require copies of most recent school reports, and also details of any Educational Needs. Boys applying for Years 3 are also required to attend a taster morning at De La Salle Primary. Following this process we will notify prospective parents of our decision.

All offers of places at De La Salle College Primary School are subject to a non-refundable deposit of £500 that will be credited against the first term's fees due when the pupil takes up his place.

When all the places have been filled, those candidates who have not been successful will, if the family so wishes, be placed on a waiting list.

For admission to classes other than Pre- Reception, Reception and Year 3 an offer of a place depends upon whether there is a vacancy in the appropriate year group.

- The Headmaster will notify prospective parents of such vacancies in the academic year preceding entry. The admissions process as outlined for Year 3 entry will be applied.
- When vacancies are not available applications are carried forward year by year until selection at secondary level.

De La Salle College – SENIOR SCHOOL ADMISSIONS

Choosing a senior school can be a daunting prospect. We recognise that it is vitally important that you choose the right school for your son. To ensure that this is a positive process, the Headmaster and Senior Management Team will begin a dialogue with prospective parents and their son. We hope to be able to get to know you and your son well, to assess whether his needs and aspirations fit best with what we can offer.

Entry requirements

De La Salle Senior School takes boys of all abilities and there is no entrance examination.

Boys who already attend De La Salle primary school will be given an opportunity to attend an open evening four terms before the due entry date. Following this, an unconditional offer of a place will be made at De La Salle Senior School.

In order to gain admission to De La Salle Senior School for **boys from external primary schools** we request that parents complete a Registration form.

Procedure

Following submission and subsequent acknowledgement of a Registration form and £50 registration fee, the next step is the interview which will be arranged at a mutually convenient time by the Admissions Officer. Parents will start to be contacted from the January when applicants are in Year 5.

Parents will be asked to provide us with their son's most recent school report and to attend for interview with a sample of recent written work. As part of the interview you will also be offered an escorted tour of the Senior School.

The entry interviews provide us with an opportunity to get to know your son and yourselves, and they provide you with an opportunity to find out about De La Salle College.

Following this interview we will notify prospective parents of our decision. Parents of boys with Educational Needs may be asked to attend a further interview to assess whether De La Salle can provide appropriate support before a decision is made.

Entry Criteria for De La Salle College Secondary School.

While we are an inclusive provision catering for all ability levels and backgrounds we have the following entry criteria:

1. Boys from our own Primary School on recommendation of Head.
 2. Boys from practising Catholic families.
 3. Boys who have, or have had, a brother in the College.
 4. Boys attending FCJ Primary School.
 5. Boys whose father attended De La Salle.
 6. Boys who have, or have had, a sister at Beaulieu Convent.
- For all remaining places, consideration will be given to those who do not satisfy any of the above criteria. All decisions in respect of non-criteria applicants will be subject to a positive reference from the applicant's school.

- When all the places have been filled, applicants will, if the family so wishes, be placed on a waiting list.

All offers of places at De La Salle College Secondary School are subject to a non-refundable deposit of £900 that will be credited against the first term's fees due when the pupil takes up his place.

We endeavour to make the transfer to De La Salle College, whether at Senior or Primary level as smooth as possible. A joining pack of detailed information, (including term dates, fee information, information regarding the uniform, and a Setting Out booklet) is sent to parents prior to entry.

While you will be offered a tour as part of our admissions process, you can make an appointment to visit the school by contacting the Admissions office at any point in the academic year and we welcome all enquiries.

Appeal's Procedure

The final decision on admission rests with the Head Master of De La Salle College.

Registration Form

In order to begin the process of admissions to De La Salle College you will need to complete our Registration form and return it to the Admissions Office along with the registration fee of £50. This will allow us to register your child for consideration of a place for their relevant admissions year.

Please contact 01534 754100 or email: college.admin@dls-jersey.co.uk to request a copy be sent in the post for you. Alternatively, the registration form can be completed and submitted, along with the £50 registration fee, via the admissions tab on our website.