

GOVERNMENT OF MONTSERRAT

# Schools' admission policy

A policy for the enrollment of new pupils to public schools in  
Montserrat

Director of Education

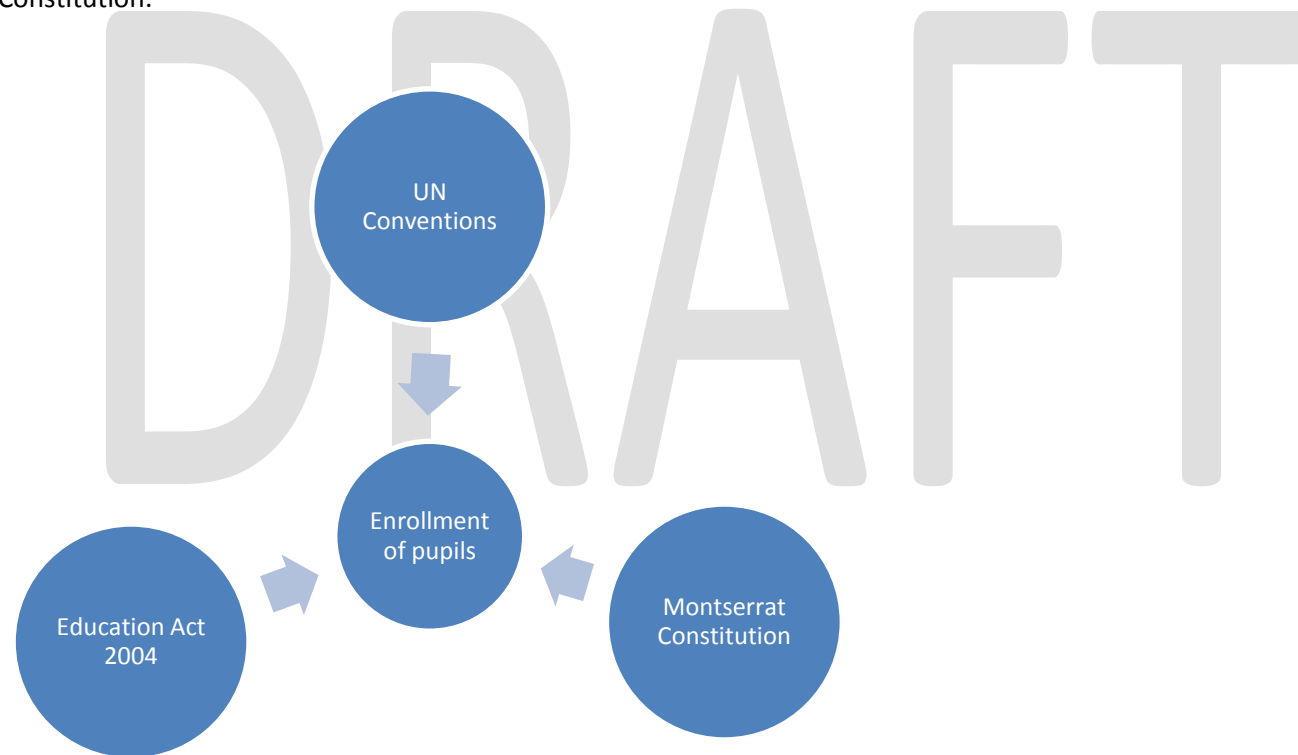
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## MINISTRY OF EDUCATION

### SCHOOLS ADMISSION POLICY

#### **01. PURPOSE**

This policy seeks to streamline the admission of new students to the education system. In doing so the Ministry recognizes its obligations under the United Convention on the Rights of a Child to an education, and is governed by the Education Act 2004 and by our Constitution.



#### **02. LEGAL AND STATUTORY FRAMEWORK**

a. The Ministry recognizes its obligation to the child: ***“States Parties under article 9, paragraph 1, applications by a child or his or her parents to enter or leave a State Party for the purpose of family reunification shall be dealt with by States Parties in a positive, humane and expeditious manner”***. (excerpted from the UN Convention on the Rights of a Child)  
<http://www2.ohchr.org/english/law/crc.htm>

b. It also recognizes its obligation under Article 28 of the same Convention:  
***“States Parties recognize the right of the child to education, and with a view to achieving this right progressively and on the basis of equal opportunity, they shall, in particular:***

***(a) Make primary education compulsory and available free to all;***

***(b) Encourage the development of different forms of secondary education, including general and vocational education, make them available and accessible to every child, and take appropriate measures such as the introduction of free education and offering financial assistance in case of need;***

***(c) Make higher education accessible to all on the basis of capacity by every appropriate means;***

***(d) Make educational and vocational information and guidance available and accessible to all children;***

***(e) Take measures to encourage regular attendance at schools and the reduction of drop-out rates.***

***2. States Parties shall take all appropriate measures to ensure that school discipline is administered in a manner consistent with the child's human dignity and in conformity with the present Convention.”*** <http://www2.ohchr.org/english/law/crc.htm>

c. Under chapter 2 Part 1, Paragraph 14 of the Education Act 2004 and revised 2008, ***“The Director shall provide for every compulsory school-age person who resides in the state an educational programme consistent with the requirements of this Act and regulations made thereunder.***

***(2) For the purposes of providing the educational programme to the student, the Director of Education shall—***

***(a) enroll the student in an educational programme offered by the Ministry of Education; or***

***(b) direct the student to attend an educational programme offered by another educational institution where it is reasonable to do so.”***

- d. Furthermore Chapter 2, Part 1 Paragraph 13 states that ***“Subject to available resources, all persons are entitled to receive an educational programme appropriate to their needs in accordance with the provisions of this Act.”***

### **03. NURSERY SECTOR**

- e. Applications for enrolment at Nursery should be made between June 1<sup>st</sup> and June 31<sup>st</sup> in any academic year for attendance in the following September.
- f. Applications should be made directly to the centre at which the parent wish to have the child enrolled
- g. The child must have attained the age of 3 by March 31<sup>st</sup> of the same academic year in which the application is made.
- h. Enrolment of students at Nursery is governed by the practice of 1 teacher for every 10 children or part thereof. Hence applications may be rejected based on this requirement.
- i. Nursery schools are located to serve particular catchment areas. That is to say typically, residents in the Salem to St Peters area will direct their applications to the Salem Nursery School; Residents in the St Peters to Carr’s Bay area will direct their applications to the Brades Nursery School; Residents in the Davy Hill to Look Out areas will direct their applications to Look Out Nursery School.
- j. Residents who live in one area but wish their children to attend another nursery school not typically for that area may apply to the Ministry of Education for this consideration. Such residents must show good cause why this should be allowed. Typically neither the quality of the service provided nor the presence of particular workers at the school will serve as good cause for this consideration.

### **04. PRIMARY SECTOR**

If a parent applies to have a child registered in the system for the first time, the following shall apply:

- a. Application for enrolment shall be received by the school at which the parent wishes to have the child enrolled.
- b. Applications should be accompanied by the child’s records of the last school the child attended and by the immunization card of the child.
- c. The application is referred to the Director of Education who shall make diligent inquiry into the application
- d. The Director of Education shall then communicate a decision to the school concerned which shall then inform the parents of the results of the applications.
- e. It is somewhat unfair and counterproductive to enroll a student in class with only a few months left for school exit examinations. There would be insufficient time left to the students to accomplish much. Placing the child in a class

immediately below the one the child would normally have been in (by age) gives the child an additional year to catch up on work and gives him/her the additional time to prepare for Exit examination. Hence placement will be according to the following schedule:

AGE ( <i>yrs at time of application</i> )	CURRENT PLACEMENT PRACTICE	NEW PLACEMENT POLICY
4.5 - 5	Grade K	Grade K
5 - 6	Grade 1	Grade 1
6 - 7	Grade 2	Grade 2
7 - 8	Grade 3	Grade 3
8 - 9	Grade 4	Grade 4
9 - 10	Grade 5	Grade 5
10 - 11	Grade 6	Grade 5

- f. To be clear, no child who is enrolled in to the system for the first time shall be placed in Grade 6 based solely on the age of the child.

## 05. SECONDARY SCHOOL

If a parent applies to enroll a child at the secondary school, the following shall apply:

- k. The application must be accompanied by the child's records from the last school attended and a Police character certificate/report. Where no records exist for whatever reason, this shall be indicated by the applicant.
- l. The enrolment of new pupils at secondary shall follow the steps described as for Primary.
- m. It is somewhat unfair and counterproductive to enroll a student in class with only a few months left for school exit examinations. There would be insufficient time left to the students to accomplish much. Placing the child in a class immediately below the one the child would normally have been in (by age) gives the child an additional year to catch up on work and gives him/her the additional time to prepare for Exit examination. Hence placement will be according to the following schedule:

AGE ( <i>yrs at time of application</i> )	CURRENT PLACEMENT PRACTICE	NEW PLACEMENT POLICY
11 - 12	Form 1	Form 1
12 - 13	Form 2	Form 2
13 - 14	Form 3	Form 3
14 - 15	Form 4	Form 4
Over 15	Form 5	Form 4

- d. Just to be clear, no child who is being enrolled in the system for the first time should be placed in form 5.

## 06. GENERAL

- a. Applications to enroll pupils who are unable to access the curriculum will be accepted. The school has the responsibility to implement programs to enable the student to access the curriculum. The duration and type of program will be determined by the degree to which the applicant is unable to access said curriculum. This provision is subject to available resources as

allowed for under **Chapter 2, Part 1 Paragraph 13 of the Education Act 2004**. Notwithstanding this, schools will make all reasonable efforts to meet the intent of this clause.

- b. Enrolment in schools will be allowed (except at Nursery) twice during the academic year: September 1 and January 2<sup>nd</sup> (or the first day of school thereafter).
- c. Notwithstanding 2 above,
  - i. If a child previously was a student at the school for which the application is made and was transferred out of the school for a period of less than one academic year, re-admission may be allowed immediately with the approval of the Director, provided that the child was enrolled for a period of at least 1 academic year before being transferred.
  - ii. If the child was transferred out of the school for more than 1 academic year, or was enrolled for less than 1 academic year, the child must wait for the next admission period. In such a case the child may be placed in the same form/class that he/she was in when he/she left.
- d. Where a parent has taken up a work contract in Montserrat, enrolment of the children of the parent may be allowed immediately, provided that the parent can demonstrate that the award of the job or contract was made by the employer prior to the parent's arrival in the territory. For the purpose of this verification, a letter from the employer attesting to this detail will suffice.
- e. Applications for enrolment should be made at least one month before the date of desired enrolment. The child should be in the territory and shall appear at the time the application is made.
- f. An application for enrolment of a child who has already seen his 12<sup>th</sup> birthday shall be accompanied by a Police character report from the country/state/county of last residency provided that the child resided in that country/state/county for the previous three consecutive years.
- g. where the child did not reside in the country/state/county immediately prior to the application, for the previous three consecutive years, the police character report should be provided by the country/state/county within which the child resided for any consecutive three year period or from the country of birth.
- h. Where the child was previously enrolled at a school within the system and left the country for a period of three years or more, the application for re-admission shall be accompanied by a police character report from the last country/state/county of residency.
- i. Where a parent produces an unsatisfactory police character report which shows behaviors inconsistent with the high ideals of a moral and just society, enrolment may be denied to such a student.
- j. Once enrolled all pupils will receive an education consistent with their needs and will be treated fairly and impartially without consideration of their national or ethnic or cultural origin.

- k. Application for enrollment by a student who at the time of application is already 16 years old may be entertained but on a case by case basis. The decision will be made by the DoE in consultation with the Principal of the Secondary School. The following factors are among those which may be considered:
- a. the child's academic record at the last school attended
  - b. The subjects which the child was studying for examinations and the capacity of the school to support the child's study in those subjects
  - c. The calendar of the examination boards in terms of registration deadlines
- l. No child shall be admitted under any circumstances who has already attained their 18<sup>th</sup> birthday at the time of the application.

#### **07. DOCUMENTS NEED FOR APPLICATION**

- a. **The Application for a child who is over 12 years old shall be accompanied by:**

- i. **His/her record of the previous school attended**
- ii. **A police record as described above**
- iii. **birth certificate or passport**
- iv. **proof that the application is made by the parents (birth or adoptive) or by legally appointed guardian**

- b. **The Application for a child who is under 12 years old shall be accompanied by:**

- i. **His/her records of the previous school attended**
- ii. **His/her health/immunization card**
- iii. **A birth certificate or passport**
- iv. **proof that the application is made by the parents (birth or adoptive) or by legally appointed carers.**