

# DE LA SALLE COLLEGE



## ADMISSIONS POLICY

*“FOR IN CHRIST JESUS YOU ARE ALL SONS OF GOD, THROUGH FAITH.”*

GALATIANS 3:25

Compiled by: The Head of College	Last Reviewed: June 2025
Policy Holder: Mr Tim Silvester	Next Revision date: June 2026
Oversight Governor: Kim Hewlett	Verification date: Ascension Term 26

# De La Salle College Admissions

## Introduction

From its foundation in 1917, De La Salle College Jersey has provided an education based on Christian values. We worship according to the teachings of the Catholic Church. We have always opened our doors to pupils of other faiths, to those searching for a relationship with God, and to those seeking a positive and caring ethos where well-being and individual talents and interests are nurtured and where students can excel.

Submission and subsequent acknowledgement of a registration form will begin the admissions process. There is no registration fee.

## 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 31<sup>st</sup> August**
- **Key Stage 1: Reception Class - i.e., entry aged 4 by 31<sup>st</sup> August**
- **Key Stage 2: Junior Phase – Year 3 - i.e., entry aged 7 years by 31<sup>st</sup> August**

## Procedure

It is our policy at De La Salle Primary for all parents to be given the opportunity to meet with a member of the Senior Management Team and to visit and tour the school.

We will showcase the outstanding environment and opportunities available to all year groups from aged 3 to 18. Parents will be contacted to arrange a visit as per the following schedule:

Point of Entry	Schedule of Contact
Pre-Reception	At the point of Registration
Reception	At the point of Registration
Year 3	During the Academic Year Preceding Entry

Following these visits, we will invite families to complete 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.

Nevertheless, we welcome all applications, and please don't hesitate to contact the school's Admissions department if you have any queries or concerns by emailing [admissionspa@dls-jersey.co.uk](mailto:admissionspa@dls-jersey.co.uk)

- Please be reassured that applications from families who do not satisfy any of these criteria will be welcomed.
- Parents of boys with Educational Needs may be asked to attend a further interview or due diligence process to assess whether De La Salle can provide appropriate support before a decision is made.

**Pre-Reception/Reception:** We will ask all parents to complete our SEN declaration form for Early Years entry when we commence the Admissions process and an Offer of Place will be sent pending availability and provided further due diligence is not deemed necessary. All parents will be invited to meet and to tour the school as part of the Admissions process.

An Offer of Place and subsequent Acceptance of Place is based upon the information provided as part of the Admissions process and is therefore provisory. Should SEN needs emerge in the interim period before commencement, families must contact De La Salle to advise accordingly so that further evaluation can take place to determine that the child's needs can be best and appropriately supported by the resources available at De La Salle.

Parents secure a place in Pre-Reception by payment of a £900 deposit, *which will be deducted from fees due in the Advent term when your son joins Reception*. While this deposit is generally non-refundable, should a provisory Offer of Place be subsequently withdrawn on the basis of SEN considerations, the deposit will be fully refunded.

All families of Pre-Reception children currently have access to 30 hours of free education in each week. Additional hours can be purchased according to needs. Families can claim a minimum of 3 free hours per day and a maximum of 6 free hours per day. Outside of the school term, our Pre-Reception boys have the opportunity to join our Early Years Holiday Club. Our Early Years Holiday Club is run by school staff during most school holiday weeks. The Early Years Holiday Club means that we are able to offer childcare 48 weeks per year.

All children joining Early Years must be fully toilet-trained at the point of joining. Applicants of children "rising three" have the opportunity to join Pre-Reception early, pending availability of spaces.

**Year 3:** We will ask all parents to complete our SEN declaration form and request a copy of the applicant's most recent full written school report according to our priority criteria. Taster Days are offered as part of the Admissions process, and used to support due diligence processes where appropriate. Provided further due diligence is not deemed necessary, an Offer of Place will be sent. All parents will be invited to meet and tour the school as part of the Admissions process.

All offers of place at De La Salle College are secured by a non-refundable deposit of £900 that is be credited against the first term's fees due when the pupil takes up his place.

**For admission to all classes**, an offer of a place depends upon whether there is a vacancy in the appropriate year group. A waiting list is maintained for prospective students based on our priority criteria where classes are full. De La Salle applies a strict limit to class sizes in order to ensure outstanding student-teacher ratios are maintained.

- The Head of College will notify prospective parents of vacancies in the academic year preceding entry. With the exception of Early Years, the admissions process as outlined for Year 3 entry will be applied to all applicants.
- When vacancies are not available, families can choose to defer entry to a later point of entry, and/or to remain on a waiting list.

## 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 Head of College and Director of Admissions 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 have an unconditional offer of a place into Year 7. In the final years of Key Stage 2, De La Salle boys enjoy a considerable proportion of their timetable on the secondary site, taking advantage of our specialist secondary resources and teaching. We host a Year 5 Taster Day for De La Salle students and students from other schools in the summer term and further Taster Day opportunities are regularly offered throughout the academic year.

To gain admission to De La Salle Senior School for **boys from external primary schools**, we request that parents complete a registration form. All enquiries should be made to [admissionspa@dls-jersey.co.uk](mailto:admissionspa@dls-jersey.co.uk). Tours and information can be requested through the Admissions tab of the school's website.

## Procedure

From January, while the boys are in Year 5, or at the point of registration if later, the Admissions Department will send a copy of our SEN Declaration Form for completion and return, and a copy of your son's most recent full school report will be requested. The Admissions department will subsequently arrange an opportunity to meet and to tour the school at a mutually convenient time.

Where necessary, and in the absence of a recent school report or where further due diligence procedures are deemed appropriate, a reference will be requested from the applicant's current Headteacher for which we will provide our proforma 'Reference Request Form'.

The meetings provide us with an opportunity to get to know your son and yourselves. They provide you with an opportunity to find out about De La Salle College and ask any questions that you may have to help you to determine that we are a best-fit for your son.

Following this meeting and based on the recommendation of the Headteacher, we will contact families with our Offer of Place letter. Parents of boys with Special Educational Needs may be asked to attend a further interview or Taster opportunity 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.
- Please be reassured that applications from families who do not satisfy any of these criteria will be welcomed.
  - Parents of boys with Educational Needs may be asked to attend a further interview or due diligence process to assess whether De La Salle can provide appropriate support before a decision is made.

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. Our Setting Out Booklets are also accessible through the Admissions tab of our website. Transition Days for Year 7 starters are held in July, and De La Salle hosts

an additional day for Year 7 to transition into the secondary school at the beginning of the Advent Term.

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 or through the Admissions tab of our website at any point in the academic year. We welcome all enquiries.

## Appeal's Procedure

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

## Registration Form

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. There is no registration fee. Families can register for any of the main entry points to the Primary or Secondary school, and our formal acknowledgement letters provide confirmation that your son's details have been included on our register for the appropriate point-of-entry to De La Salle.

A digital version of the registration form can be accessed via the Admissions tab on our website. Alternatively, please contact 01534 754100 or email [admissionspa@dls-jersey.co.uk](mailto:admissionspa@dls-jersey.co.uk) to request a hard copy of the form be sent in the post for you.