

EAST RENFREWSHIRE COUNCILEDUCATION COMMITTEE24 August 2017Report by Director of EducationARRANGEMENTS FOR ADMISSIONS AND THE TRANSFER OF PUPILS FROM  
PRIMARY TO SECONDARY TO ALL EAST RENFREWSHIRE ROMAN CATHOLIC AND  
NON-DENOMINATIONAL PRIMARY AND SECONDARY SCHOOLS**PURPOSE OF THE REPORT**

1. To inform elected members of how the arrangements for admissions and primary to secondary transfers have operated in the first year and seek approval for minor amendments to the associated policy documentation.

**RECOMMENDATION**

2. Elected members are asked to note the contents of the report and approve the policy documentation as attached in the Appendix.

**BACKGROUND**

3. On 20 December 2016 the Education Committee approved arrangements for the admissions and the transfer of pupils from primary to secondary in respect of all Roman Catholic and non-denominational primary and secondary schools. These arrangements came into effect in January 2017 and have provided the policy context and the procedures for allocating school places for the school session commencing August 2017.

4. Given that this is the first year of operation of the arrangements this report provides an overview of that process.

**REPORT**

5. Applications for P1 catchment places to commence at the start of the academic year in August 2017 were in the main made during School Application Week commencing 16 January 2017. Catchment application places were received after this period, reflecting the dynamic nature of school populations as family circumstances. This stresses the importance that the optimum chance of securing a place in schools is at the time of the normal placing round.

6. The policy states that all East Renfrewshire parents/carers of children and young people applying for a school catchment place will be advised of their registered school by 30 April. At this time we also advise all parents/ carers who made a placing request whether we were able to grant it or not.

7. In the last week of April the department wrote to all those East Renfrewshire parents/carers to advise them of their child's registered school place and also to non-East Renfrewshire parents/carers to advise them of the success or otherwise of their placing request application for places in the new academic session commencing August.

*Position End April 2017*

*Primary 1*

8. 1262 East Renfrewshire pupils were allocated a registered place.
9. Of these, 1221 have received the place at the school they applied for i.e. their catchment school or another ERC school they applied for where the placing request could be granted.
10. Three schools were oversubscribed by those wishing a P1 catchment place for August 2017. Of these:
  - o 34 children were allocated a place at their alternative catchment school or the school which they identified as their second choice.
  - o 7 children have been redirected to an alternative school.
11. In addition just under 50 placing requests were granted to non-East Renfrewshire residents for P1 places taking the anticipated P1 roll for August 2017 to 1310 at that time.
12. The three oversubscribed schools were Our Lady of the Missions, St Cadoc's and Kirkhill primary schools. The policy was used to give priority to baptised Roman Catholic pupils residing in a school's catchment for Our Lady of the Missions and St Cadoc's. This has meant that all children who are baptised Roman Catholic as evidenced by a Roman Catholic Baptismal Certificate have been allocated a place at their catchment school, Our Lady of the Missions/St Cadoc's. We were also able to place a number of children of other faiths or none who applied for a place at their Roman Catholic catchment school. The new St Clare's Primary School opens this session 2017/18 and has accommodated its catchment. Both St Cadoc's and St Clare's will be 2-stream at the P1 stage in August.
13. The number of pupils applying for P1 at Kirkhill has shown an unprecedented large increase but we have managed to accommodate all catchment pupils by the processing date. The new Maidenhill primary school is planned to open in August 2019 and will alleviate pressure of non-denominational places in the Kirkhill/Mearns area.

*Secondary 1*

14. 1143 East Renfrewshire pupils have been allocated a registered place i.e. their catchment school or another East Renfrewshire school they applied for where the placing request could be granted.
15. At this time, no schools were oversubscribed by those wishing an S1 catchment place for August 2017 and we were able to grant just under 180 placing requests to non-East Renfrewshire residents for S1 places. Accordingly the anticipated S1 roll for August 2017 was 1320 at that time

*Position End July 2017*

16. As noted above, school rolls are dynamic with families moving in and out of schools' catchments according to family circumstances. Accordingly, after all processing by the 30 April date, the department has processed a number of additional applications as more families move into the council area, change address and with that the school catchment area within East Renfrewshire, and confirm they no longer require their register place e.g. moving

abroad or to the private sector. This can free up some places which we are able to grant to further placing requests after accommodating catchment needs, including taking account of any redirected pupils.

17. The following is a summary of the position at the end of July 2017:

*Primary 1*

18. 1263 East Renfrewshire pupils were allocated a registered place.

19. Of these, 1226 have received the place at the school they applied for i.e. their catchment school or another ERC school they applied for where the placing request could be granted.

20. Of the 37 children (1263 – 1226):

- 26 children were allocated a place at their alternative catchment school or the school which they identified as their second choice.
- 11 children have been redirected to an alternative school.

21. Also at this time, 54 placing requests have been granted to non-East Renfrewshire residents for P1 places, taking the anticipated P1 roll for August 2017 to 1317.

*Secondary 1*

22. 1141 East Renfrewshire pupils have been allocated a registered place i.e. their catchment school or another East Renfrewshire school they applied for where the placing request could be granted.

23. Also at this time, just over 180 placing requests have been granted to non-East Renfrewshire residents for S1 places, taking the anticipated S1 roll for August 2017 to 1328.

24. The management of places continues as we seek to meet changing family circumstances and in particular accommodate late applications for catchment places in time for entry in August 2017. Such applications and movement also occurs for places at other year stages, which are processed and families advised.

*Comments*

25. The policy arrangements as approved in December 2016 have helped to manage places transparently in a fair and consistent way. However after operating the arrangements, there are a few areas that we would wish to improve upon.

26. The policy notes in section 3.1.5 of the admission and transfer arrangements policy that parents/carers will receive written notification of the outcome of their application no later than April 30. This was achieved in processing the P1 and S1 places received by that date for August 2017. However in practice there was some communication that clearly intimated a desire for the notification to be earlier. The department has listened to this and proposes to amend this practical aspect of the policy subject to elected member approval. It is proposed that for all catchment applications received by the first working day on/after 15 March (the stage 1 date), parents/carers will be advised by 31 March of the status of their child's school registration place. This will mean that the overwhelming majority of parents/carers will know where their child(ren) will be placed for the forthcoming school session. It will also help provide more time for transitions for pupils transferring from primary

to secondary school. Placing request and later catchment applications received on time will be notified later and by 30 April.

27. The department also processes applications after these dates in response to changing family circumstances and later requests. Whilst the department has procedures that handle the order and communication of such matters, it would be beneficial if we make this more transparent and include this in the policy. A new subsection about processing applications for places in a catchment school during and outwith the normal placing round is proposed within the admission and transfer arrangements policy. This would note the timeline of when applications are received, when they are processed and when parents/carers will be advised.

28. It should be noted that the later applications are received and so processed for places to commence for the new academic year in August, will inevitably mean that there will be a reduction in the availability of places remaining. It is strongly advised that parents/carers apply to register as early as possible with complete and satisfactory documentary evidence to help gain a place for their child in the school of their choice. We wish to make this clear within the policy.

29. There are a few minor changes to the reserve places section (6.2) within the placing request guidance. This merely provides further clarity and is based on the recent unprecedented large increase in P1 catchment at Kirkhill.

30. Accordingly there are a few amendments proposed to the policy arrangements as approved in December 2016 to help clarify these aspects. The revised policy documents for the arrangements for admissions and primary to secondary transfers and associated information on placing requests are attached in the Appendix. The new sections are highlighted for ease of reference taking account of any consequential paragraph renumbering from the original documentation.

## **FINANCIAL AND EFFICIENCY IMPLICATIONS**

31. There are no financial or efficiency matters relating to this paper.

## **CONCLUSION**

32. The policy documentation for the arrangements for admissions and primary to secondary transfers and the accompanying placing request guidance have now operated for a year. They have helped to manage places transparently in a fair and consistent way. However after operating the arrangements, there are a few areas that we would wish to improve upon. These are relatively minor amendments to the associated policy documentation which the Education Committee is asked to consider.

## **RECOMMENDATION**

33. Elected members are asked to note the contents of the report and approve the policy documentation as attached in the Appendix.

August 2017

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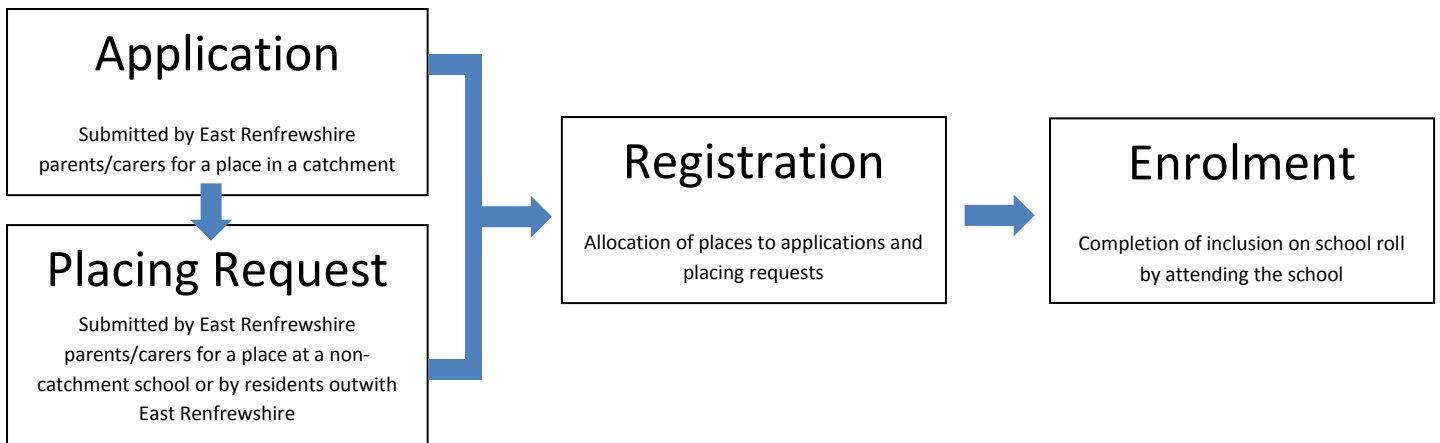
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# Arrangements for Admissions and the Transfer of Pupils from Primary to Secondary in Respect of all East Renfrewshire Roman Catholic & Non-Denominational Primary & Secondary Schools



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## 1. BACKGROUND

### 1.1 Catchment areas

- 1.1.1 The geographical area of East Renfrewshire Council is divided into delineated catchment areas for primary and secondary schools. Each school is either Roman Catholic (Roman Catholic) or non-denominational.
- 1.1.2 The arrangements described in this document do not apply to Calderwood Lodge Primary School. There are separate arrangements for this school which should be referred to. Calderwood Lodge Primary School provides a Jewish education including compulsory Hebrew and Kodesh within an extended school day. All admissions to Calderwood Lodge Primary School must be made by a placing request and pupils attending the primary and live within East Renfrewshire will automatically transfer to Mearns Castle High School for secondary education.
- 1.1.3 Each residential property which is located within East Renfrewshire Council has a 'catchment' Roman Catholic and non-denominational primary and secondary school assigned to it. This is determined by the geographical location of the property and each school's delineated catchment area in which the property is located. In a very small number of cases, properties may have more than one Roman Catholic or non-denominational primary or secondary assigned to it. Further information on these properties can be provided by request to the Education Department.
- 1.1.4 Although the Council aims to provide enough places for all children at the preferred catchment primary and secondary school, living within the delineated catchment area of a school does not guarantee a child a place at a catchment school.
- 1.1.5 A map (graphical representation) of a school's delineated catchment area can be viewed at each school or the Council's Offices at Eastwood Park or Barrhead Main Street, by prior arrangement. Currently these maps are not available online. For more information on catchment schools, please see the Council's website. If there is any doubt regarding the catchment schools for a particular property, contact the Education Department who can advise accurately.
- 1.1.6 The location of the property of the parent/carer with whom the child resides is that used in determining local school catchment areas for the child.

### 1.2 Associated schools

- 1.2.1 With the exception of Mearns Primary School, each primary school is associated with a number of other primary schools and a secondary school to form a single cluster of schools. The catchment area of the secondary school is made up of the catchment areas of the associated primary schools. There are five non-denominational clusters of associated schools and two Roman Catholic clusters of associated schools in East Renfrewshire.
- 1.2.2 It is assumed that for East Renfrewshire parents/carers, the secondary school place that their child will apply for is the catchment secondary school of the same denomination as the primary school their child already attends. The secondary school is deemed their designated local secondary school.
  - 1.2.2.1 Mearns Primary School's delineated catchment area overlaps that of Eastwood and Mearns Castle high schools. Mearns Primary School works collaboratively with both clusters.

- 1.2.2.2 For the purpose of placing request administration, Eastwood High School is the associated secondary of Mearns Primary School for children who attend Mearns Primary School but do not reside within the delineated catchment area of the school.

**1.3 Roman Catholic/non-denominational schools**

- 1.3.1 Any East Renfrewshire parent/carer has the choice of applying for a place in the designated catchment schools, on first entry to education provided by East Renfrewshire Council or as part of the transition from primary to secondary school.
- 1.3.2 Parents/carers of children who are baptised Roman Catholic, and who want their child to apply for a place in a Roman Catholic school, should inform the school/Council and provide evidence in the form of their child's Roman Catholic Baptismal Certificate at the time of application. The Council aims to provide enough places for all baptised Roman Catholic children to attend their catchment Roman Catholic school. The Council will provide a Roman Catholic education to all baptised Roman Catholic children of East Renfrewshire parents/carers at an educational establishment within the authority.

**1.4 Applying for a school place**

- 1.4.1 Applications for a place in a catchment primary or secondary school can be made by East Renfrewshire parents/carers for their child:
- 1.4.1.1 for initial commencement of education at the beginning of the primary 1 year stage.
- 1.4.1.2 at any stage when becoming resident within the school's delineated catchment area.
- 1.4.1.3 when, as a result of being educated elsewhere (e.g. home schooling or private education), they have never attended an East Renfrewshire Council educational establishment, but are now returning to the public education system.
- 1.4.1.4 at time of transition from primary to secondary education.
- 1.4.2 If after enrolment in an East Renfrewshire educational establishment, the parent/carer wishes for their child to change to an alternative school, regardless of whether or not the desired change is to another catchment school, a placing request is required to be submitted. See "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details on making a placing request.
- 1.4.3 Parents/carers who do not reside within the delineated area of East Renfrewshire Council are required to submit a placing request in order for their child to be considered for a place in an East Renfrewshire school. Please see "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details.

**1.5 Oversubscribed schools**

- 1.5.1 In the event that the number of applications from catchment pupils is greater than the number of places available at that stage in the catchment school, all catchment applications will be processed as placing requests with registration places allocated based on the Council's published placing request priorities. See "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details.
- 1.5.2 Places are limited by factors including the availability of accommodation, the cost of extending accommodation, and the cost of employing additional staff. For this reason, it is not always possible to offer parents their first choice of school.

## 1.6 Choice of school

- 1.6.1 Parents/carers have the right to make a placing request for their child or children to be educated in a school other than their local catchment school. The Council must grant placing requests unless there is a legal reason not to. Please see “Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form” for further details.
- 1.6.2 Parents/carers who intend to make a placing request for a non-catchment school should in the first instance apply for a place in their catchment school, and also inform the head teacher of their intention to submit a placing request. This is required to ensure there is a catchment place allocated in the event a placing request cannot be granted.

## 1.7 Reserved places

- 1.7.1 The Council is entitled to reserve a reasonable number of places for children moving into each school's delineated catchment area up to and during the following academic year. Please see “Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form” for further details.

## 2. THE APPLICATION PROCEDURE

### 2.1 Age for commencement of primary education

- 2.1.1 Enrolment to the primary one year stage at East Renfrewshire schools takes place once a year at the start of the new session in August. Children who reach the age of five years between 1 March of that year and the last day of February of the following year are expected to apply for a place in a catchment school. For example, children turning 5 between 1 March 2016 and 28 February 2017 will be eligible to apply for a school place for August 2016.

### 2.2 Defer entry

- 2.2.1 If a child reaches the age of five during January or February (after the August in which they are supposed to commence their primary education), parents/carers may choose to defer entry until the following academic year. A fully funded nursery place will be available for such children.
- 2.2.2 If a child reaches the age of five between the start of the new academic session in August and the end of December, parents/carers may also choose to defer entry for a year however, a funded nursery place will not automatically be provided.
- 2.2.3 If a parent/carer intends to defer commencement of their child's primary education, they should still **apply to** register their child in the appropriate catchment primary school and advise the head teacher of their intention to defer entry. The appropriate paperwork will then be completed and returned to the Education Department for processing.
- 2.2.4 Should your child's deferred entry be confirmed, it will be assumed that you will not require the P1 place for the commencement of the academic year for which the deferral was submitted; should you change your mind on deferring your child before the start of the academic year, there is no guarantee that a place will be available in your preferred catchment school.
- 2.2.5 If you defer your child's entry to primary education, you are required to apply for a place in your preferred catchment school in January of the deferral year in order to be considered

for a P1 place commencing the next academic year in August. This application will be treated as a new application to register your child and will be treated equally along with all other applications submitted as part of the Normal Placing Round and will be processed as per section 3.

### 2.3 Early commencement of primary education

- 2.3.1 The Council does not have to educate children who are not of school age. Parents/carers may wish to make a request for early entry to school for a child whose fifth birthday falls after the last day in February. Requests for early entry to school should be made directly to the Education Department.

### 2.4 Applying for a P1 school place during the normal placing round

- 2.4.1 Applications for P1 places commencing at the beginning of the academic year in August should be made in person at a specified location during School Application Week which takes place during the second or third week in January. Applications submitted after School Application Week should be made to the catchment school of your choice until the end of the academic year prior to which your child will begin primary education. However it is advisable where possible to make your application during School Application Week as this provides you with the optimum chance of securing a place in your preferred school.
- 2.4.2 The exact date of School Application Week will be published annually from around the beginning of December onwards, and will be visible at least 4 weeks before the commencement of School Application Week on the Council's website as well as in the local published press. At present it is not possible to apply online. Schools should be contacted directly for specific details on their application process; schools may also publish details of how to apply for a catchment place on their website.
- 2.4.3 Parents/carers must provide satisfactory documentary evidence of the age of their child and that their family reside within the catchment area of the school. This evidence includes:
- the child's Birth Certificate
  - a recent Child Benefit Statement \*
  - the most recent Council Tax Notice
  - proof of ownership such as a mortgage statement
  - a signed and independently witnessed residency/tenant agreement for at least 1 year i.e. evidence that covers the entire calendar year from the date of application. If the agreement expires before this date, a further agreement will be required to be submitted at a later date before registration will be confirmed.

\* In the event that a Child Benefit Statement is not available, a Driving Licence or a Bank Statement/utility bill showing transactions over the most recent 3 months and the applicant's address may be accepted.

The list above is not exhaustive and the Council retains the right to ask for further information when proof of residency is not satisfied.

- 2.4.4 In the situation where there is an agreement for shared custody of a child where a child lives with a different parent/carer regularly at a different property, the local catchment school is defined by the Education Department as the residence of the parent/carer who receives Child Benefit for said child. Recent documentary evidence of receipt of Child Benefit or equivalent paperwork will require to be submitted to the Education Department. In the event that a Child Benefit Statement is not available please contact the Education Department for further guidance.
- 2.4.5 At the time of application, parent\carer's can identify an alternative school to be considered should the Council be unable to satisfy the catchment school selected due to

oversubscription at that stage. This alternative school is called the preferred alternative school.

- 2.4.6 Applications for places in the P1 year stage submitted as part of the Normal Placing Round will be processed as per section 3.
- 2.4.7 A placing request must be submitted for children to attend a primary school for which they do not reside within the delineated catchment area of. Please see "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details.
- 2.4.8 In all cases parents/carers must inform the Education Department of their intentions for their child by completing and returning the application documentation by the application deadline.

**2.5 Applying for an S1 school place during the normal placing round**

- 2.5.1 As part of the P7-S1 transitions programme, all parents/carers of children who attend an East Renfrewshire primary school will be provided with details of the S1 application process in early December.
- 2.5.2 Parents/carers residing within East Renfrewshire Council should complete the application process for a place at their preferred catchment secondary school and provide evidence of their continued residency within the delineated catchment area. This evidence must be submitted to the East Renfrewshire primary school that the child attends; documentation sent to parents/carers will advise of the primary school's procedures and deadline for submission of evidence.
- 2.5.3 In the situation where there is an agreement for shared custody of a child where a child lives with a different parent/carer regularly at a different property, the local catchment school is defined by the Education Department as the residence of the parent/carer who receives Child Benefit for said child. Recent documentary evidence of receipt of Child Benefit or equivalent paperwork will require to be submitted to the Education Department. In the event that a Child Benefit Statement is not available please contact the Education Department for further guidance.
- 2.5.4 At the time of application, parent/carers can identify an alternative school to be considered should the Council be unable to satisfy the catchment school selected due to oversubscription at that stage. This alternative school is called the preferred alternative school.
- 2.5.5 Applications for places in the S1 year stage submitted as part of the Normal Placing Round will be processed as per section 3.
- 2.5.6 East Renfrewshire parents/carers with children residing in the authority and not being educated in an East Renfrewshire Council primary school, but who wish for their child to attend an East Renfrewshire secondary school from the commencement of the S1 year stage, should contact the Education Department in the December to apply for a place in the following academic session.
- 2.5.7 Attendance at a non-catchment secondary school will require a placing request to be made. Please see "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details.
- 2.5.8 In all cases, parents/carers must inform the Education Department of their intentions for their child by completing and returning the application documentation by the end of December.

## 2.6 Applying for a school place outwith the normal placing round

- 2.6.1 Applications for a place to commence at any point during the academic year outwith the Normal Placing Round should be made by a parent/carer directly to the preferred catchment school.
- 2.6.1.1 Where places are available the school will agree a date and time for the parent/carer to submit their application along with the required appropriate documentary evidence as described in paragraph 2.4.3.
- 2.6.1.2 Applicants may find that the school is already full at the year stage requested. In this situation parents/carers will be asked to contact the Education Department to discuss options for redirecting their child to an alternative establishment. We will do our best to meet requests and provide support with transport where appropriate. Please see section 6 for further details on transport.
- 2.6.2 Any application for a catchment school place being submitted during a school holiday should be directed to the Education Department. The Education Department will arrange for you to make your submission at the Education Department's headquarters by prior arrangement; documentary evidence, as per paragraph 2.4.3, will be required to be provided at this point. The Education Department will process your application.

## 2.7 Change of circumstances

- 2.7.1 Applications cannot become registrations until all required documentary evidence has been received in full. If a child's location of residency changes after submission of an application for a catchment school, the parent/carer should inform the school immediately or, if during a school holiday, the Education Department. The Council reserves the right to refuse a place in any of its educational establishments when it is not satisfied that an application meets the required criteria for a place.
- 2.7.2 If you are or become a resident within the catchment area of the school which your child attends, and at a later date move out of the catchment area, you will be required to submit a placing request to remain application.
- 2.7.3 Where the new family residence is outwith the delineated catchment area of the school applied for but remains within East Renfrewshire Council:
- 2.7.3.1 and the parent/carer has not yet been sent confirmation of a registered place being granted, the application will be rescinded and a new application will require to be submitted for the new catchment school as appropriate.
- 2.7.3.2 and a registered place has been confirmed at the school initially applied for however, you wish to make an application for your new catchment school, you will be required to inform the school you no longer require this place and make an application for the new catchment school as soon as possible.
- 2.7.3.3 and a registered place has been confirmed at the school initially applied for and you wish to retain this place, a placing request to remain as registered on the school roll is required to be submitted to the school as soon as possible. If the registered school is not redirecting children to alternative establishments as a result of the year stage being full, placing requests to remain will be granted. In exceptional circumstances the department's Education Resource Group can consider it necessary to grant a request to remain following careful consideration of evidence contained in the pupil's record to meet the child's needs within the provision available. In the event that a placing request to remain cannot be granted, and a place is available in the new catchment school of the same sector (Roman Catholic or non-denominational), the



Education Department will require the parent/carer to make contact with the new catchment school to make arrangements for submission of an application.

If the new catchment school of the same denomination (Roman Catholic or non-denominational) is full at the year stage in question, the child will require to be redirected to an agreed alternative school in negotiation with the parent/carer.

2.7.4 If the location of the new residence is outwith East Renfrewshire Council:

2.7.4.1 and the parent/carer has not yet been sent confirmation of a registered place being granted, the application will be rescinded and the parent/carer will be required to apply for a catchment place to the appropriate local authority where the new residence is located as soon as possible.

2.7.4.2 and a registered place has been confirmed at the school initially applied for however, you wish to make an application for your new catchment school. You will be required to inform the school you no longer require this place and make an application for a catchment place to the appropriate local authority where the new residence is located.

2.7.4.3 and a registered place has been confirmed at the school initially applied for, a placing request to remain as registered on the school roll is required to be submitted to the school as soon as possible. If the registered school is not redirecting children to alternative establishments as a result of the year stage being full, placing requests to remain will be granted. In the event that a placing request to remain cannot be granted, the parent/carer will be required to apply for a catchment place to the appropriate local authority where the new residence is located.

2.7.5 In all cases a request to remain must be submitted where a child no longer resides within the delineated catchment area of the school they attend and they wish to remain registered or enrolled there. Where there are children who are being redirected to an alternative establishment due to the year stage requested being full, the request will be refused and the parent/carer will be required to remove the child from the school register within 4 weeks.

## **2.8 Applying for a catchment school place before being resident within the school's delineated catchment area**

2.8.1 Applications for catchment school places prior to becoming resident with the school's delineated catchment area should be made no more than 4 weeks in advance of taking up residency. If you attempt to make an application more than 4 weeks in advance of becoming resident within the school's delineated catchment area, you will be advised that you must reapply when your date of residency is no further than 4 weeks in the future.

2.8.2 On applying for a catchment place in advance of residency, satisfactory documentary evidence of future residency must be supplied; only on providing satisfactory documentary evidence will a catchment place be temporarily held (for a maximum of 4 weeks). On becoming resident within the school's delineated catchment area you must provide further documentary evidence confirming your residency; your child will not be able to enrol at a catchment school until evidence of residency is provided.

2.8.3 If after 4 weeks you fail to provide further documentary evidence of your residency within the school's delineated catchment area, the place will be released and made available or offered to other catchment applicants who satisfy the criteria. Should you make a further request for a future catchment place it will be placed at the end of the list of any "live" applications i.e. those already recorded for a place commencing 4 weeks or less in the future.

### 3 THE DECISION MAKING PROCEDURE

#### 3.1 Processing applications for places in a catchment school during and outwith the normal placing round

3.1.1 This section considers the timeline of when applications are received, when they are processed and when parents/carers will be advised. Decisions on applications will be processed in line with section 3.2 below.

3.1.2 The overwhelming majority of applications to register for a catchment place are as part of the normal placing round for the commencement of the following academic year in August. For P1 places these almost always occur during school application week in January (paragraph 2.4.1), where applying to register at this time provides the optimum chance of securing a P1 place in the preferred school.

3.1.2.1 Applications as part of the normal placing round will be processed together. For all those received by the first working day on/after 15 March (the stage 1 date), parents/carers will be advised by 31 March of the status of their child's school registration place, i.e. all East Renfrewshire parents/carers applying for a catchment place within this timescale will be notified of their child's place by 31 March. However, should a school be oversubscribed by catchment applications and a parent/carer has recorded a preferred alternative, at this time the preferred alternative will not be processed. Instead parents/carers will be advised of a place for their child in accordance with section 3.2.4, i.e. as if no preferred alternative was recorded. Preferred alternative requests for oversubscribed catchment schools will be considered later as part of the placing request process and those parents/carers will receive an update on this request separately.

3.1.2.2 Please note places will only be allocated on a provisional basis should the parent/carer not be able to provide complete and satisfactory documentary evidence as recorded in paragraph 2.4.3. Places will only be confirmed once all the required evidence is provided and the Council is satisfied with proof of residency for the applied school's catchment area. Parents/carers should be mindful of this and seek to conclude any outstanding information as soon as possible to secure a place for their child.

3.1.2.3 Applications for places received after the stage 1 date and in time for the processing stage will be administered together and parents/carers advised no later than 30 April.

3.1.2.4 It is also at this time that parents/carers will be advised of the status of their preferred alternative noted on the application following the results of the placing request process.

3.1.2.5 Applications received after notification up to and including July will be processed together in batches. Those applications received each month will be administered together, with parents/carers being advised within 2 weeks of the start of the following month, e.g. applications received up to the end of May will be processed together and parents/carers advised on or before 15 June.

3.1.2.6 Applications for places received in August before the day staff return to work at the start of the new academic year, will be processed together and parents/carers advised as soon as possible; every endeavour will be made to target the first day pupils start the new academic year.

3.1.2.7 It should be noted that the later applications are received and so processed for places to commence for the new academic year in August, will inevitably mean that there will be a reduction in the availability of places remaining. It is strongly advised that

parents/carers apply to register as early as possible with complete and satisfactory documentary evidence to help gain a place for their child in the school of their choice.

3.1.2.8 Where a school is oversubscribed by catchment demand and a parent/carer has recorded a preferred alternative school, the parent/carer will be advised initially of their child's allocated school place by 31 March for applications received by the stage 1 date. The preferred alternative school request will be processed along with all other placing requests received by the placing request deadline and the parent/carer advised of the outcome of this request no later than 30 April.

3.1.3 Applications to register for a catchment place to start at times other than commencement of the new academic year in August, i.e. outwith the normal placing round, are processed as required with parents/carers being advised within 2 weeks. In considering these applications, the date the application is received is used to determine the order they are processed within that month. Those received earliest are processed first and should more than one be received on the same day they are processed together.

## 3.2 Decisions on applications as part of the normal placing round

3.2.2.1 In the case where the number of applications submitted for a place in a catchment school is less than the number of places available all applications will be granted as registrations.

3.2.2 If the number of applications received for a place in a catchment school is greater than the number of available places, i.e. the school's stage is oversubscribed, all applications received on time will be treated as placing requests and will be processed by the Education Department against its published priorities. Placing requests received from non-catchment pupils will not be included.

3.2.3 In the event that a catchment school is unable to satisfy an application and a preferred alternative school has been recorded, the preferred alternative school will be treated as a placing request and will be processed along with all other placing requests received by the placing request deadline and in line with the published placing request priorities.

3.2.3.1 If the preferred alternative school request can be accommodated the child will be registered for this school. This will be recorded as a successful placing request and not a redirected child.

3.2.3.2 If the preferred alternative school placing request cannot be satisfied and the initial school applied for is a Roman Catholic school for a baptised Roman Catholic child, the child will be redirected to another Roman Catholic school until a place becomes available in their catchment Roman Catholic school.

3.2.3.3 If the preferred alternative school placing request cannot be satisfied and the initial school applied for was a Roman Catholic school for a child of another faith or none, the child will be registered for a place in the catchment non-denominational school.

3.2.3.4 If the preferred alternative school placing request cannot be satisfied and the initial school applied for was a non-denominational school, the child will be redirected to an alternative non-denominational school.

3.2.4 In the event that a catchment school is unable to satisfy an application and no preferred alternative school has been recorded:

3.2.4.1 If the application is for a Roman Catholic school for a baptised Roman Catholic child, the child will be redirected to another school until a place becomes available in their catchment Roman Catholic school.

- 3.2.4.2 If the application is for a Roman Catholic school for a child of another faith or none, the child will be registered for a place in the catchment non-denominational school. If no preferred alternative school has been recorded the Education Department will presume that the parent wishes their child to attend the catchment non-denominational school as an alternative. This will not be treated as a redirect.
- 3.2.4.3 If the application is for a non-denominational school the child will be redirected to an alternative non-denominational school.

### **3.3 Decisions on applications received outwith the normal placing round**

- 3.3.1 Applications for catchment places received outwith the normal placing round will be processed by the school in line with paragraph 3.1.3 and section 3.2. The school will contact the Education Department should places at the requested year stage at that time be full.
- 3.3.2 Applications for catchment places received by the Education Department during school holidays will be processed by the Education Department in line with sections 3.1 and 3.2.

## **4 APPEALING A DECISION**

### **4.1 Appeal consideration**

- 4.1.1 The Council appreciates that parents/carers may be very disappointed that their child cannot go to the school they desire because the year stage at the school is full. Parents/carers should have a good reason for asking an appeal committee to look at their request again.

### **4.2 No preferred alternative school recorded on the application**

- 4.2.1 Where no alternative school has been recorded by the applicant, the applicant will have the right to make an appeal to the Education Appeal Committee, regarding the outcome of the placing request process, in relation to their application.

### **4.3 Preferred alternative school recorded on the application**

- 4.3.1 Where an applicant has recorded a preferred alternative school, and that alternative school is processed as a placing request due to the catchment school applied for being full, the applicant cannot appeal to the Education Appeal Committee in relation to the catchment school placing request refusal.
- 4.3.2 In the situation where an applicant's placing request to a preferred alternative school cannot be accommodated, the applicant will have the right to make an appeal to the independent Education Appeal Committee regarding the placing request for the preferred alternative school.

### **4.4 Submitting an appeal**

- 4.4.1 If an applicant decides to appeal against a placing request decision they will not be able to make another placing request until the appeal is heard or is withdrawn. See "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details on making an appeal.

## 5 REDIRECTION

### 5.1 The process

- 5.1.1 In negotiation with parents/carers, redirected children will attend an appropriate alternative establishment until a place becomes available in their allocated catchment school following the decision making process in section 3.
- 5.1.2 As places become available in the allocated catchment school these will be offered to parents/carers of redirected children in the order in which the applications for a place in the school were received.
- 5.1.3 Where the number of redirected children with the same application date is greater than the number of places which have become available in the allocated catchment school, the published priorities for placing requests will be applied.

### 5.2 Returning to a catchment school after being redirected

- 5.2.1 When places in the allocated catchment school become available, parents/carers may instead wish for their child to remain in their redirected school and not return to their allocated catchment school. In such situations, the child will no longer be regarded as a redirected child and will be removed from the redirected list.

## 6 TRANSPORT

### 6.1 Transport provision

- 6.1.1 Further information on meeting the criteria for free transport is available via the Council's website.
- 6.1.2 We cannot provide support with transport to schools outwith East Renfrewshire Council.
- 6.1.3 Pupils admitted to a school by way of a placing request will not be entitled to transport except when the school is oversubscribed at the point of first enrolment at their designated local catchment school and they meet the criteria in terms of distance (home to school).

### 6.2 Redirected children

- 6.2.1 Where a child has been redirected to a non-catchment school, the cost of transport will be met by the Council if the free transport criteria has been met.
- 6.2.2 If the family of a redirected child chooses to keep their child in the redirected school when a place in an appropriate catchment school becomes available, travelling costs will no longer be met by the Council.

## 7 ADDITIONAL INFORMATION

### 7.1 Submission of information

- 7.1.1 The information provided as part of an application for catchment place or placing request must be full and correct in every respect to the best of the parent's/carer's knowledge. East Renfrewshire Council will conduct checks to establish the accuracy of information supplied which may include visits to premises to confirm residence.
- 7.1.2 From the point of applying for a school place (catchment or placing request), there will be

ongoing investigations and scrutiny of children's entitlement to attend, at any point, a school (in respect of their residence within the delineated catchment area of the school); this will continue after school enrolment. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so. At any point, if there are any concerns regarding a child's entitlement to a place, the Education Department will seek documentary evidence to validate a child's entitlement to a place in a school.

- 7.1.3 A child's parent(s)/carer(s) is/are responsible for submitting a placing request to remain for a child in the event that they no longer reside within the school's delineated catchment area and wish the child to continue to attend the school. Where it is found that a child is no longer entitled to a place in a school (whether that be before or after school enrolment) since they no longer reside in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council will seek to exclude that child from the school in question.
- 7.1.4 Any attempts to obtain a place by deception may result in the rescinding of the parent's/carer's request for their child's place in a school and the matter being passed to the Procurator Fiscal's office for consideration of criminal proceedings.

**7.2 Schools and school handbooks**

- 7.2.1 Further information on all East Renfrewshire's educational establishments is available via the Council's website.
- 7.2.2 All of East Renfrewshire's schools have their own website where you will find a wide variety of information specific to each school.

Education: November 2016  
As amended August 2017



# **Making a Placing Request or Request to Remain to a Roman Catholic or Non- Denominational Primary or Secondary School In East Renfrewshire**

## **Guidance Information and Application Form**

If you are making a request for a place in Calderwood Lodge, a different set of criteria is used to allocate places.

**This document should be read in conjunction with Arrangements for Admissions and the Transfer of Pupils from Primary to Secondary in Respect of all East Renfrewshire Roman Catholic & Non-Denominational Primary & Secondary Schools**

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## Making a Placing Request to a School in East Renfrewshire

### 1. Information

- 1.1 Parents/carers have the right to make a placing request for their child or children to be educated in a school other than their local catchment school.

### 2. When a Placing Request is Required

- 2.1 A placing request is required if:

- 2.1.1 the number of applications received in respect of catchment pupils for a school is greater than the number of places available (in such situations the applications will be deemed and processed as placing requests; and there is no need by the parent/carer to submit a placing request)
- 2.1.2 a parent/carer wishes for their child to attend a school other than a designated catchment school
- 2.1.3 if after commencement of attendance at an East Renfrewshire catchment school, the parents/carers would like their child to attend the alternative sector catchment school (e.g. transfer from a non-denominational to denominational catchment primary or secondary school or vice versa)
- 2.1.4 if at the point of transition from primary to secondary education the parents/carers would like their child to attend a secondary school other than a catchment secondary school
- 2.1.5 a family residing outwith East Renfrewshire Council wish their child to attend an East Renfrewshire school.

- 2.2 A placing request to remain in a school is required if:

- the family are or become resident within the catchment area of the school which the child attends, and at a later date move out of the catchment area.

- 2.2.1 Where a placing request to remain relates to a school's year stage which is full, and which already has a redirected child as a consequence, the request to remain will be refused. Exceptionally, if the request to remain is submitted for an East Renfrewshire catchment pupil, and the year stage at the child's new East Renfrewshire catchment school is also full, the application to remain will be granted

- 2.2.2 In all cases where a request to remain cannot be granted parents/carers should make arrangements for their child to attend an alternative school as quickly as possible. The Council expects parents/carers to remove their child from the school register within 4 weeks of receipt of the Request to Remain Refusal Letter.

- 2.2.3 A child's parent(s) is/are responsible for submitting a placing request to remain for a child in the event that they no longer reside within the delineated catchment area of the school and wish for the child to continue to attend the school. Where it is found that a child is no longer entitled to a place in a school (whether that be before or after school enrolment) due to no longer residing in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council will seek to exclude that child from the school in question.

### 3 Submitting a Placing Request

- 3.1 In December/January of each year, the authority will advertise its arrangements with regards school admission applications and placing requests. Placing requests received before 1 December for a school placing commencing the following academic year will not be processed

and the applicant advised to resubmit once the placing request period is open from 1 December.

- 3.2 Where the number of applications submitted on behalf of catchment pupils is greater than the number of places available at that year stage in the catchment school requested i.e. oversubscription, these applications will be treated as placing requests. In this situation, applications will be processed as per the priorities detailed in appendices 1 to 4, as appropriate.
  - 3.2.1 Where an application submitted on behalf of a catchment pupil cannot be satisfied and a preferred alternative school has been recorded then this will now be treated as a placing request.
- 3.3 For placing requests received by the deadline date of 31 January, every effort will be made to meet parent/carer requests within the limits of places available in schools, but you should note that it is not always possible to grant every placing request.
- 3.4 Placing requests received after the 31 January may be considered after decisions are made for requests received by the due date.
- 3.5 The parents/carers will declare on the application form that the information they provide is accurate and correct. The Council reserves the right to request further proof of residence or other relevant information related to an application from parents/carers or other Council officials to confirm details.
- 3.6 There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. You are advised to avoid changing schools part way through the school session to avoid disruption to your child's education.
- 3.7 Most placing requests are made for pupils to change school at the start of a new school session. However it is accepted that there will be circumstances when a placing request will be made for a pupil to change school at any time. In such cases requests will be considered in the order in which they are received.
- 3.8 If you are applying for more than one child please complete a separate form for each child. For each child, you may only apply for one school at any one time.
- 3.9 Please send the completed placing request application form(s) to the Education Department and inform the head teacher of the school that the child attends, or has applied for a catchment place at, of the intention to make a placing request.
- 3.10 You will receive an acknowledgement when your request has been received. If you submitted your application by electronic means the acknowledgment will be sent by e-mail; it is your responsibility to ensure that you provide an accurate and correct e-mail address. If you submitted your application by post, you will receive a postal acknowledgement, unless you provide a valid email address. If you have not received this within 10 working days you should contact the department at 0141 577 3578/3246.

#### **4 How decisions are made**

- 4.1 The responsibility for decisions on placing requests lies with the Education Directorate. The presumption is that a placing request will be granted unless there is a valid reason not to grant it.
- 4.2 A successful application for a placing request in a primary school does not guarantee a place in the associated secondary school; a subsequent placing request must be submitted in the January of the child's P7 year stage. Children who attend an associated primary school have an order of priority as detailed in appendices 1 to 4, as appropriate.

- 4.3 The Education Department cannot guarantee placing requests for future siblings. This may result in any future placing request for siblings being refused if, at the point of application the year/stage in the requested school is full.
- 4.4 All applications submitted on behalf of catchment pupils received on time will be considered together.
- 4.5 All placing requests received by 31 January for a school place commencing the following August (new school academic year) will be considered together, along with any placing requests from East Renfrewshire parents/carers whose catchment school application could not be satisfied and who recorded a preferred alternative school.
- 4.6 Where the number of placing requests received is greater than the number of places available at that year stage in the school requested, places will be allocated using the listed priorities in appendices 1 to 4 as appropriate.
- 4.7 If all placing requests received on time for a particular school are granted, and places remain available (taking account of reserved places –see section 6), any placing requests which were received late will then be processed with places allocated using the listed priorities in appendices 1 to 4 as appropriate.
- 4.8 Where the number of requests is greater than the number of places available, the priorities in appendices 1 and 2 will be utilised for applications received from January 2017 for school places in academic sessions 2017-18 and likewise for school session 2018-19. For school places commencing August 2019 and beyond, the priorities in appendices 3 and 4 will be applicable.
- 4.9 The criteria will be applied in the order shown in appendices 1 to 4 as appropriate. If for any category the number of requests exceeds the number of places available, the next succeeding criteria will be used to prioritise these requests and so on until all priority criteria have been exhausted. If, after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by a senior education officer.
- 4.10 As soon as a decision has been made you will be notified of the result. If your placing request is successful you will receive a letter inviting you to enrol your child in your chosen school.
- 4.11 A successful placing request to a primary school is valid only until the end of primary 7.
- 4.12 Successful placing requests for a secondary school are valid until the child leaves the school.

## **5. Why Requests are sometimes not granted**

- 5.1 You may be sent a letter notifying you that your request has been refused. This will state why your request has been refused and quote the section of the Education Act which applies.
- 5.2 The most common reason for a placing request refusal is that the school is full at the required stage, that is, all available places at the stage have been allocated and as such additional pupils would require the authority to employ an additional teacher and/or modify or extend the school's accommodation or facilities at this stage or at a future stage of your child's education.
- 5.3 There are other circumstances where a request may be refused including:
- where the granting of the request would interrupt the continuity of the child's education
  - where it is likely that order and discipline in the school or the well-being of pupils in the school would be adversely affected
  - in secondary schools where it is not possible to provide the courses you want.

## 6. Reserved places

- 6.1 As part of the East Renfrewshire Council Scheme of Delegated Functions the Director of Education is authorised:

*“to exercise the powers available to the Council as education authority, in terms of the Standards in Scotland’s Schools etc. Act 2000, with regard the number of places to “reserve” in a particular school to accommodate pupils likely to become resident in the school’s catchment;”*

The East Renfrewshire Council Scheme of Delegated Functions is available via the Council’s website.

- 6.2 The number of places reserved for catchment pupils by East Renfrewshire Council for a school depends on a range of factors some of which are listed below:

- Number of intake classes
- House building in the catchment
- Catchment migration information
- History of late applications for catchment places
- Exceptional increase in demand for catchment places evidenced via the most recent normal placing round as known by the first working day on/after 15 March (the stage 1 date referred to in the arrangements for admissions and transfer policy)
- Evidence of re-direction of pupils to other East Renfrewshire schools

The list above is not exhaustive and other factors may be taken into consideration when determining the number of reserved places for a school. These numbers may vary for a school depending on the individual circumstances known at that time.

- 6.3 The number of reserved places is kept as low as possible to meet the wishes of as many parents as possible who have submitted placing requests, but high enough to allow the Local Authority to meet its statutory duty of providing an appropriate education, preferably in the child’s local school, for most children.

## 7. If your Placing Request is refused

- 7.1 You may be very disappointed that your child cannot go to the school you want. You should have a good reason for asking an appeal committee to look at your request again.
- 7.2 You may lodge an appeal and your appeal will be heard by the Education Appeal Committee. The Committee will decide whether the Council have followed its procedures and applied the priorities for granting placing requests for the particular school correctly, and if so, whether they should in any event confirm the authority’s decision.
- 7.3 If you are not provided with a decision on your placing request by 30 April for requests for the new academic year commencing August (or within 2 months for requests made at other times of the year), you may also appeal. However if you decide to appeal you will not be able to make another placing request until the appeal is heard or you withdraw your appeal.
- 7.4 In the case of an Early Entry request there is no opportunity for appeal.
- 7.5 As a general rule, you can only appeal a decision regarding a particular school once each year for each of your children.

7.6 Before you decide to appeal you should consider these points:

- Would it be more advantageous to apply for another school at this time rather than appeal?
- Do you agree with what the Council have said?
- Do you think what they have said is allowable?
- Have the Council's guidelines been followed?

7.7 Your appeal should be sent to the Education Department. You will know the reasons why your placing request was refused and you will be given the opportunity to explain to the Education Appeal Committee why the authority was wrong to refuse your request in person or through a representative, whichever you prefer.

7.8 If the appeal committee refuses your request you have the right of further appeal to the Sheriff in which case you may wish to contact a solicitor.

## 8. Further information

### 8.1 Submission of information

8.1.1 The information provided as part of an application or placing request must be full and correct in every respect to the best of the parent's/carer's knowledge. East Renfrewshire Council will conduct checks to establish the accuracy of information supplied which may include visits to premises to confirm residence. Any attempts to obtain a place by deception may result in the rescinding of your application/placing request and the matter being passed to the Procurator Fiscal's office for consideration of criminal proceedings.

### 8.2 Other information

Information concerning schools in other authorities is available from the education offices or department of that authority.

Specific information on placing request procedures may be found in:

"Choosing a School: A Guide for Parents"

*from: The Scottish Government Learning Directorate, Victoria Quay, Edinburgh EH6 6QQ*

and on the Scottish Government website. The publication is regularly updated, and is best found by searching the web for "Choosing a School Scotland".

If your child has additional support needs you will find advice including information about choosing a school and your appeal rights in "The Parents' Guide to Additional Support for Learning" published by Enquire:

*from: Enquire, Children in Scotland, Princes House, 5 Shandwick Place, Edinburgh EH2 4RG*

and on the web at <http://www.childreninScotland.org.uk/>

Legislation relevant to this topic includes:

Education (Scotland) Act 1980 (HMSO) as amended.

Education (School and Placing Information) (Scotland) Regulation 1982 (S1 1982 No 950 (S.125)) and Amendment Etc. Regulations 1993.

Education (Appeal Committee Procedures) (Scotland) Regulations 1982 (S1 1982 No 1736)

Education (Placing in Schools and Deemed Decisions) (Scotland) Regulations 1981 (S1 185 No 1733)

Education (Additional Support for Learning) (Scotland) Act 2004

Education (Additional Support for Learning) (Scotland) Act 2009

Contacts: East Renfrewshire Council Offices – PLACING REQUEST, Education Department, 211 Main Street, Barrhead, East Renfrewshire G78 1SY Education Department: Telephone 0141 577 3578/3246 or email [admissions@eastrenfrewshire.gov.uk](mailto:admissions@eastrenfrewshire.gov.uk)

## Appendix 1

**Order of Priorities for Granting Placing Requests  
To All Roman Catholic and Non-Denominational Primary and Secondary Schools  
Effective from January 2017 for School Sessions Commencing August 2017 & August 2018:  
*Oversubscription by Catchment***

In the event that a school is oversubscribed by catchment demand, the criteria below are used to allocate places and are listed in order of priority:

1. The parent, with whom the child resides, is resident within the school's delineated catchment area.
2. In the case of a Roman Catholic school, the parent with whom the child resides is resident within the school's delineated catchment area and the child is a baptised Roman Catholic as evidenced by a baptismal certificate.
3. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
4. Those cases where a brother or sister attends the school and will continue in this school during the next session.
5. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. East Renfrewshire residents with no other listed priority

*Please Note:*

*The criteria will be applied in the order shown above. If for any category the number of requests exceeds the number of places available, the next succeeding criteria will be used to prioritise these requests and so on until all priority criteria have been exhausted. If, after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by a senior education officer.*

## Appendix 2

**Order of Priorities for Granting Placing Requests  
To All Roman Catholic and Non-Denominational Primary and Secondary Schools  
Effective from January 2017 for School Sessions Commencing August 2017 & August 2018:  
*Placing Requests (Other than Oversubscription by Catchment)***

The criteria below are used to prioritise places to placing request applications from those who do not reside within the delineated catchment area of the school, in order of priority:

1. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
2. Non-East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
3. Those cases where a brother or sister attends the school and will continue in this school during the next session.
4. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
5. Non-East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. Non-East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
8. East Renfrewshire residents with no other listed priority
9. Non-East Renfrewshire residents with no other listed priority.

*Please Note:*

*The criteria will be applied in the order shown above. If for any category the number of requests exceeds the number of places available, the next succeeding criteria will be used to prioritise these requests and so on until all priority criteria have been exhausted. If, after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by a senior education officer.*

## Appendix 3

**Order of Priorities for Granting Placing Requests  
To All Roman Catholic and Non-Denominational Primary and Secondary Schools  
Effective for School Session Commencing August 2019 and Beyond:  
*Oversubscription by Catchment***

In the event that a school is oversubscribed by catchment demand, the criteria below are used to allocate places and are listed in order of priority:

1. The parent, with whom the child resides, is resident within the school's delineated catchment area.
2. In the case of a Roman Catholic school, the parent with whom the child resides is resident within the school's delineated catchment area and the child is a baptised Roman Catholic as evidenced by a baptismal certificate.
3. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
4. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
5. Those cases where a brother or sister attends the school and will continue in this school during the next session.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. East Renfrewshire residents with no other listed priority

*Please Note:*

*The criteria will be applied in the order shown above. If for any category the number of requests exceeds the number of places available, the next succeeding criteria will be used to prioritise these requests and so on until all priority criteria have been exhausted. If, after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by a senior education officer.*



## Appendix 4

**Order of Priorities for Granting Placing Requests  
To All Roman Catholic and Non-Denominational Primary and Secondary Schools  
Effective for School Session Commencing August 2019 and Beyond:  
*Placing Requests (Other than Oversubscription by Catchment)***

The criteria below are used to prioritise places to placing request applications from those who do not reside within the delineated catchment area of the school, in order of priority:

1. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
2. Non-East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
3. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
4. Non-East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
5. Those cases where a brother or sister attends the school and will continue in this school during the next session.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. Non-East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
8. East Renfrewshire residents with no other listed priority
9. Non-East Renfrewshire residents with no other listed priority.

*Please Note:*

*The criteria will be applied in the order shown above. If for any category the number of requests exceeds the number of places available, the next succeeding criteria will be used to prioritise these requests and so on until all priority criteria have been exhausted. If, after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by a senior education officer.*

## Placing Request /Request to Remain– Application Form

Please read the accompanying "Making a Placing Request Guidance Information". Tick all of the boxes which apply.

<p><b>Parent/Carer or Young Person over 16</b></p> <p>Title (Mr/Mrs/Ms/Miss/Other) _____</p> <p>Last name _____</p> <p>First name _____</p> <p>Home Address _____</p> <p>Postcode _____</p> <p>Telephone _____</p> <p>email Address: _____</p> <p><b>Child/Young Person</b></p> <p>Last name _____</p> <p>First name(s) _____</p> <p>Gender _____</p> <p>Date of Birth _____</p> <p><b>Current School</b></p> <p>Please give details of the school your child/young person presently attends, or at which he/she is registered for admission. <i>If you are applying for a place in a P1 class please state nursery school attended.</i></p> <p>Current School or Nursery _____</p> <p>Town _____</p> <p><b>School Requested</b></p> <p>Name of school _____</p> <p>Stage required _____</p> <p>Date to start _____</p> <p><b>Sibling Information</b></p> <p><input type="checkbox"/> The child/young person has a brother or sister already attending the school and will continue to do so next academic year. Please provide name(s) and stage(s)</p> <p>_____</p> <p>_____</p>	<p><b>Additional Support Needs</b></p> <p>Does the child/young person have any additional support needs? If so please specify, and attach any reports or evidence.</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Hearing</p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Physical Skills</p> <p><input type="checkbox"/> Language and Communication</p> <p><input type="checkbox"/> Behaviour</p> <p><input type="checkbox"/> Other – please specify</p> <p>_____</p> <p>_____</p> <p>If the child/young person is receiving additional support in the current school or nursery, what is the support and who provides it?</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> The child/young person has, or there is in preparation, or you have asked for an assessment for, a Coordinated Support Plan. (CSP)</p> <p><input type="checkbox"/> Is an external agency such as Social Work, Housing, Health, or Psychological Services is involved with the child/young person? If so please specify.</p> <p>_____</p> <p>_____</p> <p><b>Support with English Language – for children whose first language is not English</b></p> <p>What is the first language of the child/young person?</p> <p>_____</p> <p><input type="checkbox"/> The child/young person will need support with English language.</p>
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**Complete this section if you are applying for a priority to be given because the child/young person has a medical condition.**

Such an application must be supported by a letter from your GP or other health professional, which must be attached to this application.

Explain what the condition is and why it is that only the requested school can provide for your child's medical condition.

**Complete this section if you are applying for a priority to be given because the child/ young person is part of a single parent/carer family.**

I am a single parent/carer

Details must be provided below to explain how the attendance of the child at the requested school will help with your child's care and welfare.

**Complete this section if the application is for a place in stages S2 to S6 of a secondary school.**

State subjects required and which level.

OFFICE USE: Once completed PROTECT

**If there is any more information you want to give about your request, please use the space below, or attach a further sheet.**

**Declaration**

I confirm that I have made myself fully aware of ERC's Placing Request Guidance Information before submitting this application form.

The information I have given is full and correct in every respect to the best of my knowledge.

I acknowledge that if the information that I have submitted is found to be fraudulent my placing request application will be rescinded and the Council may pass the matter to the Procurator Fiscal's Office.

I acknowledge that the form will be returned to me if I have not completed the application in full.

I understand that East Renfrewshire Council will not provide transport for pupils attending schools as a result of successful placing requests.

*Signature of  
Parent/Carer or Young Person (if over 16)*

*Date*

Please send your completed form to:

PLACING REQUEST  
East Renfrewshire Council Offices  
Education Department

211 Main Street, Barrhead  
East Renfrewshire G78 1SY

alternatively scan the completed form to :-  
[admissions@eastrenfrewshire.gov.uk](mailto:admissions@eastrenfrewshire.gov.uk)

Data Protection. The information you provide will be processed in accordance with the Data Protection Act 1998. It will be used in the administration of your request and may be shared with others with a relevant interest, in East Renfrewshire Council. Nov 2016

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