

EAST RENFREWSHIRE COUNCILEDUCATION COMMITTEE25 AUGUST 2016Report by Director of EducationPROPOSED CHANGES TO THE ARRANGEMENTS FOR ADMISSIONS AND THE
TRANSFER OF PUPILS FROM PRIMARY TO SECONDARY IN RESPECT OF ALL
EAST RENFREWSHIRE ROMAN CATHOLIC AND NON-DENOMINATIONAL
PRIMARY AND SECONDARY SCHOOLS EFFECTIVE FROM JANUARY 2017**PURPOSE OF REPORT**

1. To seek approval to carry out a statutory education consultation on a proposal to change the arrangements for admissions and the transfer of pupils from primary to secondary which will put in place a single and consistent set of criteria for all East Renfrewshire denominational (Roman Catholic) and non-denominational primary and secondary schools to take effect from January 2017.

RECOMMENDATIONS

2. Members are asked to:
- a) approve that the Director of Education proceeds with a consultation on a proposal to change the arrangements for admissions and the transfer of pupils from primary to secondary in respect of all non-denominational and denominational (Roman Catholic) schools from January 2017; and,
 - b) instruct the Director to report on the results of the consultation to Education Committee in December 2016.

BACKGROUND

3. The Council is required to consult formally on a proposal to change its arrangements for admissions and the transfer of pupils from primary to secondary schools. How this is carried out and who must be consulted is clearly set out in the Schools Consultation (Scotland) Act 2010 which came into force in April 2010 and amended in 2014.

4. A number of our schools have high occupancy levels. The Council paper '[Planning for the Future of East Renfrewshire](#)' includes this information. Schools can have high occupancy levels as a consequence of demand from their delineated catchment areas and/or through places being allocated through the placing request process from parents of pupils resident outwith the schools' delineated catchment areas.

5. Pupil numbers in a school's delineated catchment area can increase through for example additional residential development and inward migration related to changes in existing housing. The Council has expanded provision where the number of pupils in a school has increased because of growth in demand from its catchment causing pressure on the school's places.

6. There continues to be an increase in the number of pupils attending schools in the east of the Council area, particularly those pupils following a denominational (Roman Catholic) education. Officers have examined pupil numbers in the context of available places in both denominational (Roman Catholic) and non-denominational sectors.

7. East Renfrewshire Council adopted a policy in October 2001 to manage pupil places, especially at the point of transition from primary to secondary schools and specifically to manage the numbers of pupils, mainly in the east of the authority, for those seeking to move from the non-denominational primary sector to St. Ninian's High School. The 'cross sector policy' meant that we asked parents and pupils to commit to a sector when they started primary school. Although this policy has on the whole allowed the department to manage pupil places it has for a number of years had an impact on pupil places in the denominational (Roman Catholic) primary sector.

8. To ensure the Council meets its duties to make provision for its resident population, members will be aware that the Council undertook a statutory (Education) consultation in 2010-11 to define the delineated catchment, in effect reducing the number of associated primary schools with St. Ninian's High School and defining priorities for placing requests to the school. This consultation resulted in new admission arrangements for St. Ninian's High School.

9. To address an increasing demand for school places the Council recently took the decision to expand denominational (Roman Catholic) primary provision in the east of the authority and from August 2017 St. Clare's Primary School will be in operation.

10. The Council has managed to provide a school place for its resident population to date and has always managed to provide a Roman Catholic education to those East Renfrewshire families who wish that for their child(ren).

11. Calderwood Lodge Primary School currently has different admissions arrangements to all other East Renfrewshire schools whereby all admissions must be made by a placing request. This consultation does not affect any change in this school's admissions arrangements; these will remain the same.

REPORT

12. The attached consultation paper (Appendix 1) sets out an analysis of pupil numbers and trends in recent years, indicating the increase in families accessing a Roman Catholic education for their child(ren).

13. The paper describes a number of options that were considered by officers and sets out the proposal as the preferred approach to ensure the Council meets its duties as set out in Paragraph 12 of the consultation paper, allows the Council to manage its places more efficiently and effectively and continues to honour the Council's commitments to currently entitled pupils admitted under existing admissions arrangements.

14. In effect subject to consultation, new admissions arrangements including new priorities for placing requests (See Appendices 1 and 2 of the consultative document) and new arrangements for P7 to S1 transfer would be applied from January 2017 which would prioritise places in denominational (Roman Catholic) schools for those children in the school's catchment with a Roman Catholic baptismal certificate when Roman Catholic schools are oversubscribed.

15. The proposal would also allow the Council to ensure a more even distribution of available places across its school estate while minimising the financial costs which would be incurred if the current arrangements continued.

16. The educational benefits and implications of the proposal are set out in Paragraphs 113 – 137 of the attached consultation document.

17. The operational detail and timescales of the consultation are also set out in the consultative document.

18. The consultation period will last from Friday 26 August 2016 to midnight on Monday 10 October 2016.

FINANCIAL AND EFFICIENCY IMPLICATIONS

19. Should the proposal be approved, there would be no immediate additional costs in planning school places.

20. As part of the transitional arrangements, there would be an anticipated total capital cost of £750k to provide temporary accommodation at St Ninian's High School for 2021/22 to allow the Council to honour commitments to pupils currently entitled under existing admissions arrangements. This is an estimated cost at 2021-22 prices provided by colleagues in Property and Technical Services. The temporary accommodation is required to increase incrementally to £750k by 2023-24, with the first unit required for 2021-22. In considering the temporary accommodation, officers would look at the best value approach taking account of the Council's financial planning to establish the temporary accommodation in coordination with the school.

21. Examining future provision in areas throughout the authority will continue to be undertaken to ensure there are sufficient educational places according to future local planning processes and resultant new housing land supplies, other demographic changes and relevant modifications to the educational estate as a consequence of local/national educational policy. In the future, should there be sustained evidence of schools being oversubscribed by 'catchment pupils' then this will be considered at that time and may involve additional expenditure. This would be subject of future committee and council reports and any necessary consultation.

CONSULTATION

22. The purpose of this paper is to seek elected member approval to undertake a consultation exercise as is required by the Schools Consultation (Scotland) Act 2010.

23. Note on Corrections: If any possible inaccuracy or omission in the Consultative Document is discovered by the Education Department, or is suggested by any other person, the department will determine if relevant information has been omitted or, if there has been an inaccuracy. The Education Department will then take appropriate action which may include the issue of a correction or the reissuing of the Proposal paper or the revision of the timescale for the consultation period as appropriate. In that event, relevant consultees and Education Scotland will be advised.

IMPLICATIONS OF THE PROPOSALS

24. The implications of the proposals are set out in the consultative proposal document and await the outcome of the consultation. The Director of Education will report the results of this consultation exercise, including the report submitted by Education Scotland, to the Education Committee on 20 December 2016.

25. If, following the consultation exercise the decision is made to agree the proposal:

- i) New arrangements for admissions and P7 to S1 transfer would be put in place in January 2017 impacting on the registration process and the enrolment of pupils from that date.
- ii) There would be a need to amend the Council's school transport policy as set out in paragraphs 136 – 137 of the consultation document.
- iii) The Director of Education would submit a bid through the capital planning process for resources to take forward the temporary accommodation at St. Ninian's High School.

26. All East Renfrewshire schools will remain open to all pupils and will continue to have an inclusive, supportive, tolerant and respectful ethos with a drive to help every child achieve and attain their very best.

27. Families of all faiths or none will still be able to apply for their child(ren) to be enrolled at a Roman Catholic school when they wish to do so. Inevitably there are only a limited number of places available in each school and only when a Roman Catholic school is oversubscribed by 'catchment pupils' will priority be given to baptised Roman Catholic children. In such cases of oversubscription, a number of non-Roman Catholic children will be placed in their local non-denominational catchment school. Roman Catholic baptised children will be able to learn in their faith environment and there will still be opportunity for other children to receive a Roman Catholic faith based education.

28. East Renfrewshire Council would be able to plan more effectively school provision, provide sufficient places for its resident population and prioritise places for baptised Roman Catholic children in Roman Catholic schools.

29. This proposal is not subject to ministerial call in.

30. East Renfrewshire Council's legal section has been fully involved and is aware of the proposal and consequential outcomes for the Council.

CONCLUSIONS

31. To enable the Council to meet its statutory duty to make adequate and efficient provision for denominational (Roman Catholic) and non-denominational education for its area, there is a need to amend the existing admissions arrangements.

32. Current legislation requires the Council undertake a statutory consultation on the proposed changes.

RECOMMENDATION

33. Members are asked to:

- a) approve that the Director of Education proceeds with a consultation on a proposal to change the arrangements for admissions and the transfer of pupils from primary to secondary in respect of all non-denominational and denominational (Roman Catholic) schools from January 2017; and,
- b) instruct the Director to report on the results of the consultation to Education Committee in December 2016.

Mhairi L Shaw
Director of Education
August 2016

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Recent Background Papers

1. Denominational (Catholic) School Places in the East of the Council Area, Education Committee, 9 June 2016

Key Words

This paper is about the statutory consultation to amend the arrangements for admissions and P7 to S1 transfer for all denominational (Roman Catholic) and non-denominational schools from January 2017.

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EAST RENFREWSHIRE COUNCIL: EDUCATION DEPARTMENT

THIS IS A FORMAL CONSULTATIVE DOCUMENT

**PROPOSED CHANGES TO THE ARRANGEMENTS FOR ADMISSIONS AND THE
TRANSFER OF PUPILS FROM PRIMARY TO SECONDARY IN RESPECT OF ALL EAST
RENFREWSHIRE ROMAN CATHOLIC AND NON-DENOMINATIONAL PRIMARY AND
SECONDARY SCHOOLS EFFECTIVE FROM JANUARY 2017**

AUGUST 2016

This document has been issued by the Education Committee of East Renfrewshire Council for consultation in terms of the Schools (Consultation) (Scotland) Act 2010 as amended.

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EAST RENFREWSHIRE COUNCIL : EDUCATION DEPARTMENT**PROPOSED CHANGES TO THE ARRANGEMENTS FOR ADMISSIONS AND THE TRANSFER OF PUPILS FROM PRIMARY TO SECONDARY IN RESPECT OF ALL EAST RENFREWSHIRE ROMAN CATHOLIC AND NON-DENOMINATIONAL PRIMARY AND SECONDARY SCHOOLS EFFECTIVE FROM JANUARY 2017***Background*

1. East Renfrewshire Education Department is committed to *Everyone Attaining, Everyone Achieving through Excellent Experiences*, and has a well-earned reputation for providing an excellent education for children and young people. This is borne out in the reports received on our schools following inspection by Education Scotland. This success has contributed to a growth in the number of pupils in our schools.
2. A number of our schools have high occupancy levels. The Council paper 'Planning for the Future of East Renfrewshire' includes this information <http://www.eastrenfrewshire.gov.uk/planningforthefuture>. Schools can have high occupancy levels as a consequence of demand from their delineated catchment areas and/or through places being allocated through the placing request process from parents of pupils resident outwith the schools' delineated catchment areas.
3. Pupil numbers in a school's delineated catchment area can increase through, for example, additional residential development and inward migration to existing housing. The Council has expanded provision where the number of pupils in a school has increased because of growth in demand from its catchment causing pressure on the school's places.
4. There continues to be an increase in the number of pupils attending schools in the east of the Council area (Eastwood area), particularly those pupils following a denominational (Roman Catholic) education. Officers have examined pupil numbers in the context of available places in both denominational (Roman Catholic) and non-denominational sectors.
5. East Renfrewshire Council adopted a policy in October 2001 to manage pupil places, especially at the point of transition from primary to secondary schools and specifically to manage the numbers of pupils, mainly in the east of the authority, seeking to move from the non-denominational primary sector to St. Ninian's High School. The 'cross sector policy' meant that parents and pupils were required to commit to a sector when they started primary school and thereafter retained an entitlement to be schooled in that sector throughout both primary and secondary education. Although this policy has on the whole allowed the department to manage pupil places it has for a number of years had an impact on pupil places in the denominational (Roman Catholic) primary sector.
6. To ensure the Council met its duties to make provision for its resident population, the Council undertook a statutory (Education) consultation in 2010-11 to define the delineated catchment and in effect reduce the number of associated primary schools with St. Ninian's High School. This consultation resulted in new admission arrangements for St. Ninian's High School.
7. To address an increasing demand for school places the Council recently took the decision to expand denominational (Roman Catholic) primary provision in the east of the authority and from August 2017 St. Clare's Primary School will be in operation. St. Clare's will be part of the faith schools' joint campus £18.2m investment.

8. The Council has managed to provide a school place for its resident population to date and has always managed to provide a Roman Catholic education to those East Renfrewshire families who wish that for their child(ren).
9. Calderwood Lodge Primary School currently has different admissions arrangements to all other East Renfrewshire schools whereby all admissions must be made by a placing request; and East Renfrewshire pupils are entitled to transfer to Mearns Castle High School for secondary education. This consultation does not make any change to this school's admissions arrangements; these will remain the same.

PURPOSE OF THE CONSULTATION

10. To consult on proposed changes for all East Renfrewshire denominational (Roman Catholic) and non-denominational primary and secondary schools to :
 - i) the admissions arrangements; and
 - ii) arrangements for the transfer of pupils from a primary school to a secondary school,
 all to take effect from January 2017.
11. The proposed changes would provide clarity on the authority's proposed arrangements to address oversubscription by pupils from the school's delineated catchment area to any denominational (Roman Catholic) and non-denominational primary and secondary school. In particular, to clarify that priority would be given to baptised Roman Catholic pupils residing in a school's catchment in the event that a Roman Catholic school is oversubscribed.

INTRODUCTION

Current School Provision and Arrangements for Admissions and P7-S1 Transfer

12. East Renfrewshire's current school provision and arrangements for admissions and P7-S1 transfer are underpinned by legislative requirements and guidance associated with the management of school places including:
 - i. the duty to provide adequate and efficient provision of school education for their area and by implication to ensure sufficient pupil places for their resident population;
 - ii. the requirement that "every public school and every grant-aided school shall be open to pupils of all denominations";
 - iii. the general principle that children should be educated in line with the parents' wishes;
 - iv. the requirement that all admissions must comply with class size legislation and national staffing agreements;
 - v. the right of parents to express a preference for a particular school that they want their child to attend by submitting a placing request, which an authority must grant if places are available in the school unless there is a valid legal reason not to do so;
 - vi. maintaining denominational (Roman Catholic) school provision; and
 - vii. the Technical Guidance for Schools in Scotland produced by the Equality and Human Rights Commission to accompany the Equality Act 2010 which explicitly provides that "The only area where education authorities can discriminate on religious grounds in relation to pupil admission is in their criteria for accepting placing requests." (para 2.33).

13. East Renfrewshire operates a catchment policy where every address in the authority is associated with a primary and secondary school in both the denominational (Roman Catholic) and non-denominational sectors. At present East Renfrewshire asks parents/carers to commit to the denominational (Roman Catholic) or non-denominational sector on entry to primary school. This is then the route planned for their child(ren) when transferring to secondary school. In this way, those who exhibit in practice a longstanding conviction to have their child schooled in the faith environment of a Roman Catholic school are able to do so. A change of sector requires a placing request to be submitted.
14. Placing requests are only considered for any remaining available places after 'catchment pupils' are accommodated and are granted unless there is a valid legal reason not to do so.
15. Since the inception of East Renfrewshire Council, ensuring that there are sufficient school places has been a main driver for change in the school estate. It is evident that the educational estate has been developed to date to ensure there is sufficient school capacity in accordance with residential developments within East Renfrewshire's current and previous Local Plans.

PRESENT POSITION

16. The Scottish Government requires that a census is carried out in all schools at a specific point each year. This is the officially recognised time period to record pupil and staff numbers. It informs funding and is used to compare annual variations. Schools' populations are dynamic and slight variations in the number of pupils during any one school session are to be expected.

Primary School Pupil Numbers and Provision

17. The number of pupils attending schools in the east of the Council area, particularly those pupils following a denominational (Roman Catholic) education has been increasing. Residential development has contributed to increased pupil numbers.
18. *Charts 1 and 2* below show that primary school rolls have been increasing in the east of the Council area as a consequence of a rise in the local population. The greatest increase has been in the denominational (Roman Catholic) sector where the number of families choosing this route for their child's education has increased by over one fifth. The increase has been just over 6% for other primary schools in the east of the authority. As expected, places available for acceptance through the placing request process to families residing outwith East Renfrewshire has decreased in both sectors as 'catchment demand' increases.
19. Of all primary schools in the east of the authority, 29.3% of the total roll was in denominational (Roman Catholic) schools in 2015. This has increased by 3.5% since 2009.
20. There are a number of schools in the east of the authority that have high occupancy levels and this must be considered as 'catchment demand' increases and new residential development comes to fruition.

Chart 1

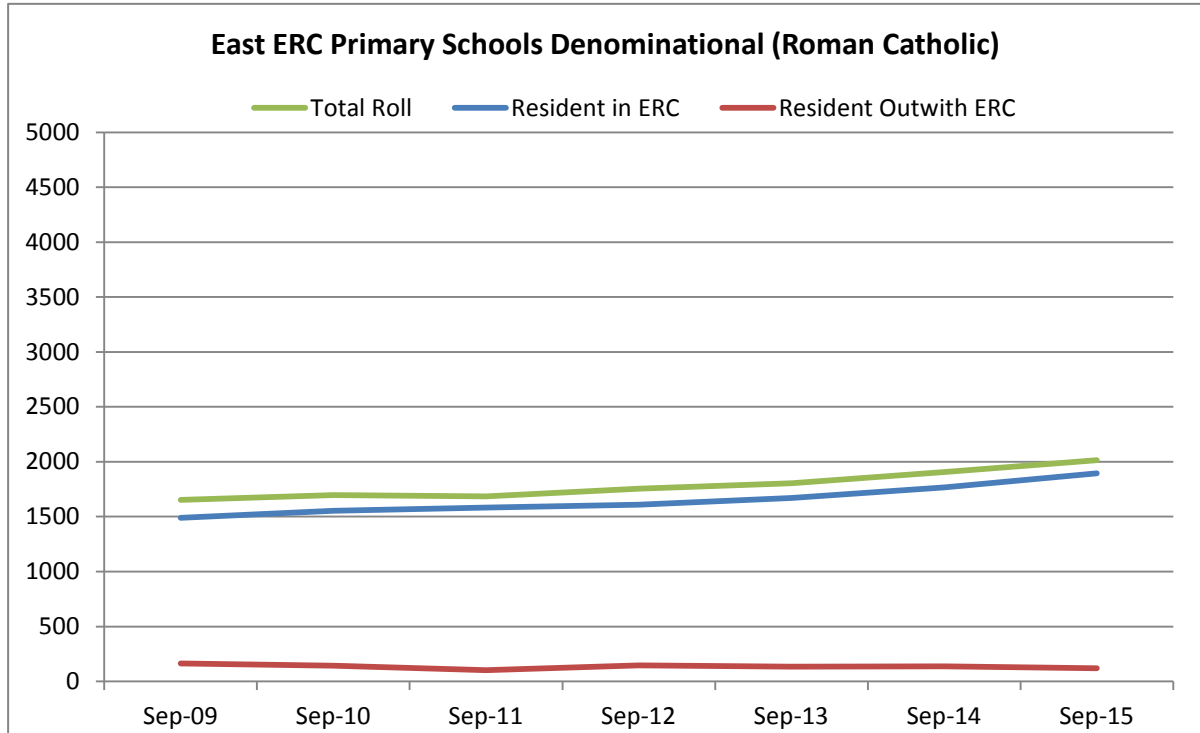
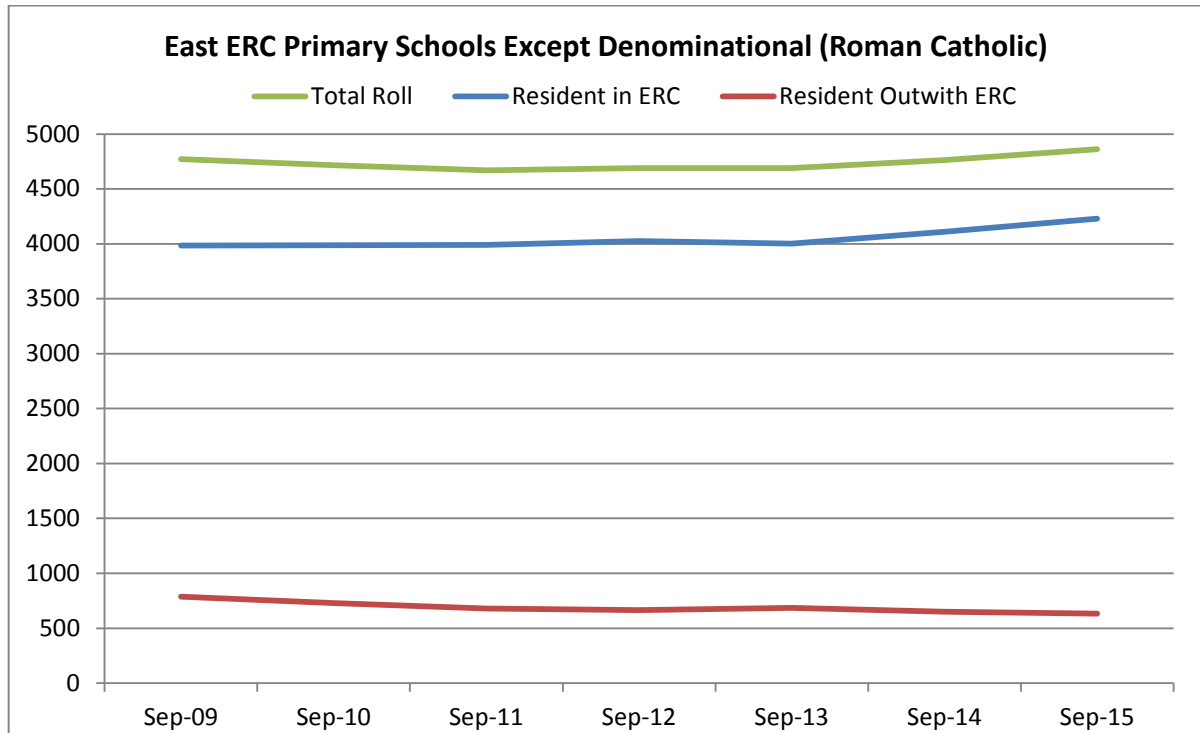


Chart 2



21. Charts 3 and 4 below show the change in the primary school rolls in the west of the Council area (Levern Valley area), which shows a decrease in the non-denominational sector by around 5% and a 9% increase in the denominational (Roman Catholic) sector; this movement is equivalent to approximately 50 to 60 pupils. There is capacity in schools in the west in both the non-denominational and Roman Catholic sectors.

22. Of all primary schools in the west of the authority, 38.7% of the total roll was in denominational (Roman Catholic) schools in 2015. This has increased by 3.1% since 2009.

Chart 3

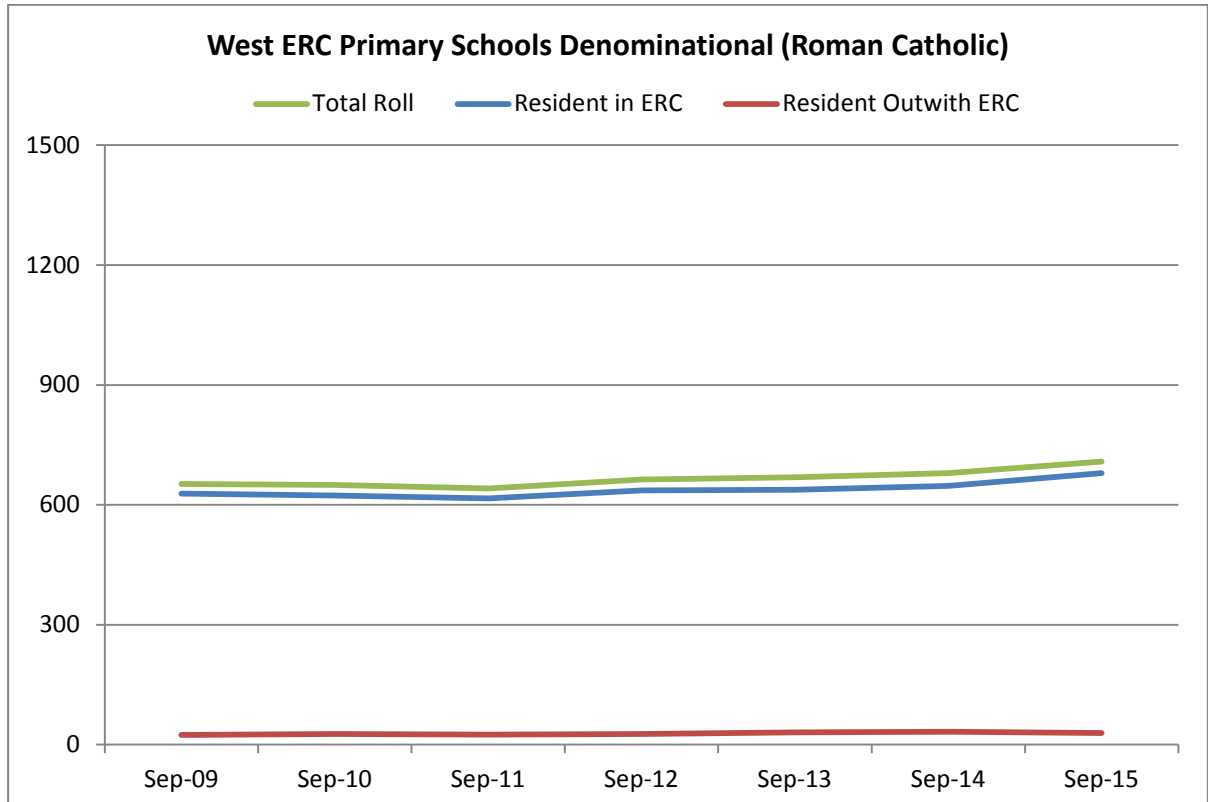
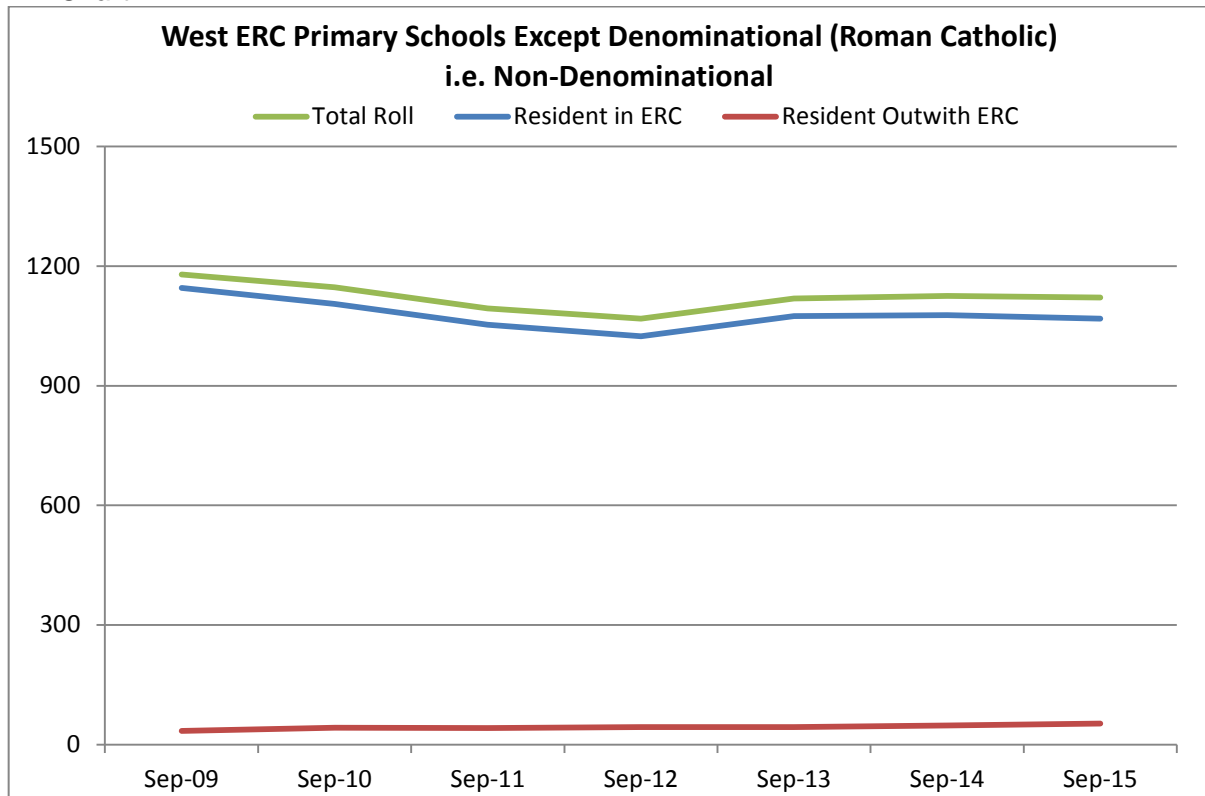


Chart 4



23. The P1-intake is the key cohort in the primary sector that informs future demand and provision. *Table 1* below shows the number of pupils on the P1 roll and the number of them who were East Renfrewshire residents from 2009 to 2015 (including the anticipated August 2016 data). Information is shown separately for the east and west of the Council area and by denominational sector.

Table 1

Primary Schools	P1 Pupils	Sep-09	Sep-10	Sep-11	Sep-12	Sep-13	Sep-14	Sep-15	Aug-16 (Anticipated)
East PS: Denom (Roman Catholic)	Roll	259	219	238	260	258	291	316	314
	of which ERC Residents	250	198	221	245	247	283	316	306
East PS: Except Denom (RC)	Roll	669	610	608	651	609	650	692	696
	of which ERC Residents	582	551	514	564	529	584	637	631
West PS: Denom (Roman Catholic)	Roll	107	87	85	101	94	111	110	92
	of which ERC Residents	103	83	83	98	89	108	106	91
West PS: Except Denom (RC) i.e. ND	Roll	165	150	169	156	194	139	153	143
	of which ERC Residents	163	140	160	149	187	133	145	134

Note: Anticipated August 2016 data is as expected at June 2016 and not the official September census information not yet available.

24. The data in *Table 1* again demonstrates a general increase over the years in primary pupil numbers in the east of the authority; however the latest 2016 data shows a slight decrease in the P1 East Renfrewshire numbers. In the west, the P1 numbers in Roman Catholic schools tend to fluctuate around 100; and except for a spike in 2013-14 (Sep-13) there has been a general decrease in the P1 numbers in the non-denominational schools.
25. Under current arranged provision the P1-intake capacity numbers that the authority could plan for is:

Table 2

Planned P1-Intake Capacity			
East PS: Denom (Roman Catholic)	East PS: Except Denom (RC)	West PS: Denom (Roman Catholic)	West PS: Except Denom (RC) i.e. ND
300	774	132	252

26. These are the maximum numbers that the authority considers for planning purposes for 'catchment demand,' in the context of current arranged provision, i.e. available places and arrangements for admissions and P7-S1 transfer. However in cases where 'catchment demand' exceeds a school's planned P1-intake, the capacity can be greater

provided additional measures are taken such as ensuring the pupil: teacher ratio/teaching class size limit is maintained and there is physical space (classrooms, toilet numbers etc.). East Renfrewshire would only rely on such measures to accommodate high spikes in a school's 'catchment demand' or as an interim measure until a permanent solution is adopted in cases where there is sustained evidence that 'catchment demand' is clearly increasing.

27. Examining the P1 numbers in *Table 1* against the planned P1-intakes in *Table 2*, it can be seen that there is space in all schools except in Roman Catholic schools in the east of the Council area; and that pupil numbers over recent years in the non-denominational sector in the east are becoming closer to the P1-intake capacity. In the east of the authority 'catchment pupils' have been accommodated within the denominational P1-intake capacity for all years up to and including 2014. However additional P1 classes were required to accommodate 2015 'catchment pupils' and whilst the number of P1 'catchment pupils' expected in 2016 is slightly lower they are still above the planned P1-intake capacity.
28. The P1-intake (and so the overall planning capacity) has been increased to accommodate increased 'catchment demand' from families choosing a Roman Catholic route for their child(ren)'s education. Our Lady of the Missions Primary School (OLM) has been extended to 4-streams and a new denominational (Roman Catholic) primary school, St. Clare's, is to open in August 2017 as part of the faith schools' joint campus to address increased demand from the existing delineated catchment area of St. Cadoc's Primary School.
29. St. Clare's Primary School and a new non-denominational primary school were both planned as part of the infrastructure requirement of the Local Development Plan, with St. Clare's to be completed earlier and the non-denominational primary to open for August 2019. The site for the new non-denominational primary is in Maidenhill and a consultative proposal will be considered at a future Education Committee that will aim to increase capacity to meet projected demand.
30. The investment was expected to meet the demand from East Renfrewshire families in the east of the Council area choosing a Roman Catholic route for their child(ren)'s education. This has proved sufficient based on the average of around 30% of the P1 resident cohort opting for this route. However in recent years this has increased averaging 33% resulting in further pressure on places.
31. The evidence now indicates that in the east of the Council area the planned P1-intake capacity is insufficient under current arranged provision for East Renfrewshire families choosing a Roman Catholic route for their child(ren)'s education. In particular 'catchment demand' at OLM Primary School over the last couple of years has reached 125 in 2015 and 150 for 2016 compared to a planned P1-intake of 120 pupils.

Some Factors Affecting Changes in School Numbers

32. The impact from additional residential development and inward migration to existing housing are significant factors contributing to the increase in pupil numbers in schools' delineated catchment areas; but other factors also appear to be contributing to the increase in the number of families choosing the Roman Catholic sector for their child(ren)'s education.
33. There is recent new residential development established, currently being built and planned over the coming years in the east of the Council area. In terms of

denominational (Roman Catholic) primary schooling this is almost all in the existing delineated catchment area of St. Cadoc's Primary School. A small number affects the delineated catchment area of St. Joseph's Primary School and there is very little in the delineated catchment area of OLM Primary School.

34. The 'Planning for the Future of East Renfrewshire' document contains information from the 2011 population census. It notes that the highest proportion of the East Renfrewshire population live in the east of the Council area (73%). The population in the west of the Council area decreased by 1% from 2001 to 2011 while the population in the east increased by 2.1% during the same period.
35. Most of this population growth has been concentrated in Newton Mearns (5.9 per cent), Clarkston and Williamwood (1.45%) and Thornliebank (1.02%). The population declined in Uplawmoor (although overall population numbers are small), Giffnock and Barrhead.
36. The East Renfrewshire population is expected to grow by a further 5.4 per cent by 2025.
37. From population statistics very high levels of inward migration have been seen in the 0-15 and 30-40 years age groups. There is a rise in supply of new types of housing for older people encouraging a move away from larger homes. Changing population graphics show older people leaving family homes and families moving in with a consequential increase in the school age population.
38. Information from the census on religion shows that 22% of people stating that they were Roman Catholic increased by 1.5% between 2001 and 2011. By Council ward, the highest proportion of people identified as Roman Catholic is located in Barrhead; and wards with the largest increases in the Roman Catholic population include Giffnock and Thornliebank and Netherlee, Stamperland and Williamwood.
39. Colleagues in housing have provided some information on housing patterns and trends. There has been a marked increase in private rented sector properties across East Renfrewshire from 2011 to 2016. The largest increases are found in the areas of Clarkston/Busby and Thornliebank where there have been increases of 60% and 80% respectively with a high number of the properties being suitable accommodation for families. Looking at the movement in housing ownership or tenancy shows that the highest level of change in the last couple of years is in the areas of Giffnock North and Thornliebank. The areas of Giffnock and Thornliebank are in the OLM delineated catchment area.

Secondary School Pupil Numbers and Provision: St. Ninian's High School

40. Over many years St. Ninian's High School has experienced very high occupancy levels. In 2011 the Education Committee approved changes to the school's admissions arrangements to reduce its delineated catchment area and number of associated primary schools. It also changed priorities for granting placing requests to the school as a means to better plan and manage places at the school for East Renfrewshire residents. St. Ninian's High School has also been extended to meet 'catchment demand'.
41. Whilst the occupancy levels at St. Ninian's continue to remain high, *Table 3* below shows that there is a large percentage of pupils attending from outwith the Council area.

Table 3

Year	St. Ninian's High School: Pupils Outwith ERC as % Total Roll
Sep-09	28%
Sep-10	28%
Sep-11	28%
Sep-12	27%
Sep-13	27%
Sep-14	26%
Sep-15	25%

⁺ Based on the September census reflecting current placement status of pupils and current delineated catchment area

Over the period from 2009 to 2015 the number of 'catchment pupils' at St. Ninian's has increased by 75. Up to 2015 we have been able to accommodate 'catchment pupils'. Of the total roll in 2015, over 450 pupils resided outwith East Renfrewshire.

42. Just as the P1-intake is the key cohort in the primary sector that informs future demand and provision, the S1-intake is the key group in the secondary sector. It has always been possible to accommodate S1 'catchment pupils' in all secondary schools under current managed provision. However that has not been possible for the current August 2016 S1 intake to St. Ninian's. The August 2016 S1 intake will be at its maximum of 300 pupils and for the first time we require to re-direct a number of pupils to alternative schools in the area.
43. For session 2016-17 the school is oversubscribed at S1 with catchment pupils under current managed provision. Although the school has in the past been able to accommodate 320 pupils as an exceptional year group, there is no longer the physical space to accommodate another intake class. Should available places/admissions arrangements remain the same, this situation will re-occur in future years given that entitled pupil intakes in the associated primaries are, for school sessions 2015-16 and 2016-17, exceeding the planned P1-intakes.
44. In addition to the growth in 'catchment numbers' at the associated primary schools, the changes in residential development and the nature of the housing stock and the number of families choosing a Roman Catholic route for their child(ren)'s education obviously affects pupil numbers for St. Ninian's High School.
45. Whilst evidence shows that there are still spaces available in St. Ninian's to meet 'catchment demand' over the medium term, the growth now seen in its associated primary schools from 'catchment pupils' will impact on future intakes to St. Ninian's High School as well as exert pressure on primary accommodation under current arranged provision should the pattern over the last few years continue.
46. Despite investment to increase the number of Roman Catholic places in primary and secondary schools, and a change in admissions arrangements for St. Ninian's High School, the demand for places continues as more East Renfrewshire families are choosing a denominational (Roman Catholic) education for their child(ren). The current numbers of available places and/or the admissions arrangements require to change to ensure sufficient pupil places, offer a denominational education to Roman Catholic families and satisfy local demand. Any change must take account of relevant legislation and effective and efficient management of resources.

Options

47. To address these issues the Council has explored a number of alternative approaches; however has determined that they are not, for a variety of reasons viable. These are outlined below.

Option A: Do Nothing

48. Doing nothing is clearly not an option, since the Council would be failing amongst other things in complying with its duty to provide sufficient pupil places according to its current school provision and admissions arrangements.

Option B: Extend Existing School Provision- Additional Places

49. This option concerns extending the existing Roman Catholic schools to accommodate the projected pupil numbers based on the existing admissions arrangements.
50. St. Ninian's and its associated primary schools have all already been extended to meet 'catchment demand' and the primary schools grounds are not large enough to accommodate additional accommodation to meet the anticipated future pupil numbers.
51. Our Lady of the Missions is already a 4-stream school with its P1-intake for August 2016 at 5-stream under current admissions arrangements. Even if there were a larger site, extending the school to a full 5-stream provision would not ideally be considered for a primary school, which has already been extended several times.
52. There is a planned reduction for St. Cadoc's to reduce to a 2-stream school once the new primary school, St. Clare's, is established. There are plans for part of the school to be remodelled to provide for new preschool provision for August 2019 contributing to the expansion of early learning and childcare (EL&CC) (subject to separate consultation). Instead of establishing the nursery, the school could maintain 3-stream places. However this would impede plans for the Council to meet EL&CC statutory commitments.
53. Increasing the number of places in its associated primary schools for 'catchment pupils' will also impact on future S1-intakes and capacity at St. Ninian's High School. Accordingly either a new extension would be required at St. Ninian's or a change to its existing associated primary schools. For the latter this could involve associating one of the existing associated primaries with St Luke's High School in the west of the Council area, albeit an extension is likely to be required for this given the known planned residential development in St Luke's delineated catchment area. Such an association was considered many years ago by a former council and was met with resistance.
54. By increasing the number of classes to accommodate 'catchment pupils', and given the popularity of the schools, any remaining available places would inevitably be taken up through the placing request process thereby ultimately exacerbating pressure on places.
55. Notwithstanding practicalities there would necessarily be a time period before any new possible building extensions came to fruition and additional financial resources would need to be identified to take this forward. The Council would also need to consider the cost effectiveness of this option in terms of best value and public accountability given there are other options and space currently available across its wider school estate.

Option C: Build New School Provision- Additional Places

56. This option concerns building new Roman Catholic school(s) to accommodate the projected pupil numbers based on the existing arrangements for admissions and P7-S1 transfer.
57. A new Roman Catholic primary school, St. Clare's is under construction to open for August 2017 to address 'catchment demand' in the delineated catchment areas of St. Cadoc's.
58. Building a further new primary school would require a suitable site, additional financial resources and a period of time before the new build came to fruition. Establishing a new school is subject to statutory consultation, as is defining its delineated catchment area. This process necessarily reduces the delineated catchment areas of at least one other existing primary school and also involves consultation in that respect.
59. Any new primary school would need to have an associated secondary school. At present all existing Roman Catholic primary schools in the east of the Council area are associated with St. Ninian's High School including from session 2017-18 St. Clare's as approved by Education Committee in 2015 following a statutory consultation.
60. The delineated catchment area of St. Ninian's High School is currently as defined in the consultation approved by Education Committee in March 2011 and in effect comprises the whole of the east of the Council area (residing in this area is one condition for first priority right to attend St. Ninian's).
61. Maintaining the current admissions arrangements and building new primary provision to cope with increased pupil numbers would impact on St. Ninian's High School. Either a new extension would be required at St. Ninian's or a change to the existing associated primary schools. For the latter this could involve associating any new primary or one of the existing associated primaries with St Luke's High School in the west of the Council area. In the past association with St Luke's was not a favoured option and if now considered, would likely require an extension at St Luke's since its existing capacity is required to meet the needs from known planned residential development in its delineated catchment area.
62. An alternative would be to reduce the delineated catchment area of St. Ninian's and the number of its associated primary schools and establish another Roman Catholic secondary school in the east of the Council area. The Roman Catholic primary schools in the east of the Council area would then be associated with St. Ninian's or the new Roman Catholic secondary school subject to consultation.
63. However as shown above, based on the most up to date information the additional places required to meet 'catchment demand' alone do not justify a new secondary school. A secondary school has to be of reasonable size to deliver an appropriate curriculum. The new secondary school would not be operationally viable unless supplemented with additional pupils from rezoning some of St. Ninian's existing associated primary schools to the new school.
64. At St. Ninian's this would reduce the number of 'catchment pupils' and could result in more places being available through the placing request process unless existing accommodation was remodelled to remove teaching spaces and so reduce the school's capacity. This would also require funding and would appear obscure given at the same time a new secondary school would be built as part of this option.

65. Identifying viable sites for new schools is particularly challenging in parts of the authority and has resultant financial costs. New school provision is not inexpensive and again has to be well considered in terms of best value and public accountability given there is another option and currently space available across the wider school estate.
66. The above options (A to C) are not considered viable and the following section describes the preferred approach that will form the consultative proposal.

PROPOSAL

67. To consult on the proposal to:
- i. change arrangements for admissions and the transfer of pupils from primary to secondary in respect of all Roman Catholic and non-denominational primary and secondary schools effective from January 2017 as attached in *Appendix 1*; and,
 - ii. include transitional measures so that all pupils entitled to a place under the current admissions arrangements and enrolled by the end of December 2016 would continue to be so entitled, (which for St. Ninian's High School necessitates the provision of temporary accommodation).

Change Arrangements for Admissions and the Transfer of Pupils from Primary to Secondary

68. This concerns changing admissions arrangements to give priority to baptised Roman Catholic pupils residing in a school's catchment in the event that a Roman Catholic school is oversubscribed by pupils from its delineated catchment area. Roman Catholic schools would still be open to pupils of all denominations and none. Paragraphs 69 to 87 describe in outline the proposed arrangements for admissions and the transfer of pupils from primary to secondary and *Appendix 1* provides a copy of the proposed arrangements in full.
69. Every address in East Renfrewshire is associated with a Roman Catholic and non-denominational primary and secondary school. These are referred to as local schools. There are two main application periods: application for a P1 place in January for a place in the school session commencing August of the same year; and application for an S1 place in December for a place in the school session commencing the following August. This is termed the normal placing round.
70. Families apply for a registered place for their child(ren) at the P1 and S1 stage to be considered for entry to the next school session starting in August. This application process is described below in more detail. For East Renfrewshire residents wishing a school place outwith the normal placing round for P1 and S1, and also for places at any other stage (P2 - P7 and S2 - S6) throughout the year, parents/carers make an application for their child(ren) for a place in their local catchment school which will be processed according to the availability of places at that stage at that time. If there are not any places available at that stage at that time, then in negotiation with parents/carers, children will be redirected to attend an appropriate school with the Council providing transport until a place becomes available in their requested catchment school.
71. A change of school at any stage (P1 - S6) throughout the year requires a placing request. Placing requests should be made by 31 January of the year the parent/carer

wishes their child(ren) to start attendance. Placing requests received after the 31 January may be considered after decisions are made for requests received by the due date.

72. 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. Most placing requests are made at this point 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 during a school session. In such cases, requests will be considered in the order in which they are received.
73. Once children attend an East Renfrewshire primary/secondary school they are entitled to continue their education in that primary/ secondary school unless the family's circumstances change e.g. they subsequently move outwith the school's delineated catchment area. In this situation the parent/carer will require to submit a placing request to remain which usually will be granted; for details please refer to *Appendix 1*.

P1 Places

74. East Renfrewshire families apply for a P1 place for their child(ren) in either the local Roman Catholic or non-denominational primary school in their delineated catchment area. Where there are sufficient places all those children will be given a place to register at the school they have chosen. The child(ren) will then be entitled to enrol in the school unless the family's circumstances change e.g. they subsequently move outwith the school's delineated catchment area.
75. The Council aims to provide enough places for all children to attend their local (delineated catchment area) school. A school is oversubscribed in terms of 'catchment demand' when applications from families seeking a P1 place for their child(ren) in their selected delineated catchment area school exceed the available places. In such instances all such applications will be deemed placing requests. These placing requests will then be processed according to the proposed priority order shown in *Appendix 2*. Those placing requests having priority over others will be granted up to the number of available places and those child(ren) given a place and so entitled to enrol in the school unless the family's circumstances change e.g. they subsequently move outwith the school's delineated catchment area.
76. For application for a place in their Roman Catholic catchment school, evidence of a Roman Catholic baptismal certificate will be used to show that the pupil is considered as having the highest priority. It is only in a case of over-subscription from within the delineated area that Roman Catholic baptised catchment children will be given priority to their local Roman Catholic school. Children not allocated a P1 place at the Roman Catholic primary will be considered with other children applying for a P1 place at their local non-denominational primary school.
77. Should a family wish instead to request a P1 place for their child(ren) at a school other than one of their local schools, then they can do so via the placing request process. Families will be asked at the time of P1 application to nominate an alternative school to be considered should their chosen local school be oversubscribed.
78. Once registered P1 places have been allocated for the school session commencing August of that year and where appropriate and possible, the authority will reserve a reasonable number of places for pupils moving into each school's delineated catchment area during the school year. Thereafter any remaining places will be available for

consideration under the placing request process. The placing requests will be processed according to the proposed priority order shown in *Appendix 2*.

79. In recognition that East Renfrewshire is the population we have responsibility to provide education for, the proposal would provide placing request priority to East Renfrewshire residents except for cases involving siblings. It is also proposed that when applying for secondary schools, children who attend a primary school associated with the secondary school will accord priority over siblings in terms of placing requests. This aligns with Curriculum for Excellence where we wish to plan for continuity and progression in learning throughout the years 3-18.
80. All P1 children will be advised of their registered school place by 30 April each year.

S1 Places

81. The proposed process for applying for a S1 place is similar. In December parents/carers of P7 pupils in East Renfrewshire primary schools will receive a letter informing them of the application process for secondary school. It will be assumed that for East Renfrewshire families, the secondary school place that their child(ren) will apply to is their local secondary school of the same denomination as the primary school their child(ren) currently attends. The secondary school is deemed their designated local secondary school. Where there are sufficient places all those children will be given a place to register at their designated local secondary school. The child(ren) will then be entitled to enrol in the school unless the family's circumstances change e.g. they subsequently move outwith the school's delineated catchment area.
82. For families residing outwith East Renfrewshire a pupil transferring from P7 to S1 will need to make a placing request to be considered for a place at any East Renfrewshire secondary school.
83. As is the case for primary school places, the Council aims to provide enough places for all children to attend their designated local secondary school but should the places be insufficient i.e. oversubscribed by 'catchment pupils', all applications are deemed placing requests and are processed according to the priorities in *Appendix 2*. Those placing requests having priority over others will be granted up to the available places and those child(ren) given a place and so entitled to enrol in the school unless the family's circumstances change e.g. they subsequently move outwith the school's delineated catchment area.
84. Similar to the allocation of primary places, in a case of over-subscription by 'catchment pupils' Roman Catholic baptised catchment children will be given priority to their local Roman Catholic designated secondary school. Children not allocated a registered S1 place at the Roman Catholic secondary will be considered with other children applying for an S1 place at their local non-denominational secondary school.
85. Should a family wish instead to request an S1 place for their child(ren) at a school other than their local designated secondary school, then they can do so via the placing request process. Families will be asked at the time of S1 application to nominate an alternative school should their designated local secondary school be oversubscribed.
86. Once registered S1 places have been allocated for the school session commencing August of that year and where appropriate and possible, the authority will reserve a reasonable number of places for pupils moving into each school's delineated catchment area during the school year. Thereafter any remaining places will be available for

consideration under the placing request process. The placing requests will be processed according to the proposed priority order shown in *Appendix 2*.

87. All S1 children will be advised of their registered school place by 30 April each year.

Implementation of Proposed New Arrangements for Admissions & P7-S1 Transfer

88. The following section outlines the effect of these proposed new admission arrangements to help manage the numbers in the east of the authority area and in particular at St. Ninian's and its associated primary schools.

89. The table below shows the composition of the September census 2015 school roll by religion separately for the east and west of the Council area for Roman Catholic and non-denominational schools. These are the main categories where the overall percentage is above 1% in East Renfrewshire.

Table 4

Primary & Secondary Pupils by Religion: September 2015								
Area and Denominational Sector	%	Christian	Jewish	Muslim	None	Not disclosed	Not known	Sikh
East: Denom (Roman Catholic)	Roll	78.6	*	10.3	3.2	0.8	4.6	1.1
	ERC Residents	80.3	*	7.9	3.4	0.7	5.3	0.9
East Except Denom (RC)	Roll	45.2	1.6	14.8	25.7	4.1	5.5	1.4
	ERC Residents	48.8	1.5	8.8	27.4	4.4	6.2	1.0
West Denom (Roman Catholic)	Roll	79.8	*	0.1	7.6	*	10.4	*
	ERC Residents	79.7	*	0.6	7.8	*	10.8	*
West Except Denom (RC) i.e. ND	Roll	38.9	*	1.3	34.2	3.1	21.8	*
	ERC Residents	39.2	*	1.2	34.0	3.0	21.9	*

* %s not displayed due to disclosure reasons (based on numbers less than 10).

90. East Renfrewshire is one of the most ethnically and culturally diverse areas in Scotland and this is reflected in our schools. It can be seen that in all schools the largest group of pupils are of the Christian faith. We are not able to breakdown the data for Christian into Church of Scotland, Roman Catholic etc. The highest percentage recorded as belonging to the Christian faith are East Renfrewshire residents in Roman Catholic schools in the east of the Council area. After Christianity, the next largest religion is Muslim and there is a high proportion of pupils in non-denominational schools recorded as having no religion. The east of the Council area has the largest percentage of child(ren) from the Muslim community, with the highest percentage evident in the non-denominational sector.
91. Under the proposed change in arrangements for admissions and P7-S1 transfer, in cases when a Roman Catholic school is oversubscribed by 'catchment demand', priority is given to those that are baptised in the Roman Catholic faith. Therefore in planning

future provision we need to consider places in the non-denominational sector for child(ren) not able to obtain a place in an oversubscribed Roman Catholic school.

92. For schools in the east of the Council area the following table shows current and projected P1/S1 pupil numbers for both the primary and secondary sectors by denomination. As noted earlier these are the key cohorts for planning future places.

Table 5

Current and Anticipated New P1 and S1 Pupils and Places in the East of the Council Area									
Pry/Sec and Denominational Sector	Sep-15 P1/S1 roll	Sep-15 P1/S1 ERC residents	Proj Aug-16 P1/S1 roll	Proj Aug-16 P1/S1 ERC residents	P1/S1 average ERC residents	Proj additional ERC P1/S1 pupils from new housing by Aug-22 (Cumulative)	Total proj P1/S1 ERC residents by Aug-22	Proj P1/S1 ERC residents under proposed new admissions arrangements with priority 1	Remaining available P1/S1 places
Primary: Roman Catholic	316	316	314	306	301	17	318	267	33
Primary: Except Den (RC)	692	637	696	631	618	39	657	707	67
Secondary: Roman Catholic	297	234	300	300	280	17	297	247	53
Secondary: Non-Denom	796	676	836	720	677	44	721	771	179

93. In managing provision the authority must plan to have sufficient pupil places for its resident population. Accordingly in projecting the P1 and S1 pupil numbers, it is the East Renfrewshire resident information by denomination we must consider going forward. Available places will of course be filled through the placing request process to 'non-catchment pupils' from the Council area and outwith East Renfrewshire. The figures in the *Table 5* above are for modelling purposes.
94. *Table 5* shows the number of anticipated additional pupils from all the current known planned new residential development. Development is known by year up to and including 2022 from the Housing Land Supply. The year 2022 will result in the maximum number of additional pupils through the new developments. For example it is anticipated that there will be an additional 44 S1 pupils in non-denominational secondary schools by August 2022. Over the period until 2022 these are the maximum number of anticipated additional pupils from the new residential developments.
95. The third last column in *Table 5* shows the projected P1 and S1 East Renfrewshire resident pupils for 2022 inclusive of the impact from new housing. This shows that under the current admissions arrangements the number of projected P1 and S1 pupils seeking a place in Roman Catholic schools is 318 and 297 respectively. This exceeds the P1-intake by 18 and is very tight at S1 with only 3 remaining places. There are still sufficient P1 and S1 places in the non-Roman Catholic schools.
96. The second last column in *Table 5* shows the projected P1 and S1 East Renfrewshire resident pupils for 2022 inclusive of the impact from new housing under the proposed new arrangements for admissions and P7-S1 transfer. The last column shows the remaining available places under this modelling.
97. Should the proposed new arrangements for admissions and P7-S1 transfer be approved, modelling future provision shows that there is an adequate number of places to accommodate all Roman Catholic baptised catchment children (those having the

highest priority) in Roman Catholic schools. The modelling also shows that pupils who under the current admissions arrangements would have been anticipated to attend the non-Roman Catholic schools can be accommodated. In reality some children who are not baptised in the Roman Catholic faith would get a place in their local Roman Catholic school since there are still places available. The modelling must consider the extreme case to look at the potential number of Roman Catholic pupils and consider if there are sufficient places for them at the same time as there being places at the local non-denominational school for the possible number of 'catchment pupils' unable to get a place at an oversubscribed Roman Catholic school.

98. Looking at projections we also need to consider the current pupils already in our schools. East Renfrewshire plans its provision so that once we accept a P1 intake, that cohort can be taken all the way through the primary school. We have seen that projected P1 and S1 pupil numbers under the proposed new admissions arrangements modelling can be accommodated.
99. With the new non-denominational primary school and by controlling future P1 intakes there are sufficient primary places in the east of the authority taking account of current known planned new residential development.
100. Controlling future P1 intakes helps manage future S1 intakes. There are, however, pupils already admitted in our schools under the current admissions arrangements and we must look to see that whilst managing future P1 intakes we can also accommodate the pupils currently in our schools as they progress through the stages from primary to secondary school.
101. In the east of the authority, other than St. Ninian's High School there are sufficient places to manage anticipated pupil numbers in the secondary sector.
102. *Table 6* below shows the projected S1 pupil numbers in St. Ninian's High School under the current admissions arrangements for those who have a first priority right to attend the school. It includes the effects of current known planned new residential development but does not include any additional pupils admitted from outwith the school's catchment. This is for modelling purposes, since we know that any remaining available places will be taken via successful placing requests.

Table 6

St Ninian's High School Projection:						
Under Current Admissions Arrangements- Current Entitled Pupils						
Aug-17	Aug-18	Aug-19	Aug-20	Aug-21	Aug-22	Aug-23
252	268	282	280	308	333	323

103. It shows that without any changes it would not be possible to admit all the anticipated entitled S1 pupils to St. Ninian's for school sessions commencing August 2021, 2022 and 2023. These cohorts comprise pupils in P1 to P3 of school session 2016-17 including additional pupils anticipated in future to join these year groups. At present the actual number of currently entitled pupils for 2016-17 in P1 is 306, P2 316 and P3 289, albeit the school rolls are higher as a result of granted placing requests. Through the projection these are anticipated to rise in the future to 323, 333 and 308 respectively.
104. The following table provides similar data but this time under the proposed new admissions arrangements.

Table 7

St Ninian's High School Projection: Under Proposed New Admissions Arrangements- Pupils with Priority 1						
Aug-17	Aug-18	Aug-19	Aug-20	Aug-21	Aug-22	Aug-23
209	224	235	232	257	277	265

105. Under the proposed new admissions arrangements it would be possible to admit all anticipated S1 pupils with the highest priority (baptised Roman Catholic). Whilst not all anticipated 'catchment pupils' would be able to be admitted to S1 in school sessions 2021-22, 2022-23 and 2023-24, (an anticipated 8, 33 and 23 respectively) there would be places available to admit S1 'catchment pupils' not of the Roman Catholic faith up to the school's S1-intake of 300. On average over these 3 years just over 60% of 'catchment S1 pupils' not of the Roman Catholic faith would be able to be admitted to St. Ninian's. The remaining S1 pupils would get a place in their local non-denominational catchment school, or they could make a placing request to an alternative school.
106. It is acknowledged that circumstances are subject to change and projections are made based on the latest available data and knowledge at that time. As evidenced in the past, school provision and admissions arrangements will be kept under review to provide sufficient places including denominational (Roman Catholic) places for East Renfrewshire residents. In future these arrangements may need to change if there is evidence of sustained increases in either denominational or non-denominational sectors. In particular should 'catchment pupils' numbers increase to higher levels than that modelled, and/or their denominational status differs from the proportions set out above. However based on the current latest available data and knowledge, it is expected that the proposed new admissions arrangements would meet needs for the foreseeable future.
107. Subject to consultation the proposed new arrangements for admissions and the transfer of pupils from primary to secondary could be put in place in time for entry to next school session (2017-18). The proposed new admissions arrangements would come into effect for all applications for a place in Roman Catholic and non-denominational schools from January 2017. This is seen as the quickest way to provide a catchment place to all East Renfrewshire children. It would give more control over the intakes of all schools and prioritise places for baptised Roman Catholic children in Roman Catholic schools.

Change Arrangements for Admissions and the Transfer of Pupils from Primary to Secondary and Provide Transitional Measures to Honor Currently Entitled Pupils

108. In addition to the proposed new arrangements for admissions and the transfer of pupils from primary to secondary, the proposal would include some transitional measures to enable all pupils currently entitled to a place in St. Ninian's to remain so.
109. The Council would require temporary additional accommodation to be able to admit currently entitled P1, P2 and P3 pupils of session 2016-17 and entitled pupils joining P1/P2/P3 by the end of December 2016 given their number are above 300. The temporary accommodation would only be required to accommodate these three year groups.
110. The proposed new arrangements for admissions and P7-S1 transfer show that all anticipated pupils with the highest priority (baptised Roman Catholic) could be accommodated within the 300 S1-intake based on current known planned new housing.

The temporary accommodation is not required to admit their year groups; it is only as a temporary measure to allow entry to St. Ninian's for those entitled pupils under current admissions and P7-S1 transfer arrangements. The total cost of the temporary accommodation is estimated to be £750k with phased operation from 2021-22.

111. The benefits have already been outlined of changing to the proposed new arrangements for admissions and P7-S1 transfer. The transitional measures would enable all pupils entitled to a place under the current admissions and P7-S1 transfer arrangements and enrolled by the end of December 2016 to remain so. The proposed new arrangements for admissions and P7-S1 transfer would come into effect for all applications for a place in Roman Catholic and non-denominational schools from January 2017.
112. Based on the current latest available data and knowledge, it is expected that the proposed arrangements for admissions and the transfer of pupils from primary to secondary along with the transitional measures to honour existing arrangements would meet needs for the foreseeable future.

EDUCATIONAL BENEFITS STATEMENT

113. The vision of the Education Department *Everyone Attaining, Everyone Achieving through Excellent Experiences*, is at the heart of the work that department and school staff undertake as they seek to provide the highest quality education and services to develop the whole individual.
114. All East Renfrewshire schools remain open to all pupils and will continue to have an inclusive, supportive, tolerant and respectful ethos with a drive to help every child achieve and attain their very best. The diversity of our school communities has contributed to their success. The department and schools have been successfully evaluated in terms of equality and fairness and meeting learners' needs.
115. Families of other faiths or none will still be able to apply for their child(ren) to be enrolled at a Roman Catholic school when they wish to do so. Inevitably there are only a limited number of places available in each school and only when a Roman Catholic school is oversubscribed by 'catchment pupils' will priority be given to baptised Roman Catholic children. In such cases of oversubscription, a number of non-Roman Catholic children will be placed in their local non-denominational catchment school. Roman Catholic baptised children will be able to learn in their faith environment and there will still be opportunity for other children to receive a Roman Catholic faith based education.
116. The proposed new arrangements for admissions and P7-S1 transfer should ensure that all information which families and schools need about the application and allocation of school places is contained in a single document. There are overall educational benefits in that the proposal provides clarity on the arrangements to be put in place by East Renfrewshire education authority in the event of oversubscription to any school through the use of consistent prioritisation.
117. There is a statutory requirement for every education authority to secure, for their area, adequate and efficient provision of school education. East Renfrewshire Council has organised the structure of school provision to help ensure that children attending their local primary school can progress to their local secondary school. For almost all secondary schools, the delineated catchment area of the school corresponds to the sum of the delineated catchment areas of the associated primary schools.

118. All children and young people have an entitlement to a curriculum which they experience as a coherent whole, with smooth and well-paced progression through the experiences and outcomes, particularly across transitions, from early learning and childcare to primary, from primary to secondary school, and beyond school. The proposal made in this consultative document aligns with this tenet.
119. Under the proposal the intake levels (and capacity) for all schools is sufficient based on current known planned residential development to meet the needs of East Renfrewshire families and provide places in Roman Catholic schools for baptised Roman Catholic children. It is considered that merely continuing to provide additional places by extending and/or building new schools, would see demand continue to increase. Controlling the intakes whilst also providing places for baptised Roman Catholic children helps meet needs and is better value.
120. The proposal aims to reduce the risk of extremely high occupancy rates in Roman Catholic schools and ensure that East Renfrewshire is able to meet its legislative requirements in relation to Roman Catholic education. When schools are over capacity specialist resources are stretched and, for example, schools must reconfigure general purpose areas (support rooms, etc.) into classroom space to accommodate enlarged intakes. The proposed policy will let us manage the P1-intake at OLM Primary School at 4-streams and not towards the 5-stream levels seen recently with P1 at 150 for August 2016. The local catchment children not able to be placed within the 4-stream intake at OLM Primary School would be placed in the local non-denominational schools with the consequence that occupancy levels could be at more optimum levels across all schools. This would happen similarly at for example St. Cadoc's Primary School, allowing the planned extension to early learning and childcare to be taken forward, subject to consultation.
121. Facilities are worked particularly hard in schools both at and over capacity with management alert to avoiding points of congestion in the busy environments; and timetabling of pupils, teachers and teaching spaces is extremely complex. There are benefits in reducing this pressure on schools for pupils, teachers and management.
122. The proposal will enable the Council to ensure best value in managing its school estate. Financial resources are unavoidably tighter in the current economic climate. The proposal minimises the extent of any necessary capital investment recognising that there are adequate school places to meet needs. Financial resources are not required to continue to build additional places at existing Roman Catholic schools/ or through new build Roman Catholic schools. This would be financially onerous and could reduce the capital investment available for other education estate / council investment projects. Available resources for education can be directed to other priorities and allow for a more equitable distribution of resources.
123. The proposal introduces more control on school applications and would ensure that any remaining available places are prioritised for baptised Roman Catholic pupils moving into the area. These pupils would more likely be able to attend their local catchment Roman Catholic school instead of being redirected (with any associated transport costs) and placed in a school outwith their local area until a place becomes available at their local school. There are educational benefits arising from this because pupils will face less disruption and be more settled if they are accommodated in the local Roman Catholic school. This is because they will not need to travel to an alternative school in a different area and possibly a different school to their sibling(s); and they will not face the prospect of a second transfer between schools after moving into the area.

124. As noted previously, for the first time we have required to re-direct a number of pupils for the August 2016 S1-intake at St. Ninian's High School. The proposal helps control admission to the school and ensure that qualifying East Renfrewshire pupils wishing a denominational (Roman Catholic) education are given a place in St. Ninian's or their local non-denominational school with Roman Catholic baptised pupils receiving first priority at St. Ninian's.
125. Were steps not taken to exert more control over school intakes, then the continued demand for places at certain schools becomes increasingly self-perpetuating and those schools will inevitably always be at capacity while there are available places in other local catchment schools. In the event that the number of primary places are increased without increasing places at the associated secondary school then based on current data and knowledge not all young people who would have an expectation of continuing their education in St. Ninian's High School could be accommodated in around 5 years' time. This would not be an effective management of places and it could be detrimental to a child's education to be advised, at a late stage, that the expected place at the high school was not available as can happen with the current arrangements. As indicated above the S1 at St. Ninian's for August 2016 already has for the first time some pupils redirected from the start of the school session. Controlling the intakes and prioritising for baptised Roman Catholic pupils when a Roman Catholic school is oversubscribed by 'catchment pupils' mitigates this.
126. When a child is granted a placing request to attend a primary school the parents/carers are advised that this does not guarantee them a place in that school's associated secondary. They are advised that should they later wish their child to attend that associated secondary then they must make another placing request that will be considered at that time.
127. An important principle of Curriculum for Excellence is to provide continuity and progression in learning throughout the years 3-18. When applying for a S1 place under the current arrangements, siblings are accorded priority over children that have attended an associated primary school of the secondary school. Under the proposed new arrangements, children who attend a primary school associated with the secondary school would accord priority over siblings in terms of placing requests. This recognises the educational benefits of the time spent in an associated primary and of pupils' experiences in the associated cluster of schools. For example, a pupil attending an associated primary for up to 7 years would have priority over a child wishing to enter S1 that has not attended an associated primary, but has a sibling in the secondary school.
128. It is not considered that there would be any adverse impacts on children attending East Renfrewshire schools by implementing the proposal. As at present, the authority will continue to monitor the provision in all its schools in accordance with established procedures and will provide support and challenge in order to secure continuous improvement in the quality of education.
129. Under the proposal there would be no detriment to other users of the schools' facilities.
130. An equality impact assessment will be undertaken as part of the consultation exercise. In carrying out this assessment the department will take account of (or address) any equality issues raised as part of the consultation process. The equality impact assessment will be included in the consultation report on the results.

IMPLICATIONS OF THE PROPOSAL

131. Implications have been set out above.
132. This would change the arrangements for admissions and P7-S1 transfer to come into effect from January 2017. Transitional measures would ensure that all pupils entitled to a place under the current arrangements for admissions and P7-S1 transfer and enrolled by the end of December 2016 would continue to be so. For St. Ninian's High School, temporary accommodation would be established for phased operation from 2021-22 to honour this commitment for the P1 to P3 2016-17 cohorts. A bid to the Council's Capital Plan would be made for the required additional resources totalling an estimated £750k.
133. Under the proposal the order of priorities for placing requests to all Roman Catholic and non-denominational schools changes to that shown in *Appendix 2*.
134. All children would still be able to attend their local catchment Roman Catholic or non-denominational school. Should a Roman Catholic or non-denominational school be oversubscribed by 'catchment pupils' then all applications are considered as placing requests and the criteria used to prioritise the requests. The criteria include first priority for baptised Roman Catholic children for entry to their catchment Roman Catholic school.
135. East Renfrewshire Council will be able to plan more effectively school provision, provide sufficient places for its resident population and prioritise places for baptised Roman Catholic children in Roman Catholic schools.

School Transport Policy

136. There are implications for the Council's school transport policy. At present the Council's policy provides free school transport based on the distance in miles of a catchment pupil's residence from their designated local catchment school. When a local school is oversubscribed and a pupil needs to be educated outwith their catchment, i.e. they are re-directed, the Council provides transport. When places in the local catchment school become available, parents/carers may wish for their child(ren) to remain in their redirected school and not to return to their catchment school. In such situations, the child(ren) will no longer be regarded as redirected and any travelling costs and/or responsibilities will no longer be met by the Council. At present pupils admitted to a school through a placing request are not entitled to transport.
137. Should the proposal set out in this consultation be approved, 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).

FINANCIAL CONSIDERATIONS

138. Should the proposal be accepted, there would be no immediate additional costs in planning school places. As part of the transitional arrangements, there would be an anticipated total capital cost of £750k to provide the temporary accommodation at St. Ninian's High School to allow the Council to honour commitments to pupils currently entitled under existing arrangements for admissions and P7-S1 transfer. This is an estimated cost at 2021-22 prices provided by colleagues in Property and Technical Services. The temporary accommodation is required to increase incrementally to £750k

by 2023-24, with the first unit required for 2021-22. In considering the temporary accommodation, officers would look at the best value approach taking account of the Council's financial planning to establish the temporary accommodation in coordination with the school.

139. In the event of the proposal not being accepted, significant capital resources would be required to build additional Roman Catholic primary and secondary school places to meet demand under the current arrangements for admissions and P7-S1 transfer and there would be additional consequential increased revenue expenditure.
140. As noted in in paragraph 29 above there will be separate statutory consultation to establish the new non-denominational primary at Maidenhill. There is £14.7 million allocated within the Council's current 8-year plan to fund this new build primary with additional nursery places for August 2019.
141. Examining future provision in areas throughout the authority will continue to be undertaken to ensure there are sufficient educational places according to future local planning processes and resultant new housing land supplies, other demographic changes and relevant modifications to the educational estate as a consequence of local/national educational policy. In the future, should there be sustained evidence of schools being oversubscribed by 'catchment pupils' then this will be considered at that time and may involve additional expenditure. This would be subject of future committee and council reports and any necessary consultation.

CONSULTATION

142. The Council is required to formally consult on proposed changes to school admissions arrangements and variations to the arrangements for the transfer of pupils from a primary school to a secondary school. How this is carried out and who must be consulted is clearly set out in the Schools (Consultation) (Scotland) Act 2010 as amended.
143. This report is issued as a formal consultative document and will be made available to all interested parties. A copy of the report is available for inspection at the affected schools; at the Council's Head Office, Eastwood Park, Rouken Glen Road, Giffnock, East Renfrewshire, G46 6UG; and at the Council Offices, 211 Main Street, Barrhead, East Renfrewshire, G78 1SY. An electronic version can be accessed on the East Renfrewshire Council website (www.eastrenfrewshire.gov.uk/schoolconsultation).

Schools Affected

144. The schools affected by the proposals are:
- all East Renfrewshire primary and secondary schools
 - St Angela's and St Vincent's primary schools in Glasgow City Council

Period of Consultation

145. The consultation period will last from Friday 26 August 2016 to midnight on Monday 10 October 2016.

Relevant Consultees

146. We will consult with the following:

- parents/ carers of all children/ pupils in the affected schools
- Parent Councils of the affected schools
- parents/ carers of any child(ren)/ pupil(s) expected to attend an affected school within the next 2 school years
- pupils of each affected school (in so far as the education authority considers them to be of a suitable age and maturity)
- school staff (teaching and otherwise) of each affected school
- trade unions representing staff employed in the affected schools
- the Catholic Church
- East Renfrewshire Community Planning Partnership
- community councils
- local elected members
- local Members of Parliament and local Members of Scottish Parliament
- members of East Renfrewshire Council's Education Committee
- Glasgow City Council
- Education Scotland

147. During the consultation period there will be two public meetings. These will be held in Carlbar Primary School, Barrhead at 7:00 pm on 21 September 2016; and Eastwood Park Theatre, Giffnock at 7:00 pm on 28 September 2016. Elected members and senior officers of East Renfrewshire Council will be present to discuss the proposal and there will be an opportunity to ask questions.

148. Note on Corrections: If any possible inaccuracy or omission in the Consultative Document is discovered by the Education Department or is suggested by any other person, the department will determine if relevant information has been omitted or if there has been an inaccuracy. The Education Department will then take appropriate action which may include the issue of a correction or the reissuing of the Proposal paper or the revision of the timescale for the consultation period as appropriate. In that event, relevant consultees and Education Scotland will be advised.

Responding to the Consultation

149. East Renfrewshire Council invites all interested parties to make written representation on the consultative proposal. Interested parties are encouraged to provide feedback on East Renfrewshire Council's website www.eastrenfrewshire.gov.uk/schoolconsultation ; or alternatively citizens can complete and return the consultation response proforma attached in *Appendix 3*.

150. Written responses regarding the proposal will also be accepted by post. Such responses should be clear about who you are, where you live, why you are interested including your relationship with the affected schools (e.g. parent/ carer of pupil in an affected school, member of staff at an affected school, relative of a pupil at an affected school etc.) and whether or not you agree with the proposal, or have any alternative solutions or comments. Petitions will be treated as a single response.

151. Education Scotland is entitled to copies of all responses received. We would therefore advise that your personal information will be supplied to Education Scotland if they request it. Separately other interested parties may also seek sight of the responses received and accordingly you should advise if you wish your personal details withheld in respect of these requests.
152. Please send all written representation on the proposal to East Renfrewshire Council no later than midnight on Monday 10 October 2016 via the Council's consultation website, or postal address for hard copies to East Renfrewshire Council, Education Department, Council Offices, 211 Main Street, Barrhead, East Renfrewshire, G78 1SY.
153. Education Scotland will be sent details of the consultation responses including issues raised at the public meetings and other relevant documentation. Education Scotland will then prepare and submit a report to the Director of Education within three weeks. In preparing their report Education Scotland may visit the affected schools.
154. The Director of Education will report the results of this consultation exercise including the report submitted by Education Scotland, to the Education Committee on Tuesday 20 December 2016. The consultation report on the results will be available for public inspection at least 3 weeks before that date. The report will be available at all reasonable times at Council Offices at Eastwood Park, and Barrhead Main Street, in the affected schools, local libraries and published on the Council's website.
155. Reasonable requests for alternative forms of consultation papers or response documents will be accommodated wherever possible e.g. audio support or language translations. For this support please contact Mary Hart (0141 577 3435) or email Mary.Hart@eastrenfrewshire.gov.uk or write to the address in paragraph 152 above.
156. The final report and the decision taken by the Education Committee will be made available on the Council's website. Printed copies of the report will be made available on request to anyone who has responded to the consultative document.

Mhairi Shaw
Director of Education
August 2016

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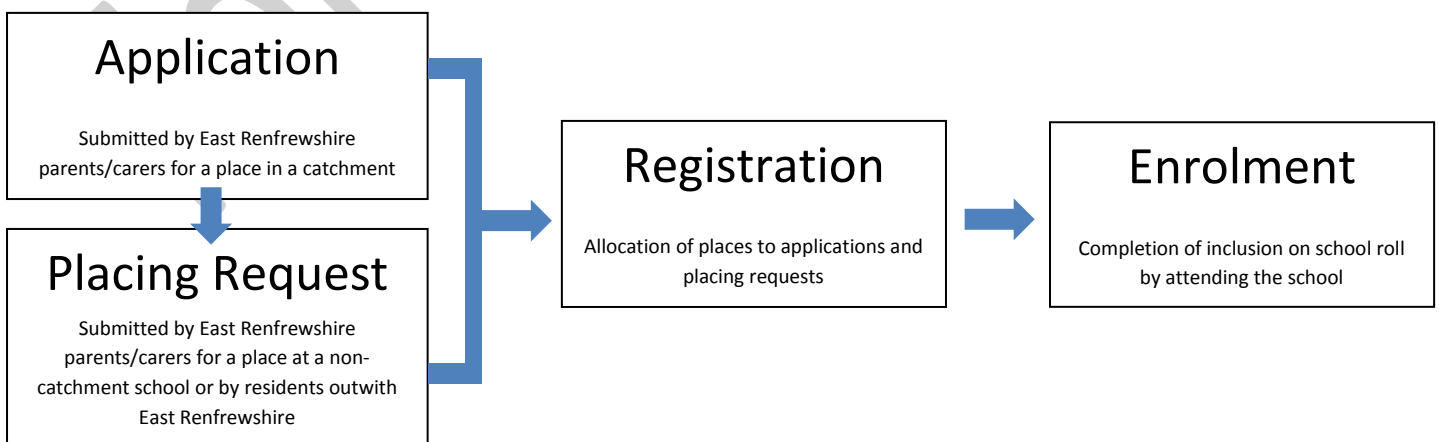
**Proposed New Arrangements for Admissions and the Transfer of
Pupils from Primary to Secondary in Respect of all
East Renfrewshire Roman Catholic and Non-Denominational
Primary and Secondary Schools Effective from January 2017**

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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

Effective from January 2017



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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 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. This place may be offered to another child. If you change your mind at a later date, then in some situations it may not be possible to provide a P1 place in your preferred catchment school.

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, 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, 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.

3. THE DECISION MAKING PROCEDURE

3.1 Decisions on applications as part of the normal placing round

3.1.1 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.

3.1.2 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.

3.1.3 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.

3.1.3.1 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.

3.1.3.2 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.

- 3.1.3.3 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.
- 3.1.3.4 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.
- 3.1.4 In the event that a catchment school is unable to satisfy an application and no preferred alternative school has been recorded:
 - 3.1.4.1 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.
 - 3.1.4.2 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.
 - 3.1.4.3 If the application is for a non-denominational school the child will be redirected to an alternative non-denominational school.
- 3.1.5 Parents/carers will receive written notification of the outcome of their application no later than April 30.
- 3.2 Decisions on applications received outwith the normal placing round**
 - 3.2.1 Applications received outwith the normal placing round will be processed by the school in line with section 3.1.
 - 3.2.2 Applications received by the Education Department during school holidays will be processed by the Education Department in line with section 3.1.

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 requested catchment school.
- 5.1.2 As places become available in the requested 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 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 preferred catchment school become available, parents/carers may instead wish for their child to remain in their redirected school and not return to their 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 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 the parent's/carer's application/placing request 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: August 2016



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

Effective from January 2017

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

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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.

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.
- 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 paragraph 4.8.
- 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 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 paragraph 4.8.
- 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 paragraph 4.8.

- 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 paragraph 4.8.
- 4.8 Where the number of requests is greater than the number of places available, the priorities below are used to allocate places and are listed in order of priority:
1. The child 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. 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.
 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. 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.
 7. Those cases where a brother or sister attends the school and will continue in this school during the next session.
 8. 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.
 9. 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.
 10. East Renfrewshire residents with no other listed priority
 11. Non-East Renfrewshire residents with no other listed priority.
- 4.9 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.
- 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 enrolments
 - Evidence of re-direction of pupils from other East Renfrewshire schools which are full

The list above is not exhaustive and other factors may be taken into consideration when determining the number of reserved places for a school.

- 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

Education: August 2016

For Consultation

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

<p>Parent/Carer or Young Person over 16</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>Child/Young Person</p> <p>Last name _____</p> <p>First name(s) _____</p> <p>Gender _____</p> <p>Date of Birth _____</p> <p>Current School</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>School Requested</p> <p>Name of school _____</p> <p>Stage required _____</p> <p>Date to start _____</p> <p>Sibling Information</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>Additional Support Needs</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>Support with English Language – for children whose first language is not English</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.

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

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. Aug 2016

**Order of Priorities for Granting Placing Requests
to All Roman Catholic and Non-Denominational Primary and Secondary Schools
Effective from January 2017**

Where the number of requests is greater than the number of places available, the priorities below are used to allocate places and are listed in order of priority:

1. The child 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. 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.
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. 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.
7. Those cases where a brother or sister attends the school and will continue in this school during the next session.
8. 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.
9. 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.
10. East Renfrewshire residents with no other listed priority
11. Non-East Renfrewshire residents with no other listed priority.

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.

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EAST RENFREWSHIRE COUNCIL : EDUCATION DEPARTMENT

**PROPOSED CHANGES TO THE ARRANGEMENTS FOR ADMISSIONS AND THE TRANSFER OF PUPILS
FROM PRIMARY TO SECONDARY IN RESPECT OF ALL EAST RENFREWSHIRE ROMAN CATHOLIC AND
NON-DENOMINATIONAL PRIMARY AND SECONDARY SCHOOLS EFFECTIVE FROM JANUARY 2017**

FORM FOR YOUR RESPONSE

ABOUT YOU

Name:

Address:

Post Code

 Tick the box if we should keep your name and address confidential

Please tick either box:

 I reside within East Renfrewshire

 I do not reside within East Renfrewshire

Please select all that apply and complete as appropriate:

 I am a Parent/Carer of a child/ children attending an East Renfrewshire Primary or Secondary School(s)
(Carer means the responsible adult with whom the young person lives)

Name(s) of my child(ren):

Name(s) of school(s) attending:

 I am a Parent/Carer of a child/ children attending an East Renfrewshire Nursery/Family Centre(s)
(Carer means the responsible adult with whom the young person lives)

Name(s) of my child(ren):

Name(s) of nursery/ family centre(s)

 I am a pupil at

 I am a member of staff at

 I am responding on behalf of a group or organisation.

Name of group/organisation

 I am a parent/carer with a child/ children attending a non-East Renfrewshire school

 I am related to/provide care to a young person attending one of the affected schools

 Other (please specify)

Please provide information to all sections. Should you not wish to specify some of the details in the ABOUT YOU section, we will still take your response into account.

WHAT YOU THINK (*tick only one box*)

- I agree with the proposal.
- I do not agree with the proposal.

PLEASE WRITE YOUR REASON(S)/ COMMENTS BELOW

The reason(s) I have for reaching my decision is/are:

Any other additional comment:

Signed

Send your reply to East Renfrewshire Council, Education Department, Council Offices, 211 Main Street, Barrhead, East Renfrewshire, G78 1SY, no later than midnight **Monday 10 October 2016.**