

To: Education and Children's Services Policy Board

On: 16 January 2020

Report by: Director of Children's Services

Heading: Proposal to consult on Admissions to Schools and Placing Request Policy

1. Summary

- 1.1 In May 2019 the education and children's services policy board approved the report "Review of Guidance on Admission to School" which noted the requirement to take forward a pre-engagement exercise with a view to returning to board to ask for permission to take forward a formal consultation in relation to admissions to schools.
- 1.2 In addition to a review of admissions to schools there will also be a need to review placing request arrangements. Should the proposals within the consultation be agreed, this would ensure that priorities for placing request applications are aligned with priorities for catchment admissions.
- 1.3 In accordance with the Schools (Consultation) (Scotland) Act 2010 (referred to as the "2010 Act"), this report seeks approval to consult on a proposal for an "Admissions to Schools and Placing Request Policy".
- 1.4 The proposed revised policy, would include the following proposals to:
 1. Change to primary 1 registration dates;
 2. Revise primary 1 registration allocation of catchment places;
 3. Revise transfer from primary to secondary allocation of catchment secondary places; and
 4. Revise allocation of placing request places.

For all aspects of admissions to schools where a pupil is not currently resident in a property. It is proposed that places can only be allocated (if available) and held for 4 weeks prior to residency.

All proposals would be incorporated in one overarching Admissions to Schools and Placing Request Policy.

This document advises elected members of the policy to be adopted if all proposals are agreed through formal consultation as outlined in the 2010 Act.

- 1.5 A consultation document has been created which includes further details on the above proposals and is attached to this report (Appendix 1). This document describes the procedures to be followed to ensure full compliance with the 2010 Act, highlighting: the consultation arrangements required; the rationale for the review; the educational benefits of the proposal; the involvement of Education Scotland in the process; the format of the consultation report; and an activity timeline.
 - 1.6 Subject to board approval of the proposal to consult, and a positive outcome from the consultation, the policy would take effect for August 2021/22 intakes.
 - 1.7 If the proposed policy is approved then all pupils currently attending Renfrewshire schools would be entitled to continue attending the schools they currently attend.
 - 1.8 There are only a limited number of places available in each school and only when a school is oversubscribed will catchment priorities be used. When a denominational (Roman Catholic) school is oversubscribed by “catchment pupils” priority will be given to baptised Roman Catholic children. 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. Roman catholic baptised children will be able to learn in their faith environment and there may still be opportunity for other children to receive a Roman Catholic faith based education.
 - 1.9 If the proposed policy is approved all Renfrewshire Council information on admissions to schools for catchment and placing request applications would be contained within one concise document, providing clarity for all in relation to Renfrewshire Council school placements and procedures.
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2. Recommendations

- 2.1 The education and children’s services policy board is asked to:
 - (i) approve that the Director of Children’s Services proceeds with a consultation on a proposal for an “Admissions to Schools and Placing Request Policy”.
 - (ii) agree that a report on the outcome of the consultation be submitted to the education and children’s services policy board on 20th August 2020.
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3. Background

- 3.1 In May 2019 the education and children's services policy board approved the report "Review of Guidance on Admission to School" which noted the requirement to take forward a pre-engagement exercise with a view to returning to board to ask for permission to take forward a formal consultation in relation to admissions to schools.
- 3.2 Current policies in relation to school admissions and placing requests are:-
- a) "Revised Guidance On Admission to School", agreed by policy board on 9 December 2004 which includes:
Standard Circular 3 – Admission to Primary School and
Standard Circular 7 – Transfer of Pupils from Primary to Secondary.

(Both standard circulars were revised in 2014 to update details of the director of education at that time.)
 - b) "Priorities for Admission: Placing Requests", agreed by policy board on 3 December 1997

(This policy also informs arrangements within the current "Sending your Child to School" information pack, which includes an application form for making a placing request.)
 - c) "Reservation of Places in Schools", agreed by policy board on 1 March 2001.

The above policies have been reviewed as part of a pre-engagement exercise. This has identified that in addition to a review of admissions to schools there will also be a need to revise placing request arrangements. Should the proposals within the consultation be agreed, this revision would ensure that priorities for placing request applications are aligned with priorities for catchment admissions.

- 3.3 In accordance with the Schools (Consultation) (Scotland) Act 2010 (referred to as the "2010 Act"), this report seeks approval to consult on a proposal for an "Admissions to Schools and Placing Request Policy".

4 Formal Consultation

- 4.1 The Schools (Consultation) (Scotland) Act 2010 ("the 2010 Act") makes provision for the consultation process that is to apply regarding various proposals made by Councils for schools.
- 4.2 The principal purpose of the 2010 Act is to provide strong, accountable statutory consultation practices and procedures that local authorities must apply to their handling of all proposals for school closures and other major changes to schools.
- 4.3 These consultation processes are expected to be robust, open, transparent and fair, and seen to be so. They are also expected to be consistent across

Scotland. The 2010 Act applies to a wide range of changes to the school estate, referred to as “relevant proposals”.

- 4.4 This report seeks approval to consult on a proposal for an “Admissions to Schools and Placing Request Policy”. In accordance with Section 2; Schedule 1, Para. 4 and Schedule 2 para 4 and para 12 of the 2010 Act, a proposal to vary any admission arrangements for a school, including a proposal to alter or establish the catchment area of a school, is a relevant proposal for the purposes of the 2010 Act. This proposal is therefore a relevant proposal for the purposes of the 2010 Act. This proposal is a proposal that affects both non-denominational and denominational schools in Renfrewshire.
- 4.5 The “procedures for consultation” documents are attached to this report (Appendix 1). These documents advise elected members of the arrangements required to take the proposal forward as a formal consultation as outlined in the 2010 Act.
- 4.6 The consultation document relevant to this proposal is also attached to this report (Appendix 1). This document describes the procedures to be followed to ensure full compliance with the 2010 Act, highlighting: the consultation arrangements required; the rationale for the review; the educational benefits of the proposal; the involvement of Education Scotland in the process; the format of the consultation report; and an activity timeline.
- 4.7 If approved the proposed policy would be implemented to take effect for August 2021/22 intakes.
- 4.8 If the proposed policy is approved then all pupils currently attending Renfrewshire schools would be entitled to continue attending the schools they currently attend.
- 4.9 There are only a limited number of places available in each school and only when a school is oversubscribed will catchment priorities be used. When a denominational (Roman Catholic) school is oversubscribed by “catchment pupils” priority will be given to baptised Roman Catholic children. 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. Roman catholic baptised children will be able to learn in their faith environment and there may still be opportunity for other children to receive a Roman Catholic faith based education.
- 4.10 If the proposed policy is approved all Renfrewshire Council information on admissions to schools for catchment and placing request applications would be contained within one concise document, providing clarity for all in relation to Renfrewshire Council school placement allocations and procedures.
- 4.11 The time line and summary of the consultation process in respect of this proposal is set out on the next page:

Activity	Date
Approval for consultation sought from Education and Children's Services policy board	16 January 2020
<p>Consultation document to be issued outlining the proposal to:</p> <ul style="list-style-type: none"> the parent council or combined parent council and diocese of any affected schools; the parents of the pupils at any affected school; the parents of any children who would be likely to become pupils at the affected schools expected by the education authority to attend any affected school within 2 years of the date of publication of the proposal paper; the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity); the staff (teaching and other) at any affected school; any trade union which appears to the education authority to be representative of the staff (teaching and other) at any affected school; the community council (if any); the community planning partnership for the area of the local authority in which any affected school is situated and any other community planning partnership that the education authority considers relevant; any other education authority that the education authority considers relevant; and any other community groups using any of the affected schools. 	27 January 2020
Advert to advise of public consultation meeting and the commencement of the formal consultation period issued via local press. Questionnaire to go live on Council website.	27 January 2020
<p>Public consultation meetings, covering all proposals, held to consult with affected communities in</p> <ul style="list-style-type: none"> 3 February 2020 – Castlehead High School @ 6.30pm 5 February 2020 – Johnstone High School @ 6.30pm 18 February 2020 – Trinity High School @ 6.30pm 	3, 5 and 18 February 2020
Public consultation period ends at least 6 weeks after the date of the public meeting. The total period excludes any school holidays or in-service days.	31 March 2020
Report to Education Scotland on outcome of consultation.	4 May 2020
Response from Education Scotland on outcome of consultation.	8 June 2020
Consultation response report (including Education Scotland response) presented to Education and Children's Services policy board meeting stating consultation outcomes and making final recommendation.	20 August 2020
Copy of proposal paper and consultation response report sent to Scottish Ministers within 6 days of education and children's services policy board approval.	26 August 2020

Implications of the Report

1. **Financial** – None.
2. **HR & Organisational Development** - None.
3. **Community/Council Planning** – None.
4. **Legal**
This proposal adheres to the procedures required to take forward any proposal in terms of the Schools (consultation) (Scotland) Act 2010 amended through the enactment of the Children and Young People (Scotland) Act 2014.
5. **Property/Assets** - None.
6. **Information Technology** - None.
7. **Equality & Human Rights –**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None.
9. **Procurement** – None.
10. **Risk** - None.
11. **Privacy Impact** - None.
12. **Cosla Policy Position** – None.
13. **Climate Risk** – None.

List of Background Papers

- (a) "Review of Guidance on Admission to School" – Education and Children's Services Policy Board, May 2019

The foregoing background paper will be retained within Children's Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Alison Gallagher, Resources Manager. 0141 618 7240. email: alison.gallagher@renfrewshire.gov.uk

AG/GMcK 6 January 2020

Author: Alison Gallagher, Resources Manager 0141 618 7240,
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PROCEDURES FOR CONSULTATION RELATING TO:

Proposal to consult on: Admissions to Schools and Placing Request Policy

1. Summary

- 1.1 This report lays out the consultation procedures required to take forward the proposal as outlined above in terms of the Schools (Consultation) (Scotland) Act 2010, amended through the enactment of the Children and Young People (Scotland) Act 2014.

2. Procedures

- 2.1 The procedures for consultation relating to this proposal are:

- 2.1.1 A consultation document will be prepared outlining the background to the proposal for an “Admissions to Schools and Placing Request Policy”.

- 2.1.2 Copies of the document will be issued simultaneously to:

- the parent council or combined parent council and diocese of any affected schools;
- the parents of the pupils at any affected school;
- the parents of any children expected by the education authority to attend any affected school within 2 years of the date of publication of the proposal paper;
- the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity);
- the staff (teaching and other) at any affected school;
- any trade union which appears to the education authority to be representative of the staff (teaching and other) at any affected school;
- the community council (if any);
- the community planning partnership for the area of the local authority in which any affected school is situated and any other community planning partnership that the education authority considers relevant;
- any other education authority that the education authority considers relevant; and
- any other community groups using any of the affected schools.

- 2.2 It is proposed that:

- an advertisement will be prepared notifying the public and inviting written comment from individuals or organisations outlining the proposal and the

recommendations and stating that full details can be obtained from establishments affected;

- the report will be available for inspection at all reasonable times and without charge at Renfrewshire House and on the Council website and at all affected schools and all public libraries;
- the consultation should commence on 27 January 2020 and it will run until 31 March 2020;
- public meetings will be held on:-

3 February 2020 – Castlehead High School @ 6.30pm

5 February 2020 – Johnstone High School @ 6.30pm

18 February 2020 – Trinity High School @ 6.30pm

These meetings will provide the opportunity for discussion and oral representation to be made on the proposal for an “Admissions to Schools and Placing Request Policy”; and

- written representation should be made to The Director of Children’s Services, Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley, PA1 1LE or to admissionsreview@renfrewshire.gov.uk, no later than noon on 31 March 2020.

- 2.3 Copies of the proposal report and all written representations and comments received will be forwarded to Education Scotland who will consider the papers and prepare a report which will be sent to the education authority.
- 2.4 A consultation response report including a summary of all written submissions from all bodies and the report from Education Scotland will then be published by children’s services in advance of any Council decision. The report will include a statement of the authority’s responses to any issues raised by representations received or by the report from Education Scotland. The consultation response report will be available for inspection at all reasonable times and without charge at Renfrewshire House and on the Council website and at all affected schools and all public libraries.
- 2.5 Interested parties have three weeks time for further consideration from the date of publication of the consultation report.
- 2.6 The Schools (Consultation) (Scotland) Act 2010, amended through the enactment of the Children and Young People (Scotland) Act 2014 does not require referral to Scottish ministers in cases other than closure of schools.
- 2.7 The final recommendation considering the results of the consultative process will be presented to a meeting of the education and children’s services policy board on 20th August 2020.

THIS IS A CONSULTATION DOCUMENT

Proposals relating to:

Admissions to Schools and Placing Request Policy

Introduction

- 1.1 The Schools (Consultation) (Scotland) Act 2010 (“the 2010 Act”) makes provision for the consultation process that is to apply re: various proposals made by Councils for schools. The principal purpose of the 2010 Act is to provide strong, accountable statutory consultation practices and procedures that local authorities must apply to their handling of all proposals for school closures and other major changes to schools. These consultation processes are expected to be robust, open, transparent and fair, and seen to be so. They are also expected to be consistent across Scotland. The 2010 Act applies to a wide range of changes to the school estate, referred to as “relevant proposals”.
- 1.2 This document seeks approval to consult on the proposal of an “Admissions to Schools and Placing Request Policy”. In accordance with Section 2; Schedule 1, Para. 4 and Schedule 2 para 4 and para 12 of the 2010 Act, a proposal to vary any admission arrangements for a school, including a proposal to alter or establish the catchment area of a school, is a relevant proposal for the purposes of the 2010 Act. This proposal is therefore a relevant proposal for the purposes of the 2010 Act. This proposal is a proposal that affects both non-denominational and denominational schools in Renfrewshire.
- 1.3 This is the proposal paper, produced by the Council in accordance with the terms of Sections 1 and 4 of the 2010 Act. This proposal paper must:
 - a) set out the details of the relevant proposal;
 - b) propose a date for implementation of the proposal;
 - c) contain the educational benefits statement in respect of the proposal;
 - d) refer to such evidence or other information in support of (or otherwise relevant in relation to) the proposal as the Council considers appropriate; and
 - e) give a summary of the process provided for in the 2010 Act.

The Council must do the following:

- a) publish this proposal paper in electronic and printed form;
- b) make the paper, and (so far as practicable) a copy of any separate documentation that it refers to, available for inspection at all reasonable times and without charge:
 - (i) at its head office and on its website; and
 - (ii) at any affected school or at a public library or some other suitable place within the vicinity of the school.
- c) provide without charge the information contained in this proposal paper:

- (i) to such persons as may reasonably require that information in another form; and
 - (ii) in such other form as may reasonably be requested by such persons.
- d) advertise the publication of the proposal paper by such means as it considers appropriate.

2 Correction of the proposal paper

2.1 Where, during the consultation period, the Council has been notified of an alleged omission of relevant information from a proposal paper or an alleged inaccuracy in a proposal paper the Council must proceed as follows:

- a) determine if relevant information has (in its opinion) been omitted and whether there is (in fact) an inaccuracy;
- b) inform the notifier of its determination under paragraph (a), and the reasons for that determination;
- c) inform the notifier as to the action (if any) it is taking and of the reasons why it is, or is not, taking such action; and
- d) invite the notifier to make representations to the Council if the notifier disagrees with the Council's determination under paragraph (a) or its decision as to whether to take action.

2.2 Where the notifier makes further representation under paragraph 2(d) above, the Council may make a fresh determination as to whether relevant information has been omitted or there is (in fact) an inaccuracy and the Council may make a fresh decision as to whether to take action. The Council must inform the notifier if it makes a fresh determination referred to above, or if it makes a fresh decision as to whether to take action.

2.3 Where, having been notified by another person as described above, the Council determines that:

- a) relevant information has been omitted from the proposal paper, or
- b) there is (in fact) an inaccuracy in the proposal paper; and
- c) where the Council discovers, during the consultation period that relevant information has been omitted from a proposal paper or discovers an inaccuracy in a proposal paper, the Council must proceed as follows:

Where the information that has been omitted or the inaccuracy relates to a material consideration relevant to the Council's decision as to implementation of the proposal, it must:

- (i) publish a corrected proposal paper,
- (ii) give revised notice in accordance with the 2010 Act and
- (iii) send a copy of the corrected paper to Education Scotland, or
- (iv) issue a notice to the relevant consultees and Education Scotland providing the omitted information or, as the case may be, correcting the inaccuracy, and, if the Council considers it appropriate, extending the consultation period by such period as is reasonable by reference to the significance of the information provided or, as the case may be, the nature of the correction.

- 2.4 Where the information that has been omitted or the inaccuracy does not relate to a material consideration, the Council may, but is not obliged to, take steps (i)-(iii) or (iv) described above, and may also take no further action, except to report the inaccuracy/omission as required by the 2010 Act in the consultation report, which is referred to in more detail below.
- 2.5 Where, after the end of the consultation period, the Council issues a notice to the relevant consultees and Education Scotland providing the omitted information or correcting the inaccuracy, that notice may, instead of extending the consultation period, specify such further period during which representations may be made on the proposal as is reasonable by reference to the significance of the information provided or, as the case may be, the nature of the correction. Any such further period is to be treated as part of the consultation period for the purposes of the 2010 Act.

3 Consultation arrangements

- 3.1 As confirmed above, the present proposal is a relevant proposal for the purposes of the 2010 Act, and therefore the Council will adhere to the consultation process in the 2010 Act.
- 3.2 This consultation document provides background information to an Admissions to Schools and Placing Request Policy. It details the proposal and indicates a timeframe for implementation should the proposal be approved.
- 3.3 This consultation document also includes the Council's Educational Benefits Statement.

4 Rationale for review

- 4.1 In May 2019 the education and children's services policy board approved the report "Review of Guidance on Admission to School" which noted the requirement to take forward a pre-engagement exercise with a view to returning to board to ask for permission to take forward a formal consultation in relation to admissions to schools.
- 4.2 Current policies in relation to admissions and placing requests have not been reviewed for a number of years. They are:
- a) Revised Guidance On Admission to School, agreed by policy board on 9 December 2004 which includes :
Standard Circular 3 – Admission to Primary School and
Standard Circular 7 – Transfer of Pupils from Primary to Secondary.
(Both standard circulars were revised in 2014 to update details of the Director of Education at that time).
 - b) Priorities for Admission: Placing Requests, agreed by policy board on 3 December 1997.

(This policy also informs arrangements within the current “Sending your Child to School” information pack and includes an application form for a placing request).

- c) Reservation of Places in schools, agreed by policy board on 1 March 2001.

The above policies have been reviewed through a pre-engagement exercise. This has identified that in addition to a review of admissions to schools there will also be a need to revise placing request arrangements. Should the proposals within the consultation be agreed, this revision would ensure that priorities for placing request applications are aligned with priorities for catchment admissions.

- 4.3 For all aspects of admissions to schools where a pupil is not currently resident in a property, it is proposed that places can only be allocated (if available) and held for 4 weeks prior to residency. To verify proof of residency we require the most recent Council Tax Notice or if not currently resident in the property either a concluded missive or a signed and witnessed tenancy agreement/lease. We will check the information provided with other Council departments and our audit colleagues and this may include visiting homes to confirm residence. We may also check an address again prior to a school term commencing and if we suspect fraud we may rescind a place and could refer the matter to the Procurator Fiscal.
- 4.4 Currently the policies for admission to primary school, transfer to secondary and placing request allocations are separate policy documents. It has been further identified that consideration should be given to provision of one overarching Admissions to Schools and Placing Request Policy for ease of reference.
- 4.5 Further detail of the four main proposals to be considered in this consultation, which are included in the proposed “Admissions to Schools and Placing Request Policy” (Appendix 2) are noted below. These are summarised by current policy and practice, alongside comparison of proposed changes (highlighted text).

1. Change to primary 1 registration dates

Current Practice	Proposal
We ask you to register your child for education in the January, prior to an August intake.	We would ask you to register your child for education in the November , prior to an August intake.
We publicise registration dates in early learning establishments, schools, the Council's website and the local press throughout December and January.	We would publicise registration dates in early learning establishments, schools, the Council's website and the local press throughout September and October .

Accepting this proposal would allow for early decision making in relation to primary 1 catchment allocations and will also assist Children's Services with staffing forecasts and recruitment exercises.

2. Revise primary 1 registration allocation of catchment places

Current Practice	Proposal
<p>When you register your child for school we ask you to provide:</p> <ul style="list-style-type: none"> • Proof of where you live; and • Your child’s original “full” birth certificate. <p>We then</p> <ul style="list-style-type: none"> • Determine if the total number of pupils who registered for the school can be accommodated. • If the total number registered is less than the number of available places, we allocate a place to all registered pupils living in the catchment area. • Only if the total number registered is greater than the number of available places, we hold a ballot and allocate all available places, including reserved spaces to pupils living in the catchment area. 	<p>When you register your child for school we would ask you to provide:</p> <ul style="list-style-type: none"> • Proof of where you live; • Your child’s original “full” birth certificate; and • If applicable, your child’s original Roman Catholic baptismal certificate. <p>We would then</p> <ul style="list-style-type: none"> • Determine if the total number of pupils who registered for the school can be accommodated. • If the total number registered is less than the number of available places, we would allocate a place to all registered pupils living in the catchment area. • Only if the total number registered is greater than the number of available places, the following priorities will be applied in the order below and allocate all available places, including reserved catchment spaces to pupils living in the catchment area: <ul style="list-style-type: none"> 1. This priority only applies to Denominational Schools – The Pupil is baptised Roman Catholic (If oversubscribed at this point a ballot prioritising siblings is required). 2. Pupil has sibling in the school. (If oversubscribed at this point a ballot is required) 3. Pupil has medical needs that cannot be accommodated in any other school. (If oversubscribed at this point a ballot is required) 4. None of above. (If oversubscribed at this point a ballot is required)
<ul style="list-style-type: none"> • Pupils living in the catchment area who don’t get a place through the ballot process are redirected to another school. 	<ul style="list-style-type: none"> • Pupils living in the catchment who don’t get a place in a school through the allocation process will be redirected to another school.

Accepting this proposal defines, **only** where a school is oversubscribed for primary catchment pupil allocations, the process to be used to prioritise catchment spaces. This is an alternative approach to the existing ballot for all requests.

3. Revise transfer from primary to secondary allocation of catchment places

Current Practice	Proposal				
<p>In advance of the transition from Primary to Secondary School:</p> <ul style="list-style-type: none"> We notify you of the secondary school your child should attend on the basis of the home address known to us; We ask you to tell us if you want your child to attend another secondary school within your catchment area; and We advise you that you can consider submitting a placing request if you want your child to attend a secondary school out with your catchment area. <p>We then</p> <ul style="list-style-type: none"> Determine if number of pupils transferring can be accommodated. If the total number transferring is less than the number of available places, we allocate a place to all transferring pupils living in the catchment area. Only if the total number transferring is greater than the number of available places, we allocate places to catchment pupils in the order below: <ul style="list-style-type: none"> (1) ordinarily resident within the delineated area and in attendance at an associated primary school; (2) ordinarily resident within the delineated area but not in attendance at an associated primary school. <p>If there are more requests than spaces available at any of the above stages we hold a ballot and allocate all available places including reserved spaces.</p> <ul style="list-style-type: none"> Pupils living in the catchment area who don't get a place through the ballot process are redirected to another school. 	<p>In advance of the transition from Primary to Secondary School:</p> <ul style="list-style-type: none"> We would advise you of the secondary school your child should attend on the basis of the home address known to us and the denomination of primary school your child currently attends; We would ask you to tell us if you want your child to attend another secondary school within your catchment area; and We would advise you that you can consider submitting a placing request if you want your child to attend a secondary school out with your catchment area. <p>We would then</p> <ul style="list-style-type: none"> Determine if number of pupils transferring can be accommodated. If the total number transferring is less than the number of available places, we allocate a place to all transferring pupils living in the catchment area. Only If the total number transferring is greater than the number of available places, the following priorities will be applied in the order below and allocate all available places including reserved spaces, to all pupils living in the catchment area: <table border="1" data-bbox="810 1422 1433 1908"> <thead> <tr> <th data-bbox="810 1422 1120 1518">Denominational Secondary Schools</th><th data-bbox="1126 1422 1433 1518">Non-Denominational Secondary Schools</th></tr> </thead> <tbody> <tr> <td data-bbox="810 1518 1120 1908"> 1. The pupil is baptised Roman Catholic and has always attended a denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i> </td><td data-bbox="1126 1518 1433 1908"> 1. The pupil has always attended a non-denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i> </td></tr> </tbody> </table>	Denominational Secondary Schools	Non-Denominational Secondary Schools	1. The pupil is baptised Roman Catholic and has always attended a denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	1. The pupil has always attended a non-denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>
Denominational Secondary Schools	Non-Denominational Secondary Schools				
1. The pupil is baptised Roman Catholic and has always attended a denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	1. The pupil has always attended a non-denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>				

Current Practice	Proposal	
	<p>2. The pupil is baptised Roman Catholic; has moved into a denominational primary school associated with the relevant secondary school after Primary 1 but has attended a denominational school since primary 1 elsewhere. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i></p>	<p>2. The pupil has moved into a non-denominational primary school associated with the relevant secondary school after Primary 1 but has attended a non-denominational school since primary 1 elsewhere. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i></p>
	<p>3. The pupil is baptised Roman Catholic and has attended a denominational primary school since primary 1. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i></p>	<p>3. <i>Not Applicable for non-denominational secondary schools</i></p>
	<p>4. The pupil is baptised Roman Catholic but attending a non-denominational school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i></p>	<p>4. <i>Not Applicable for non-denominational secondary schools.</i></p>
	<p>5. The pupil attends a denominational primary school, associated to the relevant secondary school but is not baptised. <i>If oversubscribed at this point a ballot, prioritising siblings and length of time attended is required.</i></p>	<p>5. The pupil attends a non-denominational primary school, associated to the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings and length of time attended is required.</i></p>

Current Practice	Proposal	
	6. The pupil attends a non-denominational Renfrewshire school or a school outwith the authority. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	6. The pupil attends a denominational school or a school outwith the authority. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>
	7. The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school . e.g. wheelchair user where no lift / stair lift is available).	7. The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school . e.g. wheelchair user where no lift / stair lift is available).
	8. None of the above applies.	8. None of the above applies.
	<ul style="list-style-type: none"> Pupils living in the catchment who don't get a place in a school through the allocation process will be redirected to another school. 	

Accepting this proposal defines, **only** where a school is oversubscribed for secondary catchment pupil allocations, the process to be used to prioritise catchment spaces. This is an alternative approach to the existing ballot for all requests.

4. Revise placing requests allocation of places

Current Practice	Proposal		
<p>We advise you that:</p> <ul style="list-style-type: none">You can make a placing request at any time;The majority of requests are submitted at August transition points (early years to primary school and primary school to secondary school);Requests for August placements must be received by 15 March in any given year and decisions must be communicated to you by 30 April in any given year;In-line with placing request legislation, no decisions will be made before 15 March in any given year;Requests at other points in the year must be responded to within two months of the application;After we've allocated places to pupils living in the catchment area we will consider requests for any remaining places in a school; andPlacing request forms are available from schools and they can be downloaded from the Council's website. <p>We then</p> <ul style="list-style-type: none">Determine if the number of placing requests made can be accommodated.If the total number of placing requests is less than the number of available places available, we allocate a place to all pupils requesting a place.If the total number of placing requests is greater than the available places we prioritise on the basis of: <p>Priorities All requests</p> <ol style="list-style-type: none">Pupil has sibling in the school. <p>If you live in Renfrewshire</p> <ol style="list-style-type: none">Baptised in the Roman Catholic Church and you have the same beliefs as the school.Medical needs that cannot be accommodated in any other school.Attends and associated primary school in the catchment area of the secondary school.	<p>We would advise you that:</p> <ul style="list-style-type: none">You can make a placing request at any time;The majority of requests are submitted at August transition points (early years to primary school and primary school to secondary school);Requests for August placements must be received by 15 March in any given year and decisions must be communicated to you by 30 April in any given year;In-line with placing request legislation, no decisions will be made before 15 March in any given year;Requests at other points in the year must be responded to within two months of the application;After we've allocated places to pupils living in the catchment area we will consider requests for any remaining places in a school; andPlacing request forms are available from schools and they can be downloaded from the Council's website. <p>We then</p> <ul style="list-style-type: none">Determine if the number of placing requests made can be accommodated.If the total number of placing requests is less than the number of available places available, we allocate a place to all pupils requesting a place.If the total number of placing requests for a school is greater than the available places, we prioritise on the basis of: <table><tr><th>Priorities</th></tr><tr><td><p>1. Renfrewshire Resident</p><p>Denominational Primary School only The pupil is baptised Roman Catholic</p><p>Denominational Secondary School only The pupils is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school</p><p><i>If oversubscribed at this point a ballot, prioritising siblings is required.</i></p></td></tr></table>	Priorities	<p>1. Renfrewshire Resident</p> <p>Denominational Primary School only The pupil is baptised Roman Catholic</p> <p>Denominational Secondary School only The pupils is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school</p> <p><i>If oversubscribed at this point a ballot, prioritising siblings is required.</i></p>
Priorities			
<p>1. Renfrewshire Resident</p> <p>Denominational Primary School only The pupil is baptised Roman Catholic</p> <p>Denominational Secondary School only The pupils is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school</p> <p><i>If oversubscribed at this point a ballot, prioritising siblings is required.</i></p>			

Current Practice	Proposal
<p>5. Single-parent family and if the request is refused your child's care and wellbeing will be seriously affected.</p> <p>6. Secondary Schools only – subject choices.</p> <p>7. None of the above applies.</p> <p>If you live out with Renfrewshire</p> <p>8. Baptised in the Roman Catholic Church and you have the same beliefs as the school.</p> <p>9. Medical reasons that cannot be accommodated in any other school.</p> <p>10. Attends and associated primary school in the catchment area of the secondary school.</p> <p>11. Single-parent family and if the request is refused your child's care and wellbeing will be seriously affected.</p> <p>12. Secondary Schools only – subject choices.</p> <p>13. None of the above applies.</p> <ul style="list-style-type: none"> If there are more applications than places available within a particular priority a ballot will be held. 	<p>2. Renfrewshire and Non-Renfrewshire Residents The pupil has sibling(s) attend the school</p> <p>3. Renfrewshire Resident For Secondary Schools only The pupil attends a primary school, associated with the relevant secondary school</p> <p>4. Renfrewshire Resident The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available</p> <p>5. Renfrewshire Resident Categories 1 – 4 do not apply</p> <p>6. Non-Renfrewshire Resident Denominational Primary School only The pupil is baptised Roman Catholic</p> <p>Denominational Secondary School only – The pupils is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school</p> <p>7. Non- Renfrewshire Resident For Secondary Schools only The pupil attends a primary school, associated with the relevant secondary school</p> <p>8. Non-Renfrewshire Resident The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available</p> <p>9. Non-Renfrewshire Resident Categories 1 – 8 do not apply</p> <ul style="list-style-type: none"> If there are more applications than places available within a particular priority a ballot will be held.

Once catchment allocations have been made (keeping the required number of reserved spaces for pupils who may move into the catchment area), consideration is then given to allocate any remaining spaces to placing requests.

Accepting this proposal defines, **only** where a school is oversubscribed for placing request applications, the process to be used to prioritise placing request spaces. This aligns with proposed catchment priorities.

- 4.6 It is therefore recommended that the attached “Admissions to Schools and Placing Request Policy” attached as Appendix 2, which incorporates the proposals above be agreed.
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5 Educational benefits statement

- 5.1 Under the 2010 Act the Council must prepare an Educational Benefits Statement (EBS) in accordance with Sections 1 and 3 of the 2010 Act

The EBS must include the following:

- a) the Council’s assessment of the likely educational effects of a relevant proposal (if implemented) on:
 - (i) the pupils of any affected school;
 - (ii) any other users of the school's facilities;
 - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school; or
 - (iv) the pupils of any other schools in the Council's area,
- b) the Council's assessment of any other likely effects of the proposal (if implemented),
- c) an explanation of how the Council intends to minimise or avoid any adverse educational effects that may arise from the proposal (if implemented),
- d) a description of the educational benefits which the Council believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them), as well as the Council’s reasons for coming to those beliefs.

- 5.2 The following paragraphs detail the Council’s Educational Benefits Statement:

- 5.2.1 All pupils affected by this policy would be entitled to continue attending the school they are currently in.
- 5.2.2 The proposal to change the admissions policy will allow the Council to fulfil its duty to provide education to children and young people who are baptised into the Roman Catholic Church in a denominational school.
- 5.2.3 There are only a limited number of places available in each school and only when a school is oversubscribed will catchment priorities be used. When a denominational (Roman Catholic) school is oversubscribed by “catchment pupils” priority will be given to baptised Roman Catholic children. 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. Roman catholic baptised children will be able to learn in their faith environment and there may still be opportunity for other children to receive a Roman Catholic faith based education.

- 5.2.4 This proposal will assist with effective class organisation models to support learning and teaching. Timetabling of pupils, teachers and teaching spaces will be maintained through the prevention of oversubscription.
- 5.2.5 All 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 contributes to their success.
- 5.2.6 The proposal introduces more control on school applications and would ensure that within denominational schools available places are prioritised for baptised Roman Catholic pupils. 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 their 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.
- 5.2.7 An important principle of Curriculum for Excellence is to provide continuity and progression in learning throughout the years 3-18. When applying for an S1 catchment place under the current arrangements, no priority is afforded to baptised Roman Catholic children in denominational schools. Under the proposed new arrangements, children who are baptised Roman Catholic would accord priority. This recognises the educational benefits of the time spent in a denominational primary and of the pupils' faith and experiences.
- 5.2.8 Parents and Carers of children would benefit as the proposal provides clarity on the arrangements to be put in place by Renfrewshire Council in the event of oversubscription to any school, through the use of consistent prioritisation.

Standardised entry criteria for placement within Renfrewshire schools would be based on where you live.

Parents, carers and children progressing through primary school, would have a clearer understanding of the secondary school they would attend, as this would be based on their permanent residential address and denomination of primary attended at the time of transfer to secondary school.

- 5.2.9 All information which families need about the processes and policies for catchment and placing request allocation of school places will be contained in a single policy document.
- 5.3 Our assessment of any other likely effects of the proposal (if implemented). There may be children whose current 'position' is altered due to the changes. The introduction of catchment priorities may reduce the likelihood of placement, depending on an individual's circumstances. However, overall, we believe that reviewing the admissions criteria would lead to greater benefits which would outweigh any disadvantage caused.

- 5.4 How we would intend to minimise or avoid any adverse effects that may arise from the proposal (if implemented).

Equitable application of the policy would ensure fairness and transparency. All pupils affected by this policy would be entitled to continue attending the school they are currently in.

- 5.5 The benefits, which we believe, would result from implementation of this proposal.

In addition to the benefits noted in 5.2.1 – 5.2.9 above, Children's Services believe that there would be greater clarity around the criteria used to allocate catchment and placing request places, supporting families who wished to use the process to apply for a place in a Renfrewshire school.

6. Impact on schools and their communities

- 6.1 Admissions and placing request policies form part of the Council's approach for allocating spaces in schools and equality impact assessment is central to this approach.
- 6.2 The recommendations contained within this report will be assessed in relation to their potential impact on equalities and human rights as part of the consultative process.

7. Involvement of Education Scotland

- 7.1 A copy of this proposal has been sent to Education Scotland.
- 7.2 At the end of the formal consultation period Children's Services will send Education Scotland the following:
- a) a copy of all relevant written representations that are received from any person during the consultation period;
 - b) a summary of any oral representations made by any person during the public meeting; and
 - c) a copy of any other relevant documentation, as available and so far, as practicable.
- 7.3 Education Scotland will provide the Council with a report on the educational aspects of this proposal. This report will be submitted to the Council no later than 3 weeks after Children's Services have sent them all of the representations and documents noted above, or such longer period as the Council may agree with Education Scotland.
- 7.4 In preparing their report, Education Scotland may visit establishments affected by the proposal and may make reasonable enquiries of such persons (both in the establishments and outwith) as they consider appropriate.
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8. Consultation report

8.1 After receiving the report from Education Scotland, Children's Services will review the proposal having regard (in particular) to the following:

- a) written representations received by the Council from any person during the consultation period;
- b) oral representations received by the Council from any person at the public meeting; and
- c) the report provided by Education Scotland.

8.2 Thereafter the service will prepare a consultation report for consideration by the education and children's services policy board.

8.3 The consultation report will contain the following:

- a) a record of the total number of any written representations made to the Council (by any person) on the proposal during the consultation period;
- b) a summary of:
 - (i) those written representations; and
 - (ii) any oral representations made to it (by any person) at the public meeting.
- c) a statement of the Council's response to:
 - (i) those written and oral representations; and
 - (ii) Education Scotland's report.
- d) a copy of that report
- e) a statement explaining how the Council complied with its obligation to review the relevant proposal as described above.

8.4 The consultation report will also include the following:

- a) details of any omission/inaccuracy in the proposal paper, or (as the case may be) any alleged omission/inaccuracy, (including a statement of the Council's opinion on it);
- b) a statement of the action taken in respect of the omission or inaccuracy, or (as the case may be) the alleged omission/inaccuracy, or, if no action has been taken, of that fact (and why); and
- c) any representations made to the Council where the person who made the notification re: omission/inaccuracy disagreed with the Council's determination as to whether there had been an omission/inaccuracy, or its decision as to whether to take action.

8.5 The Council must:

- a) publish the consultation report in both electronic and printed form;
- b) make the report available for inspection at all reasonable times and without charge:
 - (i) at its head office and on its website; and
 - (ii) at any affected school or at a public library or some other suitable place within the vicinity of the school.
- c) provide without charge the information contained in the consultation report:
 - (i) to such persons as may reasonably require that information in another form; and
 - (ii) in such other form as may reasonably be requested by such persons.
- d) inform any person who during the consultation period made written representations on the relevant proposal of the publication of the consultation report; and
- e) advertise the publication of the consultation report by such means as it considers appropriate.

8.6 The time line and summary of the consultation process in respect of this proposal is set out on the next page:

Activity	Date
Approval for consultation sought from Education and Children's Services policy board	16 January 2020
<p>Consultation document to be issued outlining the proposal to:</p> <ul style="list-style-type: none"> the parent council or combined parent council and diocese of any affected schools; the parents of the pupils at any affected school; the parents of any children who would be likely to become pupils at the affected schools expected by the education authority to attend any affected school within 2 years of the date of publication of the proposal paper; the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity); the staff (teaching and other) at any affected school; any trade union which appears to the education authority to be representative of the staff (teaching and other) at any affected school; the community council (if any); the community planning partnership for the area of the local authority in which any affected school is situated and any other community planning partnership that the education authority considers relevant; any other education authority that the education authority considers relevant; and any other community groups using any of the affected schools. 	27 January 2020
Advert to advise of public consultation meeting and the commencement of the formal consultation period issued via local press. Questionnaire goes live on Council website.	27 January 2020
<p>Public consultation meetings, covering all proposals, held to consult with affected communities in</p> <ul style="list-style-type: none"> 3 February 2020 – Castlehead High School @ 6.30pm 5 February 2020 – Johnstone High School @ 6.30pm 18 February 2020 – Trinity High School @ 6.30pm 	3, 5 and 18 February 2020
Public consultation period ends at least 6 weeks after the date of the public meeting. The total period excludes any school holidays or in-service days.	31 March 2020
Report to Education Scotland on outcome of consultation.	4 May 2020
Response from Education Scotland on outcome of consultation.	8 June 2020
Consultation response report (including Education Scotland response) presented to Education and Children's Services policy board meeting stating consultation outcomes and making final recommendation.	20 August 2020
Copy of proposal paper and consultation response report sent to Scottish Ministers within 6 days of education and children's services policy board approval.	26 August 2020

RENFREWSHIRE COUNCIL

Admissions to Schools and Placing Request Policy

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- Appendix B - Reservation of Places in Schools Policy
- Appendix C - Catchment Allocations Policy for Primary Schools
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- Appendix E - Placing Request Allocations Policy
- Appendix F - Ballot Process Policy
- Appendix G - Renfrewshire Schools (Secondaries and Associated Primaries)
- Appendix H - Example: School Registration Form
- Appendix I - Example: Request to Remain Notification Letter
- Appendix J - Example: Information For Parents–Transfer from Primary to Secondary

1. Background

1.1 Catchment areas

- 1.1.1 The geographical area of Renfrewshire Council is divided into delineated catchment areas for primary and secondary schools. Each school is either non-denominational or denominational (Roman Catholic).
- 1.1.2 The arrangements described in this document do not apply to Gaelic education, there are separate arrangements for this provision of education.
- 1.1.3 Each residential property which is located within Renfrewshire Council has a 'catchment' denominational 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.
- 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 The Council's website www.renfrewshire.gov.uk "Find My Nearest ...", provides details on the catchment schools applicable to home addresses. You can also view a map (graphical representation) of a school's delineated catchment area. If there is any doubt regarding the catchment schools for a particular property, Children's Services can advise.
- 1.1.6 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 Children's Services 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 may be required to be submitted. Only for exceptional circumstances may alternative documentation be considered by headquarters.

1.2 Associated schools

- 1.2.1 Each primary school is associated with a number of other primary schools to a secondary school. The catchment area of the secondary school is generally made up of the catchment areas of the associated primary schools. There are 8 non-denominational clusters of associated schools and 3 denominational clusters of associated schools in Renfrewshire.
- 1.2.2 The exception to 1.2.1 above is St Catherine's Primary School whose delineated catchment area overlaps that of Trinity High School and St Andrew's Academy. St Catherine's Primary School works collaboratively with both schools.
- 1.2.3 It is assumed that for Renfrewshire parents/carers, the secondary school place that their child will transfer to is their home address 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.

1.3 Denominational/Non-denominational schools

- 1.3.1 Any Renfrewshire parent/carer has the choice of requesting a place in either of their catchment schools, on first entry to education provided by 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 denominational 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 denominational school.

Only in exceptional circumstances will other documentation be considered e.g. asylum seeker with no access to original documents.

- 1.3.3 Parents/carers of children who are not baptised Roman Catholic, and who want their child to apply for a place in a denominational school, can also make a request.

1.4 Applying for a school place

Applications for a place in a **catchment** primary or secondary school can be made by Renfrewshire parents/carers for their child:

- for initial commencement of education at the beginning of the primary 1 year stage, or
- at any stage when becoming resident within the school's delineated catchment area, or
- when, as a result of being educated elsewhere (e.g. home schooling or private education), they have never attended a Renfrewshire Council educational establishment, but are now returning to the public education system, or
- at time of transition from primary to secondary education.

1.5 Choice of school

- 1.5.1 Information on all Renfrewshire's educational establishments is available via the Council's website. All of Renfrewshire's schools have their own website where you will find a wide variety of information specific to each school.
- 1.5.2 Requests for catchment placements should be made in line with the application procedures detailed within Section 2.
- 1.5.3. Parents/carers have the right to make a placing request for their child or children to be educated in a school other than their catchment school. The Council must grant placing requests unless there is a legal reason not to.

Please refer to “Sending Your Child to School” information pack (Appendix A) for further details. No decisions will be made for requests for the start of a new academic session, before 15 March in any given year.

1.6 Reserved places

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 refer to Reservation of Places In Schools Policy (Appendix B) 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 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 2020 and 28 February 2021 will be eligible to apply for a school place for August 2020.

2.1.2 If your child has already been in education elsewhere i.e. from another country / region and you are now requesting placement in a Renfrewshire school, the child's date of birth will determine the year stage they should be placed in.

2.2 Deferred entry

2.2.1 If a child reaches the age of five during January or February (after the August in which they are supposed to commence their primary education), parents/carers may choose to defer entry until the following academic year. A fully funded nursery place will be available for such children.

2.2.2 If a child reaches the age of five between the start of the new academic session in August and the end of December, parents/carers may also choose to defer entry for a year however, a funded nursery place will not automatically be provided.

2.2.3 If a parent/carer intends to defer commencement of their child's primary education, they should still apply to register their child in the appropriate catchment primary school and advise the head teacher of their intention to defer entry. The appropriate paperwork will then be completed and returned to Children's Services for processing.

2.2.4 Should your child's deferred entry be confirmed, it will be assumed that you will not require the P1 place for the commencement of the academic year for which the deferral was submitted; should you change your mind on deferring your child before the start of the academic year, there is no guarantee that a place will be available in your preferred catchment school.

- 2.2.5 If you defer your child's entry to primary education, you are required to apply for a place in your preferred catchment school in November of the deferral year in order to be considered for a P1 place commencing the next academic year in August. This application will be treated as a new application to register your child and will be treated equally along with all other applications submitted.
- 2.2.6 If at any other stage outwith Primary 1 placement, you wish to defer your child's progression to the next stage of their educational journey, you will be required to discuss this with their current school. It should be noted that a request to delay entry once education has commenced, is not normal practice. An assessment of the child may require to be carried out and the decision on placement will be determined by the Council.

2.3 Early commencement of primary education

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 Children's Services headquarters.

2.4 Applying for a P1 school place during the normal catchment registration 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 registration days which take place in November.

Applications submitted after school registration days 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 registration days as this provides you with the optimum chance of securing a place in your preferred school. Delay in registering may result in a place not being available.

- 2.4.2 The exact dates for school registration days will be published annually from around the beginning of September onwards, and will be visible before the commencement of school registration days on the Council's website as well as in the local published press.
- 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:

No.	Document	Verification Purpose
1	Child's full Birth Certificate	Required to verify child's date of birth for allocation of correct year stage. A copy will be held for verification of who has parental rights.

2	Most recent Council Tax Notice or if not currently resident in the property either a concluded missive or a signed and witnessed tenancy agreement/lease.	Required to verify that home address is within catchment area of the requested school. We will check the information provided with other Council departments and our audit colleagues and this may include visiting your home to confirm residence. We may also check your address again prior to a school term commencing and if we suspect fraud we may rescind your place and could refer the matter to the Procurator Fiscal.
3	Child Benefit Statement. 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. Or If appropriate to current circumstances - Court Order / Looked After Child / Foster Carer document(s).	Required to verify address of parent with whom the child is living with.
4	Roman Catholic Baptismal Certificate (if applicable)	Required to verify baptismal status which may be required for prioritisation purposes, only where a denominational school is oversubscribed.

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/carers regularly at a different property, the local catchment school is defined by Children's Services as the residence of the parent/carers who receives Child Benefit for said child. Recent documentary evidence of receipt of Child Benefit or equivalent paperwork may be required to be submitted. Only for exceptional circumstances may alternative documentation be considered by headquarters.
- 2.4.5 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.

- 2.4.6 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 refer to “Sending Your Child to School” information pack (Appendix A) for further details.
- 2.4.7 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, the allocations process is detailed in Section 3. Priority is given to catchment pupils in the first instance, thereafter placing requests may be considered.
- 2.4.8 Following catchment allocations, if there are any further spaces available these will be allocated to placing requests in line with Placing Request Allocations Policy, please refer to Section 3.5.

2.5 Transferring from Primary 7 to S1 during the normal catchment transfer round

- 2.5.1 As part of the P7-S1 transition programme, all parents/carers of children in P7 who attend a Renfrewshire primary school will be advised of the designated catchment school allocated, based on the pupil’s home address and denomination of primary school currently attended.

Evidence of residency may be requested by schools or Children’s Services at any time, as part of the above allocations.

Pupils who attend a Renfrewshire school from outwith the authority will require to contact their own local authority or if they wish to attend a Renfrewshire secondary school, make a placing request application for consideration.

- 2.5.2 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 Children’s Services 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 may be required to be submitted. Only for exceptional circumstances may alternative documentation be considered by headquarters.
- 2.5.3 At the time of being advised of the designated allocated school, parent/carers can make a request if they wish to attend the alternative catchment school for their area. They can also make a placing request application for a non-catchment school.
- 2.5.4 Renfrewshire parents/carers with children residing in the authority and not being educated in a Renfrewshire Council primary school, but who wish for their child to attend a Renfrewshire secondary school from the commencement of the S1 year stage, will require to contact Children’s Services before the end of October to apply for a place in the following academic session. Failure to do so may result in a place not being available.

- 2.5.5 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, the allocations process is detailed in Section 3. Priority is given to catchment pupils in the first instance, thereafter placing requests may be considered.
- 2.5.6 Following catchment allocations, if there are any further spaces available these will be allocated to placing requests in line with Placing Request Allocations Policy, please refer to Section 3.5.

2.6 Applying for a school place outwith the normal catchment rounds

- 2.6.1 Applications for a catchment place to commence at any point during the academic year outwith the normal catchment rounds should be made by a parent/carer directly to the preferred catchment school.

Where places are available the school will agree a date and time for the parent/carer to complete a registration application and to provide the required appropriate documentary evidence as described in paragraph 2.4.3.

Applicants may find that the school is already full at the year stage requested. In this situation parents/carers will be asked to contact Children's Services to discuss options for redirecting their child to an alternative establishment. We will do our best to meet requests, please refer to Sections 5 and 6.2 for further details on re-direction.

- 2.6.2 Any application for a catchment school place being submitted during a school holiday should be directed to Children's Services. The department will arrange for you to make your submission at Children's Services headquarters by prior arrangement; documentary evidence, as per paragraph 2.4.3, will be required to be provided at this point. Children's Services will pass your application to the school on their return from the holiday period.

2.7 Change of circumstances

- 2.7.1 Allocations cannot be confirmed until all required documentary evidence has been received in full. If a child's location of residency changes after submission of a request for a catchment school, the parent/carer should inform the school immediately or, if during a school holiday, Children's Services. The Council reserves the right to refuse a place in any of its educational establishments when it is not satisfied that a request 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 are deemed to be a "request to remain" (Appendix I). Technically you are now considered to be a placing request within the school, but without the requirement to fill out a placing request form. Continuation within the primary school does not automatically guarantee placement at the associated secondary school.
- 2.7.3 Where the new family residence is outwith the delineated catchment area of the school applied for but remains within Renfrewshire Council:

- and the parent/carer has not yet been sent confirmation of a registered place being granted or the new academic session has not started, the registration application will be rescinded and a new application will require to be submitted for the new catchment school as appropriate.
- and a registered place has been confirmed at the school initially applied for however, you wish to make a registration 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.

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

- and the parent/carer has not yet been sent confirmation of a registered place being granted or the new academic session has not started, the registration 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. If placement is still required at a Renfrewshire school a placing request will require to be made.
- and a registered place has been confirmed at the school initially applied for however, you wish to make a registration 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.

2.7.5 In all cases a request to remain, will be considered by the school 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 (Appendix I).

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

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

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

2.8.3 If after 4 weeks you fail to provide further documentary evidence of your residency within the school's delineated catchment area, the place will be

released and made available or offered to other catchment applicants who satisfy the criteria. Should you make a further request for a future catchment place it will be placed at the end of the list of any “live” applications i.e. those already recorded for a place commencing 4 weeks or less in the future.

2.9 Applying for a placing request

Parents/carers who do not reside within the delineated catchment area of a Renfrewshire school are required to submit a placing request in order for their child to be considered for a place. Please refer to “Sending Your Child to School” information pack (Appendix A) for further details.

A placing request can be submitted at any time, however for the start of an academic session it is required that forms are submitted by the 15 March prior to August intake to allow the application to be included in the first round of allocations. No decisions will be made for requests for the start of a new academic session, before 15 March in any given year. Requests received after this date will be considered on an individual basis.

Placing requests will only be considered where there are sufficient spaces, after catchment allocations have been made.

2.10 Information for all requests

Requests for documentary evidence is required to be produced the applicant will be given 4 weeks to produce original copies.

Requests for places received during school holidays, will be processed on a school’s return as soon as possible; every endeavour will be made to target the first day pupils start the new academic year.

3 THE DECISION MAKING PROCEDURE / OVER SUBSCRIPTION

3.1 Processing applications for places in schools and the decision process

This section considers the timeline of when applications are received, when they are processed and when parents/carers will be advised. The overwhelming majority of applications for places are requested for the commencement of an academic year in August. For clarity, catchment allocations (3.2, 3.3 and 3.4) are considered and prioritised before any placing request applications (3.5).

3.2 Allocation of catchment spaces for Primary 1

Enrolment for P1 placements following registration of pupils in November will be processed firstly for catchment allocations and thereafter for placing request applications. The normal round of catchment allocations will be decided by the end of January, prior to August intake.

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

Should a school be oversubscribed by catchment applications priorities for catchment allocations will be adhered to, as per Appendix C.

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

Places will only be confirmed once all the required evidence as detailed in Section 2.4.3 above is provided and the Council is satisfied with proof of residency for the applied school's catchment area. Parents/carers should be mindful of this and seek to conclude any outstanding information as soon as possible to secure a place for their child.

3.3 Allocation of Catchment spaces for Primary 7 Transfer to Secondary 1

Transfer from Primary to Secondary catchment decisions as part of the normal transfer round, will consist of parents being notified if attending a Renfrewshire school, by the end of October, prior to August intake, of the school designated for their child. The process if they do not wish to accept this placement and options available will be explained. If we do not hear from parents, the assumption is made that the place offered will be taken.

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

Should a school be oversubscribed by catchment applications priorities for catchment allocations will be adhered to, as per Appendix D. The normal round of catchment allocations will be decided by the end of November, prior to August intake.

It should be noted that the later applications are received and so processed for places to commence for the new academic year in August, will inevitably mean that there will be a reduction in the availability of places remaining. It is strongly advised that parents/carers notify us of their request for alternative placement as early as possible with complete and satisfactory documentary evidence to help gain a place for their child in the school of their choice.

Requests may be made for documentary evidence in relation to home address and baptismal certification. Places will only be confirmed once all the evidence is provided and the Council is satisfied with proof of residency for the applied school's catchment area and if applicable baptismal certification. Parents/carers should be mindful of this and seek to conclude any outstanding information as soon as possible to help gain a place for their child.

3.4 Allocation of Catchment Spaces outwith start of academic year / other stage / change of denomination.

If you have moved house within Renfrewshire and changed catchment areas or moved into Renfrewshire from outwith the authority you are required to liaise with the appropriate catchment school. Applications to register for a catchment place to start at times other than commencement of the new academic year in August, i.e. outwith the normal allocation rounds, are processed directly with the schools.

In considering these applications, the date and time the application is received is used to determine the order they are processed. Those received earliest are processed first.

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

Where there are no catchment spaces available, the parent will be asked to contact Children's Services 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 Sections 5 and 6 for further details on re-direction.

3.5 Allocation of Placing Requests

Where a pupil does not wish to attend either the denominational or non-denominational school for their catchment area they are required to make a placing request.

Where a child is currently attending a Renfrewshire school and wishes to change denomination of school they currently attend they are required to make a placing request. This does not apply to P7 transfer catchment allocation rounds, parents will be advised of how to submit such a request in writing at the time of transfer.

Once catchment allocations are agreed, any remaining places will be allocated to placing requests in both primary and secondary sectors. For placing requests received by the 15 March, parents/carers will be advised by 30 April of the status of their child's application. No decisions will be made for requests for the start of a new academic session, before 15 March in any given year.

Placing request applications for places received after the 15 March will be provided with a decision within 2 months of submission of their application.

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

It should be noted that for normal round of placing request applications for the start of a new school session, decisions cannot be made until the 15th of March at the earliest prior to the August intake. This is a requirement by law and as such may cause delays in attendance at induction days.

Should a school be oversubscribed catchment requests are given first priority, thereafter placing request applications are considered. Priorities for placing request allocations policy will be adhered to, as per Appendix E.

4 APPEALING A DECISION

4.1 Catchment

- 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.
- 4.1.2 There is no formal appeal process for catchment allocations. Section 28B of the Education (Scotland) Act 1980 obliges local authorities to make provisions for admission to school and priorities for admissions and placing requests. If a school is oversubscribed it may use admissions criteria. The Council's admissions policy for catchment allocations are attached as Appendices C and D.

Where there are not enough spaces to grant all catchment requests the admissions policy will be adhered to and where appropriate ballots carried out in line with ballot policy (Appendix F), there is no right of appeal to catchment decisions.

Following any ballot names will be held on a waiting list for any future allocations, people requesting placement after initial decisions have been made will be added to the end of the waiting list regardless of catchment priority banding.

4.2 Placing Requests

- 4.2.1 If a request is refused a parent may refer the decision to an appeal committee. They can make an appeal to the Education Appeal Committee, regarding the outcome of the placing request process, in relation to their application.
- 4.2.2 A parent can make as many placing requests in a year as they wish, but they are only entitled to appeal one. Please refer to "Sending Your Child to School" information pack (Appendix A) for further details on making a placing request 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

preferred catchment school following the decision making process in Section 3.

- 5.1.2 As places become available in the allocated catchment school these will be offered to parents/carers of redirected children in the order in which the applications for a place in the school were received.

5.2 Returning to a catchment school after being redirected

- 5.2.1 When places in the allocated catchment school become available, parents/carers may instead wish for their child to remain in their redirected school and not return to their allocated catchment school. In such situations, the child will no longer be regarded as a redirected child and will be removed from the redirected list. Further information is available in Section 6.2 in relation to transport provision.

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 "Home to School Transport Policy".
- 6.1.2 Ordinarily, we will not provide support with transport to schools outwith Renfrewshire Council.
- 6.1.3 Pupils admitted to a school by way of a placing request will not be entitled to transport.

6.2 Redirected children provision

- 6.2.1 Where a child has been redirected to a non-catchment school, the cost of transport may be met by the Council if the free home to school 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. Parents will have 4 weeks from the date of notification to make alternative arrangements before transport is withdrawn.

7 Submission of information

- 7.1.1 The information provided as part of an application for catchment place or placing request must be full and correct in every respect to the best of the parent's/carer's knowledge. Renfrewshire Council will conduct checks to establish the accuracy of information supplied.
- 7.1.2 From the point of applying for a school place (catchment or placing request), there will be ongoing investigations and scrutiny of children's entitlement to attend, at any point, a school in respect of their residence; this will continue after school enrolment. The Council will use all means available to it in order

to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so. At any point, if there are any concerns regarding a child's entitlement to a place, Children's Services will seek documentary evidence to validate a child's entitlement to a place in a school.

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

Sending Your Child To School

Information pack for parents and carers

General information

Within Renfrewshire there are a number of primary and secondary schools. To get information on schools, you can contact your catchment school or:

Renfrewshire Council
Children's Services
Renfrewshire House
Cotton Street
Paisley PA1 1LQ
Phone number: 0300 300 0170
E-mail: admissionsandtransfers@renfrewshire.gov.uk.

There is also information on our website at www.renfrewshire.gov.uk

Denominational and non-denominational schools

Normally, your child will go to the catchment primary or secondary school for their area. Further information on placement allocations is available within our Admissions to Schools and Placing Request Policy.

You must register your child either at the catchment denominational school or at the nondenominational school for your area. In most parts of Renfrewshire there are Roman Catholic schools (denominational).

Please note: You can register at only one school.

Additional support needs

If you are a Renfrewshire resident and you are making a placing request for an independent additional support needs school, you are advised to discuss this with the Education Manager with responsibility for ASN in Children's Services before submitting the application form. You can use the contact details above.

Entry age

Your child will be admitted to school in August if their fifth birthday falls between 1 March of that same year and the last day of February of the following year. You can, however, ask for your child to start school early if their fifth birthday falls after the last day of February.

A separate leaflet and application for Early Entry, is available from www.renfrewshire.gov.uk or by telephoning 0300 300 0170.

Registering your child for primary education

Entry to primary schools is on a once-a-year basis at the start of the new session in August each year. Registration takes place in November in your catchment school. You will need your child's original birth certificate and proof of residence, to register them for school. Adverts appear in nurseries, schools and newspapers in early October providing details on how to register your child. You can register your child at only one school, either the denominational or non-denominational school in your catchment area. Delay in registering may result in a place not being available. If you are unsure which school you should register at, please call 0300 300 0170 for advice.

Moving into Renfrewshire

If you are moving into Renfrewshire and your child has already been to a school elsewhere, you should contact your new catchment school with proof that you now live in the area. 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:

1. Child's full Birth Certificate
2. Most recent Council Tax Notice or if not currently resident in the property either a concluded missive or a signed and witnessed tenancy agreement/lease.
We will check the information provided with other Council departments and our audit colleagues and this may include visiting your home to confirm residence. We may also check your address again prior to a school term commencing and if we suspect fraud we may rescind your place and could refer the matter to the Procurator Fiscal.
3. Child Benefit Statement.

(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).
Or If appropriate to current circumstances - Court Order / Looked After Child/ Foster carer document(s).
4. Roman Catholic Baptismal Certificate (if applicable).

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

Transfer from primary to secondary school

A group of primary schools in an area are normally associated with a secondary school. All secondary schools have a catchment area which includes their associated primary schools.

Pupils transfer from primary school to secondary school between the ages of 11 and 12 (in most cases). If you live within Renfrewshire, Children's Services can tell you the name of the secondary school to which your child should normally transfer after the primary 7 stage.

When your child is due to transfer from primary to secondary at the beginning of a new session in August, if you live within Renfrewshire you will be notified based on your home address and denomination of primary school attended, of the secondary school where a place has been allocated.

If you wish to attend the alternative denomination of secondary school for your catchment area, to that allocated you will be asked to put this request in writing. There is no guarantee of entry when changing denomination at the secondary school stage.

If you live out with Renfrewshire you should contact your local authority regarding provision, you can also consider making a placing request to attend a Renfrewshire secondary school.

You should note that the granting of a placing request to a primary school, when transferring from primary to secondary school does not guarantee entry to the associated secondary school.

Places in schools will be allocated in line with the Council's Admissions to Schools and Placing Request policy.

Renfrewshire secondary school handbooks are available from individual secondary schools. Details of induction days and parents' meetings will be provided by secondary schools.

Further information / Admissions to Schools and Placing Request Policy can be found by visiting www.renfrewshire.gov.uk or by telephoning 0300 300 0170.

Placing requests

You may ask for your child to go to a school other than your catchment school. This is called making a placing request. You do not need to tell us your reasons for making a placing request, but it may be helpful if you do. Please ensure all declarations are responded to, or we will be unable to process your application.

There are strong educational reasons for making sure that the transfer or entry of children to a school happens at the start of a school session in August, so it is better to make placing requests before the start of a session. Parents who are moving to a new area may have to make requests at other times.

The school you ask for is referred to as the 'specified school'. You can apply for only one school at a time. If we grant your placing request, we will write to you to confirm this and advise you to contact the school to arrange to enrol your child. The place being held for your child, at their catchment school will no longer be available.

If you want to make a placing request, please fill in the attached form. You must fill in one form for each child. Please send to Children's Services (not the school) the filled-in placing request for each child. Please also tell the head teacher of your catchment school that you are making a placing request.

We will acknowledge placing requests within five working days of receiving the form.

If you do not receive an acknowledgement, please contact us, as we may not have received your application.

The Council has a duty to grant placing requests, wherever possible. However, it is not always possible to grant every placing request to a particular school. The size of the school, the current roll, the number of children who already live in the catchment area and other factors will affect the Council's ability to grant a placing request.

The law relating to placing requests covers children applying to change their school as well as those starting a primary or secondary school.

How decisions are made

After all catchment allocations have been decided, the director of Children's Services makes decisions about placing requests that are received in Renfrewshire House by 15 March, for the new session which begins in August.

We will consider all requests. If there are more requests than places available for a particular school, or a particular stage in a school, the director will make decisions based on our placing request priorities.

Please note, granting a placing request for one child does not guarantee entry for brothers and sisters, should you wish to make another placing request to the same school at a later date.

No decisions will be made for requests for the start of a new academic session, before 15 March in any given year.

Guidelines and conditions

By law we are allowed to produce guidelines on how we will decide admissions to schools (this information is contained within our Admissions to Schools and Placing Request Policy).

If there are places available in a school, we will give first choice to those children who live in its catchment area. This includes children who are considered suitable for primary education before the normal entry age.

Thereafter, for placing requests we give priority in the order below:

Placing Request Priorities	
1. <u>Renfrewshire Resident</u>	<i>Denominational Primary School only</i> - The pupil is baptised Roman Catholic <i>Denominational Secondary School only</i> – The pupil is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>
2. <u>Renfrewshire and Non-Renfrewshire Residents</u>	The pupil has sibling(s) attend the school
3. <u>Renfrewshire Resident</u>	<i>For Secondary Schools only</i> - The pupil attends a primary school, associated with the relevant secondary school
4. <u>Renfrewshire Resident</u>	The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available).
5. <u>Renfrewshire Resident</u>	Categories 1 – 4 do not apply
6. <i>Non-Renfrewshire Resident</i>	<i>Denominational Primary School only</i> - The pupil is baptised Roman Catholic <i>Denominational Secondary School only</i> – The pupil is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school
7. <i>Non- Renfrewshire Resident</i>	<i>For Secondary Schools only</i> - The pupil attends a primary school, associated with the relevant secondary school
8. <i>Non-Renfrewshire Resident</i>	The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available).
9. <i>Non-Renfrewshire Resident</i>	Categories 1 – 8 do not apply

In-line with placing request legislation, no decisions will be made for requests for the start of a new academic session, before 15 March in any given year.

Transport – Placing Requests

You should be aware that if we grant your placing request, we do not have to provide a school bus pass or any other help with transport.

Why we may not grant placing requests

Once you have told us, in writing, that you want your child to go to a particular school, we can only refuse your request for certain reasons set out by law in the Education (Scotland) Act 1980.

Examples of where we do not have to admit your child to the school of your choice may be:-

- If the school would have to employ an extra teacher or spend a lot of money, for example, if we would have to provide an extra classroom.
- If your child's education would suffer as a result of changing school.
- If education in the school you want would not be suitable to the age or ability of your child.
- If the specified school you have requested is an additional support needs school and your child does not have a requirement for the education or special facilities normally provided at that school.
- If we think that your child would be likely to disturb the order and discipline in that school, or the educational wellbeing of other pupils at the school.
- If accepting the request would prevent us from reserving a place at the school for a child who is likely to move into the area.
- If accepting the request would make it necessary for us to create an extra class or employ another teacher at a future stage of your child's primary education.

If we refuse your placing request

If we refuse your placing request, or if we have not given you our decision on your request by 30 April for new session P1 and S1 requests (or within two months for requests made at other times of the year or for new session other stages applications), you may make an appeal to an appeal committee.

You can appeal against a placing request refusal only once in a 12 month period. This does not mean that you cannot make another placing request. It just means that if we refuse your first placing request and you lodge an appeal, you cannot appeal to the appeal committee again, on another placing request decision, within 12 months of the date of receipt of the original appeal letter.

You must appeal in writing to the director of Children's Services. By the time of the appeal, you will know why we refused your placing request. At the appeal hearing you will have the chance to present your case in person or through a representative.

If the appeal committee agree that we were right to refuse your child a place in the school you want, you have 28 days from receiving the appeal committee's decision to appeal to the Sheriff Court.

In case places become available in the school you want, we will keep your request open until 31 August of the year you made it unless you tell us you want to change your request to another school.

Pupil travel

We do not provide travel for placing requests, however for catchment pupils we do provide free home to school transport for all primary pupils who live more than 1.6 kilometres (one mile) from their catchment school and to secondary pupils who live more than 3.2 kilometres (two miles) from their catchment school. The distances are based on the recognised shortest, safe walking route (further details available in the department's "Home to School Transport Policy". This policy may be reviewed at any time. We may provide transport for children with additional support needs. For more information, phone 0300 300 0170.

Gaelic Medium Education

Gaelic medium education is now an established sector in Scottish education. Gaelic medium education includes children who come from families where Gaelic is spoken and children from families with little or no background in the language. Gaelic medium education is currently available in approximately half of the education authorities across Scotland.

Due to a low number of requests, and lack of availability of qualified staff, there is currently no provision within Renfrewshire itself, however, children from Renfrewshire currently have access to Gaelic medium education as a result of partnerships with other neighbouring local authorities. When making a placing request for this provision, the appropriate local authority placing request application form should be used.

Although the information in this document is correct at the time of printing, it is possible that arrangements could change either before the start of, or during the course of, the school year in question, or in relation to later school years. This information leaflet only provides general guidance about placing requests.

Placing Request Application Form

Parent/Carer or Young Person over 16 Details:

Title: _____ First Name: _____ Last Name: _____

Home Address: _____

_____ Postcode: _____

Telephone Number: _____ Email: _____

If you would like to discuss this application by telephone, please complete this security question - What was the name of your first primary school?

Answer: _____

Child / Young Person: First Name _____ Last Name _____

Date of Birth ____ / ____ / ____ Gender _____

Additional Support Needs:

Does the child/young person have any additional support needs? YES ☐ NO ☐

If so please specify, and attach any reports or evidence.

If the child / young person is receiving additional support in the current nursery or school, what is the support and who provides it?

Does the child/young person have, or there is in preparation, or have you asked for an assessment for a Coordinated Support Plan (CSP)? YES ☐ NO ☐

School Details:

My child currently attends (specify Nursery or School): _____

I would like my child to go to (specify school): _____

The catchment school for my area is: _____

Session to Start (e.g. 2020): 20____ Stage required (please tick one box below).

Stage in primary P1 ☐ P2 ☐ P3 ☐ P4 ☐ P5 ☐ P6 ☐ P7 ☐

Stage in secondary S1 ☐ S2 ☐ S3 ☐ S4 ☐ S5 ☐ S6 ☐

If the application is for a place in stages S3 to S6 of a secondary school, please advise of subjects and levels being studied e.g. English, Level: National 4

Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6	Subject 7	Subject 8	Subject 9

Priorities

We grant placing requests on the basis of priorities set out below:-

Please tick one box below that applies to your situation:-

Tick	PRIORITY
	<p>1. Renfrewshire Resident Denominational Primary School only - The pupil is baptised Roman Catholic.</p> <p>Denominational Secondary School only – The pupil is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school.</p> <p><i>If oversubscribed at this point a ballot, prioritising siblings is required. If applicable and siblings attend the school please provide name(s) and stage(s) below</i></p> <p>_____</p>
	<p>2. Renfrewshire and Non-Renfrewshire Residents The pupil has sibling(s) attend the school and will continue to do so at time of placement.</p> <p>Please provide name(s) and stage(s) _____</p>
	<p>3. Renfrewshire Resident For Secondary Schools only - The pupil attends a primary school, associated with the relevant secondary school.</p>
	<p>4. Renfrewshire Resident The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available).</p>
	<p>5. Renfrewshire Resident Categories 1 – 4 do not apply.</p>
	<p>6. Non-Renfrewshire Resident Denominational Primary School only - The pupil is baptised Roman Catholic.</p> <p>Denominational Secondary School only – The pupil is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school.</p>
	<p>7. Non- Renfrewshire Resident For Secondary Schools only - The pupil attends a primary school, associated with the relevant secondary school.</p>
	<p>8. Non-Renfrewshire Resident The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available).</p>
	<p>9. Non-Renfrewshire Resident Categories 1 – 8 do not apply.</p>

In-line with placing request legislation, no decisions will be made for requests for the start of a new academic session, before 15 March in any given year.

Data Protection

We need your details for the purposes of dealing with your application for a placing request and they will be used for the purposes of the Council's public functions. The Council may check your details with other information held and may share these with other Council services and other local authorities to check the accuracy of the information and to prevent or detect fraud or crime or to protect public funds.

Further information on how the Council handles your personal information can be found on: www.renfrewshire.gov.uk/article/2201/privacy-policy

If your child currently attends a school or nursery outside the Renfrewshire Council area, we would also seek access to the education records for your child from that education authority. By signing the declaration below, you consent to Renfrewshire Council Children's Services receiving a copy and access to your child's current educational record held by that education authority.

If you require further information on how the Council will process your application, information on schools or help with completion of this application form, please contact: 0300 300 0170.

Please add any other relevant information here:

Declaration

I confirm that I have made myself fully aware of Renfrewshire Councils "Sending Your Child to School" information pack 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 could 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 have read and understood the statement under the Data Protection Act 1998.

I am aware that if this placing request is granted, it may not be possible for future sibling applications to be granted.

I also confirm that I am aware that if applicable to my application, when transferring from primary to secondary school the granting of a placing request does not guarantee entry to the associated secondary school. The allocation of secondary placement will be dependent on my home address.

I understand that Renfrewshire Council do 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 completed form to:

Renfrewshire Council, Children's Services, Cotton Street, Paisley PA1 1LQ.

Alternatively scan the completed form to cssupport@renfrewshire.gov.uk

The Council would like to keep in touch with you about your experience of the placing request process and would like to send you a questionnaire to complete.

Please tick here if you **would not** like us to do that ☐

RESERVATION OF PLACES IN SCHOOLS POLICY

On occasion, a number of Renfrewshire schools are unable to provide a place for children moving into the catchment area during a school session.

The Standards in Scotland's Schools etc Act (2000) addresses this problem and allows authorities the right to reserve places in schools at the start of the session for children who may move into the catchment area during the session.

The authority can reserve as many places as are, in its opinion reasonably required to accommodate pupils who are likely to become resident in the catchment area of the school over the course of a school session. However, reserved spaces may be used at the start of a term if the catchment demand for places requires the spaces.

To facilitate the provision of a school place in a local school for children moving into a catchment area during a school session, places will be reserved at the start of the session as follows:

- (i) For primary schools, one place per class per stage and one place per composite class.
e.g. P1 max intake is = 50 (2 classes of 25).
2 classes = 2 reserved spaces for this year stage are required.

Current maximum class sizes in Primary Schools are:-

P1 = 25

P2 = 30

P3 = 30

P4 = 33

P5 = 33

P6 = 33

P7 = 33

For all stages Composite Classes = 25

(Minimum number of pupils in a composite year stage is 5

e.g. P1/2 = 5 P1 pupils and 20 P2 pupils)

- (ii) For secondary schools one place per two register classes, per year group.

A year stage intake is set so that one place is reserved for every two register classes in that year stage. This would be rounded up for schools with an odd number of register classes.

Number of Register Classes	Number of Reserved Spaces Held
1	1
2	1
3	2
4	2
5	3
6	3
7	4
8	4
9	5
10	5

- e.g. S1 maximum intake is = 165 (5 register classes of 33)
5 register classes = 3 reserved spaces will be held

Catchment Allocations Policy for Primary Schools

Based on the pupil's home address, this will determine the primary catchment schools available. The pupil should be enrolled at either the denominational or non-denominational school accordingly.

Only where there are not enough catchment spaces for all pupils, the following priorities will be applied in the order below:-

Denominational Primary Schools	Non-Denominational Primary Schools
1. The pupil is baptised Roman Catholic. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	1. <i>Not Applicable for non-denominational primary schools</i>
2. The pupil has sibling(s) in the school. <i>If oversubscribed at this point a ballot is required.</i>	2. The pupil has sibling(s) in the school. <i>If oversubscribed at this point a ballot is required.</i>
3. The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school . e.g. wheelchair user where no lift / stair lift is available). <i>If oversubscribed at this point a ballot is required.</i>	3. The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school . e.g. wheelchair user where no lift / stair lift is available). <i>If oversubscribed at this point a ballot is required.</i>
4. None of the above applies. <i>If oversubscribed at this point a ballot is required.</i>	4. None of the above applies. <i>If oversubscribed at this point a ballot is required.</i>

Where a school is oversubscribed at any of the above priorities a ballot for the available spaces will be held. Ballot Process Policy (Appendix F) will be followed.

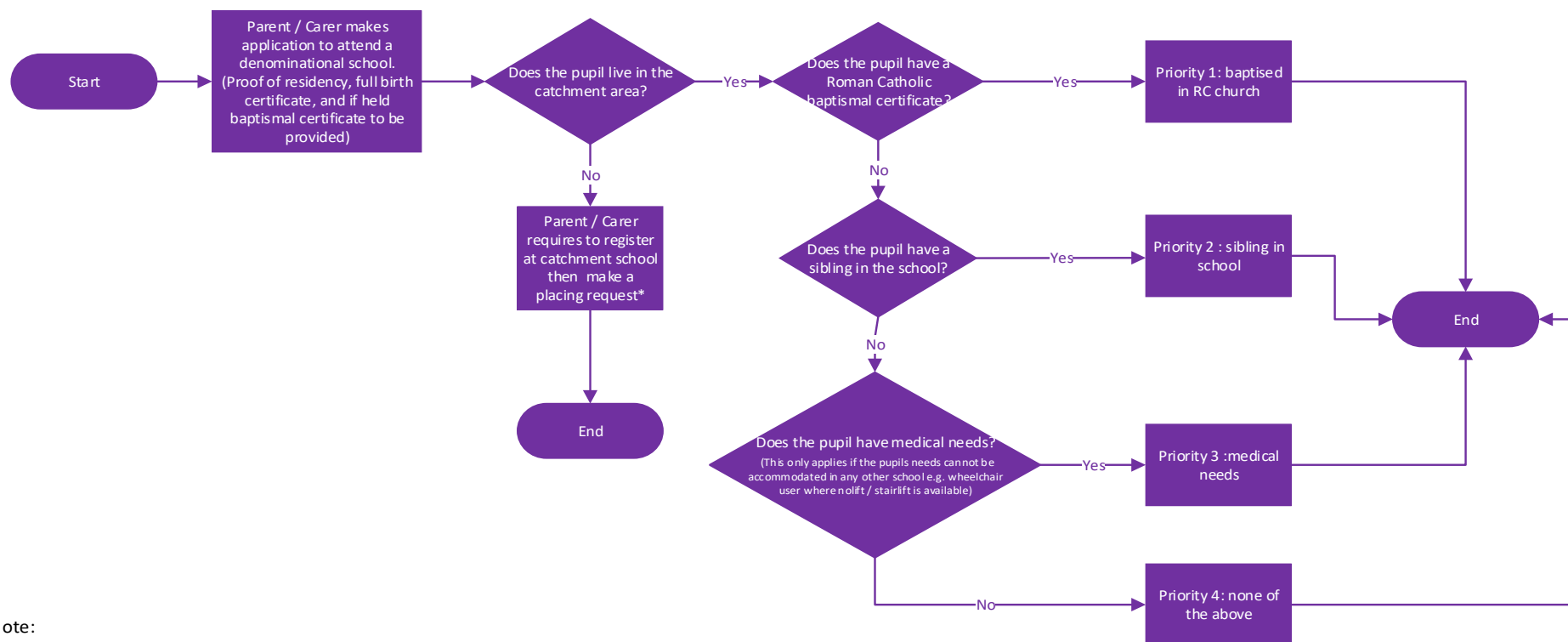
Those pupils not offered a place through this process will be recorded on a "waiting list", this list will apply to the current academic year only.

After the allocation of places if there are no spaces available, any new requests will be added to the end of the waiting list where applicable.

Pictorial representations of the policy process for both primary denominational and primary non-denominational journeys are detailed below.

P1 Enrolment for Denominational Primary Schools

Prioritisation



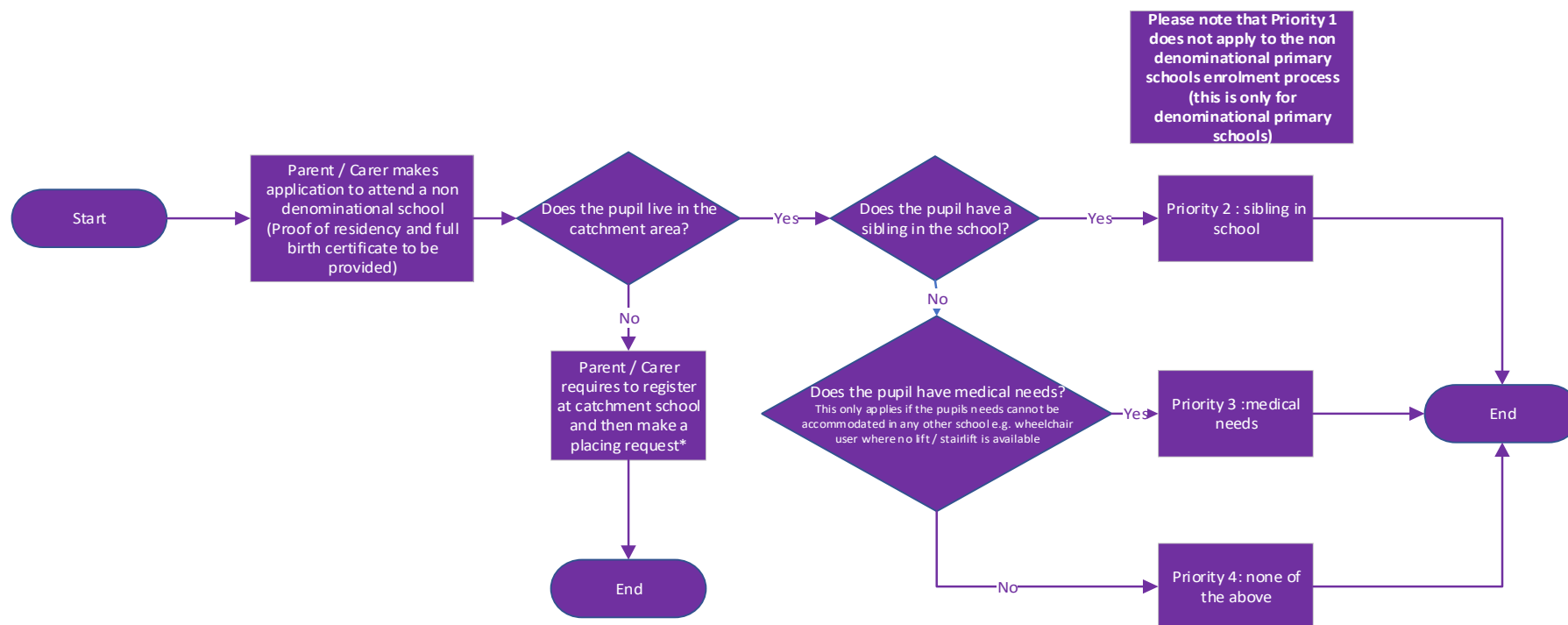
Note:

- Where a school is oversubscribed at any of the above priorities a ballot for the available spaces will be held with priority for siblings provided. Those pupils not offered a place through this process will be recorded on a "waiting list" for the current academic year.
- After the allocation of places if there are no spaces available, any new requests will be added to the end of the waiting list where applicable.

* Where a pupil does not live in the catchment area for a school they will require to make a placing request. If there are spaces available following catchment allocations, applications will be allocated in line with Placing Request Priorities.

P1 Enrolment for Non Denominational Primary Schools

Prioritisation



Note:

- Where a school is oversubscribed at any of the above priorities a ballot for the available spaces will be held with priority for siblings provided. Those pupils not offered a place through this process will be recorded on a "waiting list" for the current academic year.
- After the allocation of places if there are no spaces available, any new requests will be added to the end of the waiting list where applicable.

* Where a pupil does not live in the catchment area for a school they will require to make a placing request. If there are spaces available following catchment allocations, applications will be allocated in line with Placing Request Priorities.

Catchment Allocations Policy for Secondary Schools

Based on the primary school attended and the pupil's home address, this will determine the secondary catchment school for a pupil.

Only where there are not enough catchment spaces for all pupils, the following priorities will be applied in the order below:-

Denominational Secondary Schools	Non-Denominational Secondary Schools
1. The pupil is baptised Roman Catholic and has always attended a denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	1. The pupil has always attended a non-denominational primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>
2. The pupil is baptised Roman Catholic; has moved into a denominational primary school associated with the relevant secondary school after Primary 1 but has attended a denominational school since primary 1 elsewhere. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	2. The pupil has moved into a non-denominational primary school associated with the relevant secondary school after Primary 1 but has attended a non-denominational school since primary 1 elsewhere. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>
3. The pupil is baptised Roman Catholic and has attended a denominational primary school since primary 1. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	3. <i>Not Applicable for non-denominational secondary schools</i>
4. The pupil is baptised Roman Catholic but attending a non-denominational school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	4. <i>Not Applicable for non-denominational secondary schools.</i>
5. The pupil attends a denominational primary school, associated to the relevant secondary school but is not baptised. <i>If oversubscribed at this point a ballot, prioritising siblings and length of time attended is required.</i>	5. The pupil attends a non-denominational primary school, associated to the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings and length of time attended is required.</i>
6. The pupil attends a non-denominational Renfrewshire school or a school outwith the authority. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>	6. The pupil attends a denominational school or a school outwith the authority. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>
7. The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school . e.g. wheelchair user where no lift / stair lift is available).	7. The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school . e.g. wheelchair user where no lift / stair lift is available).
8. None of the above applies.	8. None of the above applies.

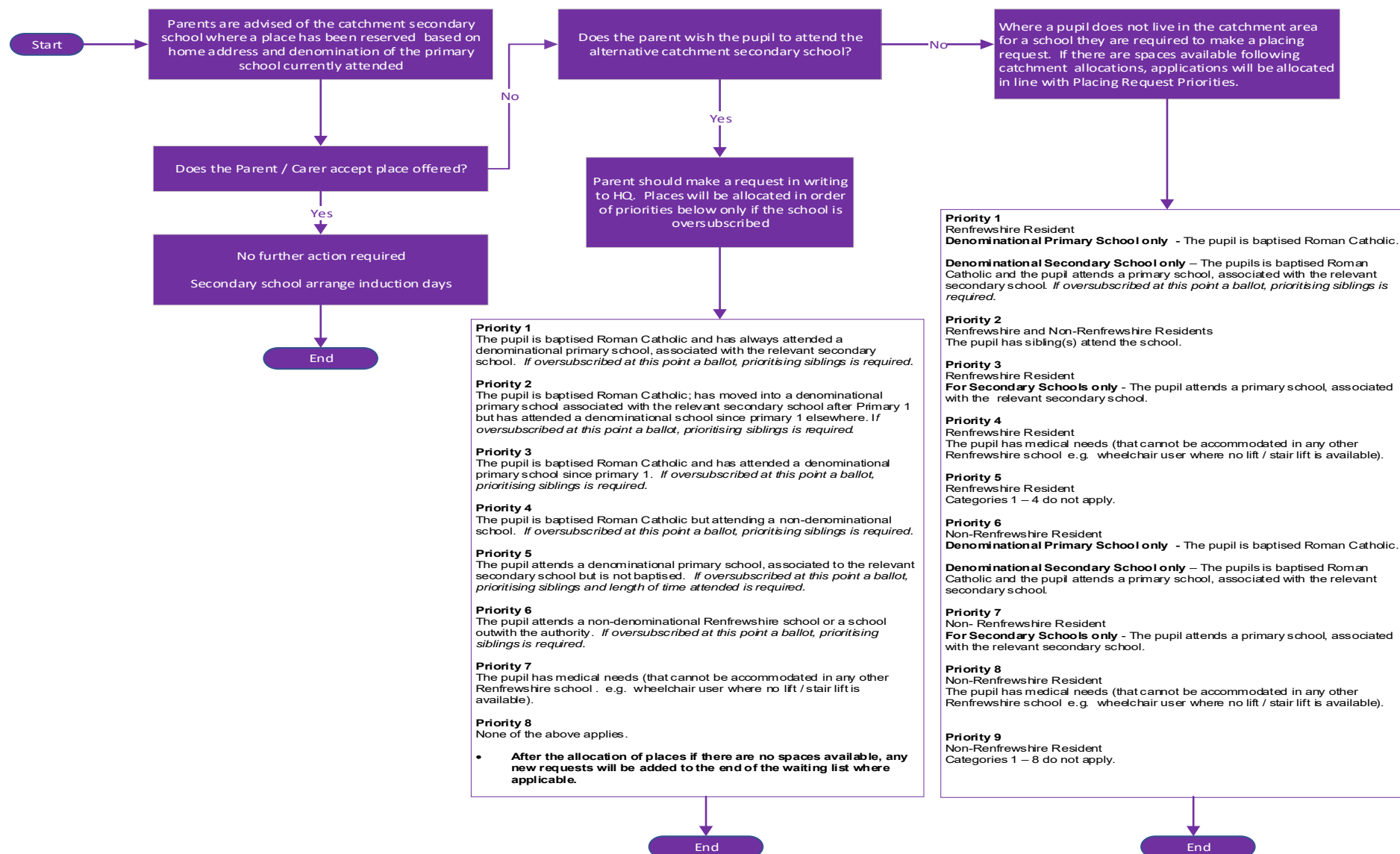
Where a school is oversubscribed at any of the above priorities a ballot for the available spaces will be held. Ballot Process Policy (Appendix F) will be followed.

Those pupils not offered a place through this process will be recorded on a "waiting list", this list will apply to the current academic year only. After the allocation of places if there are no spaces available, any new requests will be added to the end of the waiting list where applicable.

Pictorial representations of the policy process for both secondary denominational and secondary non-denominational journeys are detailed below.

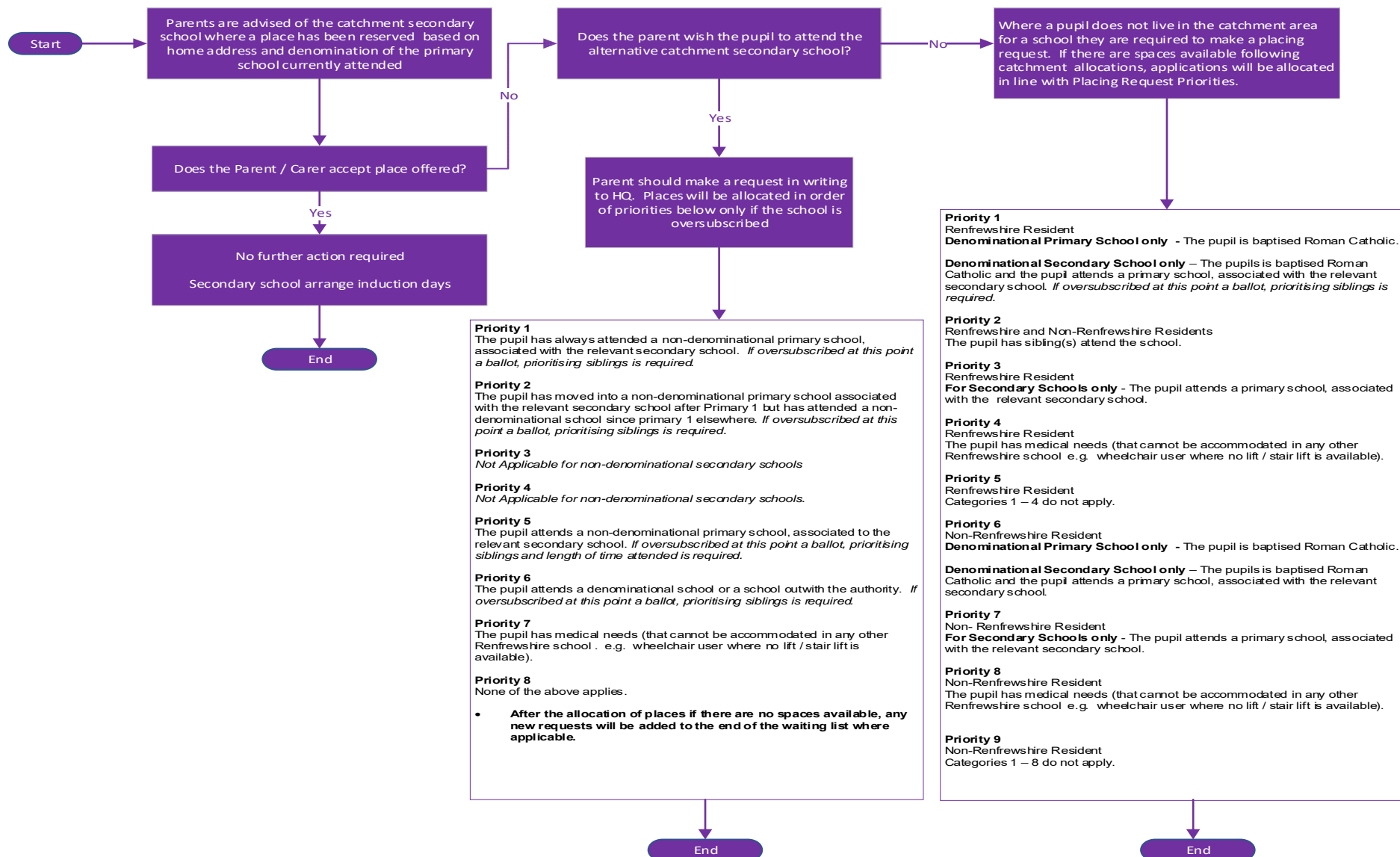
Primary 7 to Secondary 1 transfer: denominational

Prioritisation



Primary 7 to Secondary 1 transfer: non-denominational

Prioritisation



Placing Request Allocations Policy

When a pupil does not wish to attend the school for their catchment area and they wish to attend another school within Renfrewshire they are required to make a placing request.

The placing request will be considered, if following catchment place allocations, there are spaces still available.

Where there are not enough placing request spaces for all pupils, the following priorities will be applied in the order below:-

Priorities	
1. Renfrewshire Resident	Denominational Primary School only - The pupil is baptised Roman Catholic.
	Denominational Secondary School only – The pupils is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school. <i>If oversubscribed at this point a ballot, prioritising siblings is required.</i>
2. Renfrewshire and Non-Renfrewshire Residents	The pupil has sibling(s) attend the school.
3. Renfrewshire Resident	For Secondary Schools only - The pupil attends a primary school, associated with the relevant secondary school.
4. Renfrewshire Resident	The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available).
5. Renfrewshire Resident	Categories 1 – 4 do not apply.
6. Non-Renfrewshire Resident	Denominational Primary School only - The pupil is baptised Roman Catholic.
	Denominational Secondary School only – The pupils is baptised Roman Catholic and the pupil attends a primary school, associated with the relevant secondary school.
7. Non- Renfrewshire Resident	For Secondary Schools only - The pupil attends a primary school, associated with the relevant secondary school.
8. Non-Renfrewshire Resident	The pupil has medical needs (that cannot be accommodated in any other Renfrewshire school e.g. wheelchair user where no lift / stair lift is available).
9. Non-Renfrewshire Resident	Categories 1 – 8 do not apply.

To be considered in the first round of allocations for the start of a new academic session, applications should be made before the 15th of March prior to the August intake. In line with placing request legislation, no decisions will be made before this date.

Where there are more requests than spaces available it may be necessary to carry out a ballot within a particular priority. Ballot Process Policy (Appendix F) will be followed.

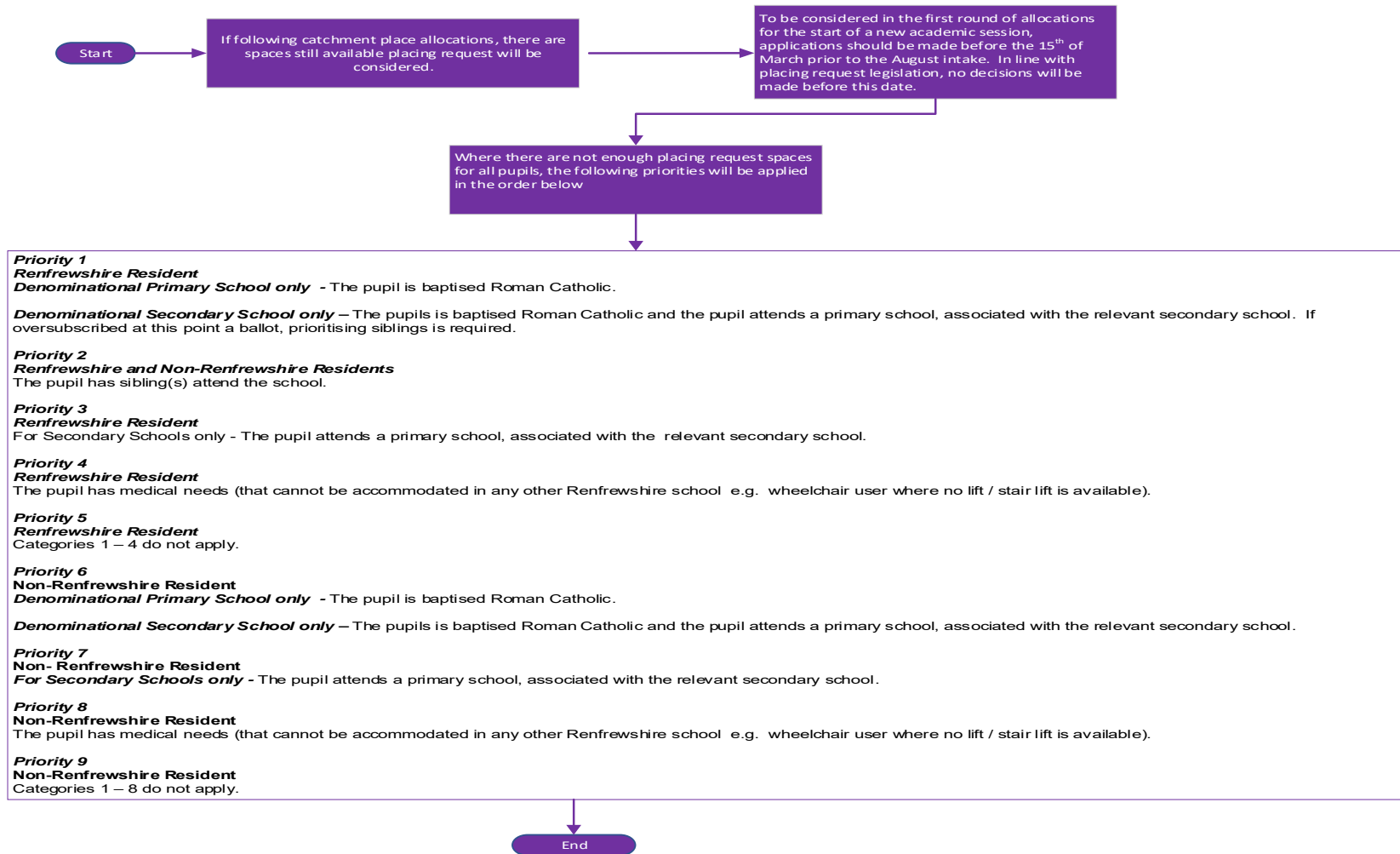
If further places become available after the first round of allocations, all current requests will be considered and allocated in order of priorities above.

Unsuccessful placing request applications for the start of a new academic year will be held until 31st August of that year. Applications made outwith the start of a new academic year, will be held until the end of the academic year applied for.

Pictorial representations of the policy process for placing request journey is detailed below.

Placing Request

Prioritisation



Ballot Process Policy

Where a ballot may be required for the allocation of places in schools, the ballot will be carried out by an officer from the Council's Internal Audit department. This officer is completely independent of the allocations process and is there to ensure fairness and transparency in the process.

- The officer is given a copy of the list of eligible children to be considered in the ballot.
- The officer will check the names on the list to ensure all eligible children are included and sign the sheet of names to verify all have been accounted.
- Where a priority states "*If oversubscribed at this point a ballot, prioritising siblings is required*" the children eligible who meet sibling criteria will be balloted firstly.
- When the names are checked, they are separated, folded and put into a large ballot envelope.
- As each successful name is pulled out, it is noted on the ballot sheet. (For twins / triplets etc if one sibling is drawn from the ballot the others will automatically receive the next allocation of spaces, if available).
- When the ballot has been concluded the officer selecting the names signs the ballot sheet and this is retained as a formal record of the procedure.
- The number of spaces available will be allocated in order of the ballot.
- For catchment allocations –
In the eventuality of any further spaces becoming available these will be allocated in order of the ballot list. Any requests received after the initial ballot will be added to the end of the ballot list.

Ballot waiting lists will be held until the end of the academic year applied for.

- For placing request allocations –
In the eventuality of any further spaces becoming available these will be allocated in line with priorities for placing requests, for all current applications held at that time.

Unsuccessful applications for the start of a new academic year, will be held until 31st August of that year. Applications made for out with the start of a new academic year, will be held until the end of the academic year applied for.

Appendix G

Secondary School	Associated Primary Schools
Castlehead High School (Non-Denominational Cluster)	Glencoats PS
	West PS
	Wallace PS
Gleniffer High School (Non-Denominational Cluster)	Brediland PS
	Bushes PS
	Heriot PS
	Langcraigs PS
	Lochfield PS
Gryffe High School (Non-Denominational Cluster)	Bridge of Weir PS
	Houston PS
Johnstone High School (Non-Denominational Cluster)	Auchenlodment PS
	Cochrane Castle PS
	Fordbank PS
	Howwood PS
	Kilbarchan PS
	Lochwinnoch PS
	Thorn PS
Linwood High School (Non-Denominational Cluster)	East Fulton PS
	Woodlands PS
Paisley Grammar (Non-Denominational Cluster)	Gallowhill PS
	Mossvale PS
	Ralston PS
	Todholm PS
	Williamsburgh PS
Park Mains High School (Non-Denominational Cluster)	Bargarran PS
	Barsail PS
	Bishopton PS
	Inchinnan PS
	Langbank PS
	Rashielea PS
Renfrew HS (Non-Denominational Cluster)	Arkleston PS
	Kirklandneuk PS
	Newmains PS
St Andrew's Academy (Denominational Cluster)	St Charles' PS
	St Fergus' PS
	St James's PS (Paisley)
	St John Ogilvie PS
	St Mary's PS
	St Paul's PS
	St Peter's PS
	St Catherine's PS (split catchment)
St Benedict's High School (Denominational Cluster)	Our Lady of Peace PS
	St Anthony's PS
	St David's PS
	St Fillan's PS
	St Margaret's PS
Trinity High School (Denominational Cluster)	St Anne's PS
	St Catherine's PS (split catchment)
	St James's PS Ren
	St John Bosco PS



REGISTRATION FOR EDUCATION

Parents can register their child in only one catchment school, either the denominational or the non-denominational school. If parents do not wish to attend either catchment school, a placing request application is required.

Name of School: _____

Pupil's Name: Forename(s): _____ Surname: _____

Sex: Male ☐ Female ☐

Date of birth:

<u>DAY</u>	<u>MONTH</u>	<u>YEAR</u>

Was your child premature? Yes ☐ No ☐

If yes, were they born between:

weeks 30-36 Yes ☐ No ☐
Below 30 Weeks Yes ☐ No ☐

Nursery the child currently attends: _____

Parent/Carer Details:-

Forename(s): _____ Surname: _____

Address: _____

Postcode: _____ email: _____

Telephone No: _____ Mobile No: _____

Does the child have an older sibling in the school? Yes ☐ No ☐

Sibling(s) Name: _____ Year Stage: _____

Residence of child: (If different from parent/carers)

Postcode: _____ Telephone No: _____

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:

No.	Document	For Verification of	Received
1	Child's full Birth Certificate	Required to verify child's date of birth for allocation of correct year stage. Held for verification of who has parental rights.	
2	Most recent Council Tax Notice or if not currently resident in the property either a concluded missive or a signed and witnessed tenancy agreement/lease.	Required to verify that home address is within catchment area of the requested school. We will check the information provided with other Council departments and our audit colleagues and this may include visiting your home to confirm residence. We may also check your address again prior to a school term commencing and if we suspect fraud we may rescind your place and could refer the matter to the Procurator Fiscal.	
3	Child Benefit Statement. 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. Or If appropriate to current circumstances - Court Order / Looked After Child / Foster Carer document(s).	Verification of address of parent with whom the child is living with.	
4	Roman Catholic Baptismal Certificate (if applicable)	Verification of baptismal status. Only where a denominational school is oversubscribed this may be required for prioritisation purposes.	

The list above is not exhaustive and the Council retains the right to ask for further information.

Has the parent/carer been advised of his/her right to request to place the child in a school other than this one?

Yes ☐ No ☐

Decision of Parent/Carer – Tick one as appropriate:

- ☐ Enrol in catchment school
- ☐ Making a placing request Which school is request being made to? _____
- ☐ Making a placing request for Gaelic Medium Education
- ☐ Deferring entry to school. Has parent made application to defer? Yes ☐ No ☐
(If deferring entry, please check if the parent has made an application to nursery. If the answer is no, parent should be advised to contact nursery and request an application as soon possible.)

Secondary Provision

Parents are advised that when registering at a primary school, there is no automatic guarantee of transfer from the primary school to the associated secondary school.

As part of the P7-S1 transition programme, all parents/carers of children in P7 who attend a Renfrewshire primary school will be advised of the designated catchment school to be allocated, based on the pupil's current home address and denomination of primary school currently attended.

Evidence of residency may be requested by Children's Services at any time, as part of the above allocation process.

Further information is available within the Council's Admissions to Schools and Placing Request Policy.

Data Protection

We need your details for the purposes of dealing with school registration and they will be used for the purposes of the Council's public functions. The Council may check your details with other information held and may share these with other Council services and other local authorities to check the accuracy of the information and to prevent or detect fraud or crime or to protect public funds.

Further information on how the Council handles your personal information can be found on: <http://www.renfrewshire.gov.uk/article/2201/privacy-policy>

Declaration

I confirm that I have read and understand the information provided above.

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 application will be rescinded and the Council could pass the matter to the Procurator Fiscal's Office.

If I change address I understand that I require to notify the school immediately.

I also confirm that I am aware that when transferring from primary to secondary school the granting of a placing request does not guarantee entry to the associated secondary school. The allocation of secondary placement will be dependent on my home address and denomination of primary school attended.

I have read and understood the statement under the Data Protection Act 1998.

Signature of Parent/Carer

Date

PRIMARY REQUEST TO REMAIN LETTER
TO BE SENT RECORDED DELIVERY TO PUPIL'S NEW ADDRESS
FROM THE SCHOOL

Dear

Request to remain at :...NAME OF SCHOOL Stage P.....

CHILD'S NAME:..... D.O.B.:.....

I understand you have recently changed/are about to change residence to an area outwith the delineated area of INSERT NAME OF SCHOOL, you have requested that your child, remain in this school.

I would advise you that your request, which is in effect a placing request for your child to continue to be educated in this school, can be granted.

The Council's policy on home to school transport regarding placing requests will apply in these circumstances, "In the case of a pupil who attends a school by virtue of a placing request, the parents or carers are responsible for arranging transport to school".

I would also like to clarify that should you wish your child to attend the secondary school associated with this primary school you may require, if your home address is not within the catchment area of the secondary school, to submit a placing request at the primary 7 stage prior to transfer to secondary education.

On the understanding of the above _____ will be most welcome to remain in this school and I hope that he/she will enjoy a fulfilling future educational career with us.

Yours sincerely

Head Teacher

A copy of this letter once filled out and put on to school headed paper, should also be sent to Children's Services Support HQ.

SECONDARY REQUEST TO REMAIN LETTER
TO BE SENT RECORDED DELIVERY TO PUPIL'S NEW ADDRESS
FROM THE SCHOOL

Dear

Request to remain at :...NAME OF SCHOOL Stage S.....

CHILD'S NAME:..... D.O.B.:.....

I understand you have recently changed/are about to change residence to an area outwith the delineated area of INSERT NAME OF SCHOOL, you have requested that your child, remain in this school.

I would advise you that your request, which is in effect a placing request for your child to continue to be educated in this school, can be granted.

The Council's policy on home to school transport regarding placing requests will apply in these circumstances, "In the case of a pupil who attends a school by virtue of a placing request, the parents or carers are responsible for arranging transport to school".

On the understanding of the above _____ will be most welcome to remain in this school and I hope that he/she will enjoy a fulfilling future educational career with us.

Yours sincerely

Head Teacher

A copy of this letter once filled out and put on to school headed paper, should also be sent to Children's Services Support HQ.

Information For Parents – Transfer from primary to secondary school

A group of primary schools in an area are normally associated with a secondary school.

All secondary schools have a catchment area which includes their associated primary schools.

Pupils transfer from primary school to secondary school between the ages of 11 and 12 (in most cases). If you live within Renfrewshire, Children's Services can tell you the name of the secondary school to which your child should normally transfer after the primary 7 stage.

When your child is due to transfer from primary to secondary at the beginning of a new session in August, if you live within Renfrewshire you will be notified based on your home address and denomination of primary school attended, of the secondary school where a place has been allocated.

If you wish to attend the alternative denomination of secondary school for your catchment area, to that allocated you will be asked to put this request in writing. There is no guarantee of entry when changing denomination at the secondary school stage.

If you live out with Renfrewshire you should contact your local authority regarding provision, you can also consider making a placing request to attend a Renfrewshire secondary school.

You should note that the granting of a placing request to a primary school, when transferring from primary to secondary school does not guarantee entry to the associated secondary school.

Places in schools will be allocated in line with the Council's Admissions to Schools and Placing Request policy.

Renfrewshire secondary school handbooks are available from individual secondary schools. Details of induction days and parents' meetings will be provided by secondary schools.

Further information / Admissions to Schools and Placing Request Policy can be found by visiting www.renfrewshire.gov.uk or by telephoning 0300 300 0170.