

## ADMISSION OF PUPILS TO SCHOOLS

Taking account of the provisions of the Education (Scotland) Act 1981, the Education and Cultural Services Committee has agreed arrangements for the admission of pupils to schools. The process of registration records a child as eligible for education to be provided by the authority. The procedure of enrolment commits the authority to providing that education in a particular school. The role of head teachers in these arrangements is set out below.

### 1 REGISTRATION - PRIMARY

- (a) On a date or dates to be intimated and publicly advertised by the Community Directorate in January each year, head teachers of primary schools should **register** for education all children resident within the catchment area of their school whose parents/guardians present them for education and
  - (i) who have attained the age of five years at that time, or
  - (ii) who will attain the age of five years on or before the last day of February of the following year.
- (b) Head teachers should also register at any time children of school age whose parents/guardians, having moved into the catchment area during the school session, present their children for education.
- (c) Head teachers must not register children whose fifth birthday is on or after 1 March of the following year. Parents/guardians of such children should be provided with the appropriate information booklet and advised that they require to make a formal request for early entry; requests should be submitted to the education office for consideration. **Head teachers should make no comment to parents/guardians regarding the child's readiness for primary education in the case of children whose parents/guardians make a request for early entry.**

### 2 PLACING REQUESTS

- (a) All parents/guardians must be advised that they have a right to make a placing request for their children to be educated in a school other than one designated as serving the area in which they reside. The relevant information booklet should be provided and a list containing the names, addresses and telephone numbers of other local schools should be made available for reference.
- (b) Parents/guardians interested in having their children attend a school outwith their local area may on occasion present their children direct for registration and enrolment at that school. The children may be registered but they must not be enrolled. The parents/guardians should be given the appropriate information

regarding placing requests and be advised that they must make formal application to the education office.

Appropriate consideration of placing requests applications could be prejudiced by any statement from the head teacher of a school outwith the area of residence which might be construed as expressing willingness to enrol the children concerned. Head teachers are therefore advised to refer the parents/guardians, **without comment**, to the formal application procedures involving the education office.

- (c) Members of the education directorate have been given delegated powers to deal with all placing requests and early entry admission requests. Head teachers will be involved in the process of decision-making by the education directorate regarding the accommodation of placing requests and early entry requests in their schools.

Where there are more requests than there are places available, the Head of Education will allocate places on criteria outlined in the council guidelines on priorities' for admission.

### 3 **ENROLMENTS**

- (a) There will be a requirement for all schools to obtain proof of residency from parents/guardians of catchment area children at the time of enrolment. This proof should come in the form of a child benefit book and council tax direct debit mandate, rent book or other alternative means acceptable to the authority (e.g. utility bill, bank statement which details the catchment area address).

In cases where children are residing with grandparents/aunts/uncles etc. legal confirmation of guardianship is also required.

Parents/guardians who are moving into the school catchment area should be requested to provide written confirmation from their lawyer that missives have been concluded on the purchase of a house.

The provision of false information may result in a child's place being withdrawn.

Should the parent/guardian of a catchment area child refuse to provide any means of proof the child **should not** be enrolled. The matter should then be referred to the education office.

Please note that in order to lighten the administrative burden on schools, there is no requirement to obtain proof of residency from parents of placing request pupils. These pupils who present themselves for enrolment will already have submitted a placing request and have been notified of the acceptance of the request. Schools should, however, ensure address details are obtained for administrative purposes, e.g. emergency contact.

Parents/guardians must be given a copy of the registration form on completion.

- (b) Where parents/guardians of catchment area children indicate that they do not wish to make a placing request nor do they require time to consider making such an application, their children may be enrolled at the time of registering, **subject to appropriate space being available in the school.**

- (c) Where it becomes obvious that to enrol another child at the school will risk exceeding the intended working capacity of the school without encroaching into required non-class teaching areas, it is essential that the education office be informed in order that the situation can be closely reviewed. Until decisions have been taken on future enrolments, pupils may only be registered and parents/guardians should be advised that they will be contacted in the near future regarding their child's admission to school.