

**EAST DUNBARTONSHIRE COUNCIL**

**ADMISSIONS POLICY INCLUDING TRANSFER ARRANGEMENTS FROM  
PRIMARY TO SECONDARY SCHOOLS**

**WITH EFFECT FROM SESSION 2020/2021**

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## **1.0 Introduction**

- 1.1 The school provision and arrangements for admissions and Primary 7 to S1 transfer arrangements for all schools within the boundaries of East Dunbartonshire Council (the “Council”) are underpinned by legislative requirements in the Education (Scotland) Act 1980. This requires the Council to:
- i. provide adequate and efficient management of its school estate and provide sufficient places for their pupil population;
  - ii. adhere to the general principle that children should be educated in line with their parents’ wishes;
  - iii. ensure that all admissions must comply with class size legislation and national staffing agreements;
  - iv. enable parents to express a preference for a particular school that they may want their child to attend by submitting a placing request, which an authority must grant if places are available in the school unless there is valid legal reason not to do so.
- 1.2 The Council operates a catchment policy where every address in the authority is associated with a primary and secondary school in both the denominational (Roman Catholic) and non-denominational sectors.
- 1.3 Placing requests are only considered for any remaining places after catchment places are accommodated. Placing requests are granted unless there is a valid legal reason not to do so.
- 1.4 The Council aims to provide sufficient places for children who live within the delineated catchment area. Parental choice in terms of denominational and non-denominational schools is difficult to predict. A number of parents change from a denominational primary school to a non-denominational secondary school within the catchment area.
- 1.5 There is a requirement to ensure that the Council fulfils its statutory obligations to ensure clear policies in relation to school admissions and transfer from primary to secondary. The increasing demand for places in our schools requires more rigorous process in place to ensure catchment places are allocated appropriately and that the placing request process is fair and operates within the legal requirements.
- 1.6 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 knowledge. The Council will conduct checks to establish the accuracy of information supplied, and this may include visits to addresses provided to confirm residence. The Council will use its powers under the Regulation of Investigatory Powers (Scotland) Act 2000 to undertake investigations if required. It is an offence under the Criminal Law (Consolidation) (Scotland) Act 1995, Section 44(2) (b) to knowingly or wilfully make a statement which is false in a material aspect.

- 1.7 The demand for places, in some schools, requires the Council to have in place a process for dealing with the circumstances where a school is oversubscribed for catchment places. The Council will work with the head teacher to review if any other option is available, in order to accommodate catchment places. However if there is no other option, then the allocation of places will be determined by the criteria detailed in **Appendix 1 and 2** of this document. This ensures that parents are clearly informed of how places are allocated in these circumstances.
- 1.8 Families of other faiths or none will still be able to apply for their child to be enrolled at a Roman Catholic denominational school when they wish to do so. Where a Roman Catholic denominational school is oversubscribed by pupils who live in the delineated catchment area, priority will be given to children within each category whose parents declare an affinity with the religious beliefs of the school and have a baptismal certificate. Roman Catholic children will be able to learn in their faith environment.
- 1.9 All children have an entitlement to a curriculum which is coherent and ensures well-paced progression across transitions from early years to primary and then into secondary education. The Council has established 3 to 18 school clusters. Secondary schools, with their associated primary schools and early years' centres, work together to ensure progression and continuity for children. This work ensures more effective transitions, particularly when teachers work together to share standards and there is effective tracking of children's progress. A list of secondary schools and the associated primary schools is detailed in **Appendix 3**.
- 1.10 Where there is capacity, 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.

## **2.0 Admission to Primary 1 during the normal placing round**

- 2.1 Parents who live in East Dunbartonshire apply for a Primary 1 place for their child in either the non-denominational or denominational primary school in their delineated catchment area. Arrangements for registration are publicised each year in January. Where there are sufficient places, all those children will be allocated a place at their catchment primary school.
- 2.2 There is a requirement for all schools to obtain proof of residency from parents of catchment area children at the time of registration. This proof should include:
- the child's birth statement;
  - council tax direct debit mandate;
  - a recent Child Benefit Statement or Driving Licence or Bank statement/ Utility Bill if this is not available. This should show transactions within the previous three months;
  - a signed and independently witnessed residency/tenant agreement for at least one year, i.e. evidence that covers the entire calendar year from the date of application

(if applicable). In exceptional circumstances this may be waived, e.g. if a family are in temporary accommodation due to homelessness.

- Such other documentation as the Council considers necessary to satisfy proof of residency.

- 2.3 Where children are residing with grandparents/aunts/uncles etc. legal confirmation of guardianship is also required.
- 2.4. In the situation where there is an agreement for shared custody of a child, where a child lives with a different parent/carer regularly at a different property, the local catchment school is defined by the Education Service as the residence of the parent/carer who receives Child Benefit for the child. Recent documentary evidence of receipt of Child Benefit or equivalent paperwork will require to be submitted to the Education Service.
- 2.5 All parents 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.

Parents interested in having their child attend a school out with their local area should present their child direct for registration at their catchment school. The child should be registered but they should not be enrolled. The parents should be given the appropriate information regarding placing requests and be advised that they must make formal application to Education Shared Services.

- 2.6 Parents who wish to apply for a Deferred Entry can do so and this process is detailed in a separate policy. This is available on the Council's Website.
- 2.7 The Council aims to provide sufficient places for all children to attend their catchment primary school. A school is oversubscribed in terms of catchment demand when applications for places in Primary 1 exceed the available places. In these circumstances, the children who have registered cannot be enrolled until the allocation of places has been completed. This would be determined when the places are allocated in April for the following school session. These applications will then be processed according to the priority detailed in **Appendix 1**. Those children that cannot be accommodated within the catchment school would be offered redirection to another local school. Reference is made to **Section 6** which details the Redirection process and **Section 8**, the Appeal process.
- 2.8 If a parent applies for a catchment place prior to taking up residence, the place will not be allocated until the child is actually resident in the property and satisfactory evidence of proof of residence, as detailed in paragraph 2.2 above, is provided.

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

- 3.1 As part of the Primary 7 – S1 transitions programme, all parents of children within East Dunbartonshire primary schools will be provided with details of the S1 application process in December/January.
- 3.2 Parents who live in East Dunbartonshire can apply for an S1 place for their child in either the non-denominational or denominational secondary school in their delineated catchment area. All East Dunbartonshire secondary schools have associated primary schools. These schools work together as part of a 3 to 18 cluster to ensure progression and continuity in children’s learning. The associated primary schools for each secondary school are detailed in Appendix 3.
- 3.3 In the situation where there is an agreement for shared custody of a child and where a child lives with a different parent regularly at a different property, the local catchment school is defined by the Education Service as the residence of the parent/carer who receives Child Benefit for the child. Recent documentary evidence of receipt of Child Benefit or equivalent paperwork will require to be submitted to the Education Service.
- 3.4 All parents 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.
- 3.5 Pupils in attendance at a primary school as the result of a successful placing request, will be required to make a further placing request to the associated secondary school should they wish to transfer to that secondary school rather than the secondary school for the area they reside in. There is no automatic transfer of the school place from primary school to secondary school in these circumstances and a second placing request is required.
- 3.6 Parents residing within East Dunbartonshire should complete the application for a place at their preferred catchment secondary school. They should provide evidence of their residency within the delineated catchment area. This should be submitted to the primary school that the child attends and should include:
- council tax direct debit mandate;
  - a recent Child Benefit Statement, Driving Licence or current bank statement utility bill if this is not available. This should show transactions within the previous three months;
  - a signed and independently witnessed residency/tenant agreement for at least one year, i.e. evidence that covers the entire calendar year from the date of application (if applicable). In exceptional circumstances this may be waived, e.g. if a family are in temporary accommodation due to homelessness.
- 3.7 The Council aims to provide sufficient places for all children to attend their catchment secondary school. A school is ‘oversubscribed’ in terms of catchment demand when applications for places in S1 exceed the available places. This would be determined when the places are allocated in April for the following school session. In these circumstances, the children who have registered cannot be enrolled until the allocation

of places has been completed. In such instances, all applications would be processed according to the priority detailed in **Appendix 2**. Those children that cannot be accommodated within the catchment school would be offered redirection to another local school. Reference is made to **Section 6**, which details the Redirection process and **Section 8**, the Appeal process.

- 3.8 If a parent applies for a catchment place prior to taking up residence, the place will not be allocated until the child is actually resident in the property and satisfactory evidence of proof of residence, as detailed in paragraph 2.2 above, is provided.

#### **4.0 Applying for a school place out with the normal placing round**

- 4.1 Applications for a place to commence at any point during the academic year, out with the normal placing round, should be made by the parent directly to the preferred catchment school.
- 4.2 Where places are available, the school should make arrangements for the parent to submit their application along with the required appropriate documentary evidence as detailed in paragraph 2.2 above.
- 4.3 Applicants may find that the school is already full at the year group requested. In that situation, the parent should contact the Education Shared Services team to discuss the options for redirecting the child to another local school. Refer to **Section 6: Redirection**.
- 4.4 Applications during school holidays should be made directly to the Education Shared Services Team at the Council's Offices at Southbank Marina, Kirkintilloch.

#### **5.0 Education Specialist Provision**

- 5.1 There are a number of well-established specialist educational provisions within East Dunbartonshire.
- 5.2 In Meadowburn Primary, there is a Primary Gaelic Medium Education Unit. It is a separate unit within the primary school. The Council approved a proposal to change the catchment area for the Primary Gaelic Medium Education Unit ("GME") at Meadowburn to the whole of East Dunbartonshire in 2017. This ensured that the Council was complying with the Statutory Guidance on Gaelic Education. This requires the authority to assess the need for Primary GME provision if there is a request from parents. An application for a place at the Primary GME Unit is made directly to the school in accordance with the processes detailed in Section 2 above for a place in Primary 1. For an application at any other stage of the school, there is a requirement to have previously attended a GME establishment.
- 5.3 There is a statutory requirement for the Council to ensure progression in Gaelic learning for children, who have attended a Primary GME Unit, when they transfer to secondary education. The provision of GME at secondary level is provided within Bishopbriggs Academy. It is not a separate unit within the school. Pupils study

Gaelic with some adjustments to the timetable in the mainstream school. Admission to the GME Secondary Provision should be made directly to Bishopbriggs Academy or at the time of the Primary 7/S1 transfer requesting Bishopbriggs Academy – GME Secondary Provision. The entry requirements are:

- resident in East Dunbartonshire; and
- the child has attended the GME Primary Provision within Meadowburn Primary; and
- the parents give a commitment to support their child's continued learning in Gaelic.

Places will be allocated within the S1 roll for children who meet the entry requirements. The number of places will vary each year and will be dependent on the number of children who meet the entry requirements.

If the child is resident out with East Dunbartonshire, parents/carers will require to make a placing request and this will be processed with all other placing requests for a place in S1. Applications at any other stage of the school would require to be through a placing request and would be processed in accordance with the placing request policy.

- 5.4 The Music School within Douglas Academy has pupils from across Scotland attending to study music. It is not a separate unit within the school but there are adjustments made to the timetable for pupils, to enable them to study music as a specialism. The entry requirements are set by the Music School. Places will be allocated within the S1 roll for children who meet the entry requirements. The number of places varies each year depending on the number of successful applicants. A maximum of 10 places will be allocated within S1. If there is an application for a place at another stage of the school, it will require to be submitted as a placing request and be subject to the relevant process.
- 5.5 The Council has a contractual relationship with Celtic Football Club to provide places for pupils as part of the Celtic Football Academy within St Ninian's High School. The Celtic Academy has been in place for over ten years and many of those who have attended have progressed on to national and international success. It has been recognised by Education Scotland as an important strength of the school. This is not a separate unit within the school but adjustments are made to the timetable to enable pupils to have additional coaching in football skills. The entry requirements are set by Celtic Football Club. The number of places is dependent on the number of children who attain the required standard and the number of places available taking account of the projected number of catchment places. A maximum of 25 places will be allocated within S1. If there is an application for a place at another stage of the school, it would require to be submitted as a placing request and be subject to the relevant process.
- 5.6 The Council has a contractual relationship with Rangers Football Club to provide places for pupils as part of the Rangers Football Academy within Boclair Academy. This is not a separate unit within the school but adjustments are made to the timetable to enable pupils to have additional coaching in football skills. The entry requirements are set by Rangers Football Club and places are allocated within the S1 roll. The



number of places is dependent on the number of children who attain the required standard and the number of places available taking account of the projected number of catchment places. A maximum of 25 places will be allocated within S1. If there is an application for a place at another stage of the school, it would require to be submitted as a placing request and be subject to the relevant process.

## **6.0 Redirection**

- 6.1 If a school is full at a particular year group, as detailed in Section 4.3 or if the school is over-subscribed as detailed in Section 2.7 and 3.7 the child will be redirected to another school. In negotiation with parents, children will attend an alternative local school until a place becomes available in their requested catchment school.
- 6.2 A waiting list would be compiled with priority on the list being determined by the priority in Appendix 1. In the case of the school being full at a particular year group, the order of priority would be the date the applications were received. As places become available in the requested catchment school, these will be offered to parents of the child in the order on the waiting list.
- 6.3 When places in the preferred catchment school become available, parents may instead wish for their child to remain in their redirected school and not return to their catchment school. In such situations, the child will no longer be regarded as a redirected and will be removed from the redirected list.
- 6.4 Where a child has been redirected to a non-catchment school, the cost of transport will be met by the Council if the free school transport criteria has been met. If the family of a child chooses to keep their child in the redirected school when a place in an appropriate catchment school becomes available, travelling costs will no longer be met by the Council.

## **7.0 Exceptional Circumstances**

- 7.1 The Council may, where circumstances dictate, disapply the admissions criteria and place a child directly in a particular school if required. Examples of where this may occur are when a family is placed into homeless accommodation within the school catchment area or if a child becomes looked after and accommodated within the school catchment area. It is not anticipated that this will be a common occurrence.

## **8.0 Transport**

- 8.1 Information related to the provision of school transport is detailed in the relevant policy.

## **9.0 Appeal Process**

- 9.1 The Council appreciates that parents may be very disappointed that their child cannot go to the school they desire because the year stage at the school is full. The Council will then apply the criteria contained in the relevant admissions policy to allocate places. There is no appeal though the Council will apply the applications criteria consistently to ensure fairness in all cases.

## **Appendix 1**

### **Priorities for Allocating Places in a Primary School in the event of being oversubscribed by catchment children during the placing round**

#### **Non-Denominational Primary Schools**

- (A) to those children who live within the school's delineated catchment area, who have older siblings, in attendance at the school at the time the application for a place in Primary 1 takes effect,
- (B) to those children who live within the school's delineated catchment area, in accordance with the following criteria:
  - (i) to those children, who have Additional Support Needs, which can only be met by access to the provision located within the requested school and which can be supported by reports/evidence from appropriate professionals;
  - (ii) to those children, who have a medical condition, which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professional;
  - (iii) length of time the parent has been resident in the catchment area based on the evidence provided at the time of enrolment;
  - (iv) distance between home and school being the criteria applied. Those children residing nearest to the school as calculated by the Education Authority given priority.

#### **Denominational Primary Schools**

- (A) Those children who live within the school's delineated catchment area and
  - (i) who have been baptised in the Roman Catholic Church; and
  - (ii) whose parents declare an affinity with the religious beliefs of the Roman Catholic Church; and
  - (iii) who have older siblings in attendance at the school at the time the application for a place in Primary 1 takes effect.
- (B) Those children who live within the school's delineated catchment area and
  - (i) who have been baptised in the Roman Catholic Church; and

- (ii) whose parents declare an affinity with the religious beliefs of the Roman Catholic Church; and
  - (a) who have Additional Support Needs, which can only be met by access to provision located within the requested school and which can be supported by reports/evidence from appropriate professionals, or
  - (b) who have a medical condition which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professionals.
- (C) Those children who live within the school's delineated catchment area who do not have a sibling in attendance at the school and
  - (i) whose parents declare an affinity with the religious beliefs of the school; and
  - (ii) who have been baptised in the Roman Catholic Church;
  - (iii) allocated on length of time the parent have been resident in the catchment area based on the evidence provided at the time of enrolment.
- (D) Non Roman Catholic children who live within the school's delineated catchment area, who have older siblings in attendance at the school at the time application for a place in Primary 1 takes effect.
- (E) Non-Roman Catholic to those children who
  - (i) who have Additional Support Needs, which can only be met by access to provision located within the requested school and which can be supported by reports/evidence from appropriate professionals, or
  - (ii) who have a medical condition which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professionals.
- (F) Non Roman Catholic children who live within the school's delineated catchment area with distance between home and school being the criteria applied. Those children residing nearest to the school as calculated by the Education Authority will be given priority.

## Appendix 2

### **Priorities for Allocating Places in a Secondary School in the event of being oversubscribed by catchment children during the placing round**

#### **Non-Denominational Secondary School**

- (A) to those children, who live within the school's delineated catchment area and who have older siblings in attendance at the school at the time the application for a place in S1 takes effect;
- (B) to those children who live within the school's delineated catchment area and who attend an associated primary school, or attend an East Dunbartonshire Council primary school where the associated secondary school is not within 5 miles of that primary school, in accordance with the following criteria:-
  - (i) to those children who have Additional Support Needs, which can only be met by access to provision located within the requested school and which can be supported by reports/evidence from appropriate professionals,
  - (ii) to those children who have a medical condition, which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professional,
  - (iii) length of time the child has attended the associated primary school, or the East Dunbartonshire Council primary school where the associated secondary school is not within 5 miles of that primary school,
  - (iv) distance between home and school being the criteria applied. Those children residing nearest to the school as calculated by the Education Authority given priority.
- (C) to those children who live within the school's delineated catchment area, and who do not attend an associated primary school in accordance with the following criteria;
  - (i) to those children who have Additional Support Needs which can only be met by access to provision located within the requested school and which can be supported by reports/evidence from appropriate professionals,
  - (ii) to those children who have a medical condition which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professional,
  - (iii) length of time the parent have been resident in the catchment area based on the evidence provided at the time of enrolment;
  - (iv) distance between home and school being the criteria applied. Those children residing nearest to the school as calculated by the Education Authority given priority.

## **Denominational Secondary Schools**

- (A) Those children who live within the school's delineated catchment area and who are transferring from an associated primary school and
- (i) who have been baptised in the Roman Catholic Church; and
  - (ii) whose parents declare an affinity with the religious beliefs of the Roman Catholic Church; and
  - (iii) who have older siblings in attendance at the school at the time the application for a place in Primary 1 takes effect.
- (B) Those children who live within the school's delineated catchment area and who are transferring from an associated primary school
- (i) who have been baptised in the Roman Catholic Church; and
  - (ii) whose parents declare an affinity with the religious beliefs of the Roman Catholic Church; and
    - (a) who have Additional Support Needs, which can only be met by access to provision located within the requested school and which can be supported by reports/evidence from appropriate professionals, or
    - (b) who have a medical condition which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professionals.
- (C) Those children who live within the school's delineated catchment area who do not have a sibling in attendance at the school and who are transferring from an associated primary school and
- (i) whose parents declare an affinity with the religious beliefs of the school; and
  - (ii) who have been baptised in the Roman Catholic Church; based upon
    - (a) length of time the child has attended the associated primary school,
    - (b) distance between home and school being the criteria applied. Those children residing nearest to the school as calculated by the Education Authority given priority.
- (D) Those children who live within the school's delineated catchment area who do not attend an associated primary school and
- (i) whose parents declare an affinity with the religious beliefs of the school; and
  - (ii) who have been baptised in the Roman Catholic Church; in accordance with the following criteria:-

- (a) who have Additional Support Needs, which can only be met by access to provision located within the requested school and which can be supported by reports/evidence from appropriate professionals;
  - (b) who have a medical condition which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professionals;
  - (c) length of time the parent have been resident in the catchment area based on the evidence provided at the time of enrolment;
  - (d) distance between home and school being the criteria applied. Those children residing nearest to the school as calculated by the Education Authority given priority.
- ( E) Non Roman Catholic children who live within the school’s delineated catchment area, who have older siblings in attendance at the school at the time application for a place in S1 takes effect.
- (F) Non-Roman Catholic children who live within the school’s delineated catchment area and
- (i) who have Additional Support Needs, which can only be met by access to provision located within the requested school and which can be supported by reports/evidence from appropriate professionals, or
  - (ii) who have a medical condition which can only be met by access to the requested school and which can be supported by reports/evidence from the community medicine specialist and/or family doctor or other health professionals.
- (G) non Roman Catholic children who live within the school’s delineated catchment area with distance between home and school being the criteria applied. Those children residing nearest to the school as calculated by the Education Authority will be given priority.

### Appendix 3

Each secondary school has a number of associated primary schools. These schools work together as a 3 to 18 cluster to develop approaches to the curriculum, learning, teaching and assessment.

<b>Secondary School</b>	<b>Associated Primary Schools</b>
Bearsden Academy	Baljaffray Primary School Bearsden Primary School Castlehill Primary School Mosshead Primary School
Boclair Academy	Colquhoun Park Primary School Killermont Primary School Torrance Primary School Westerton Primary School
Douglas Academy	Baldernock Primary School Clober Primary School Craigdhu Primary School Milngavie Primary School
Bishopbriggs Academy	Balmuildy Primary School Meadowburn Primary School Thomas Muir Primary School Wester Cleddens Primary School
Turnbull High School	St Helen's Primary School St Nicholas' Primary School St Matthew's Primary School
Lenzie Academy	Lairdsland Primary School Lennoxton Primary School Lenzie Meadow Primary School Millersneuk Primary School
Kirkintilloch High School	Craighead Primary School Gartconner Primary School Harestanes Primary School Hillhead Primary School Oxgang Primary School Twechar Primary School
St Ninian's High School	Holy Family Primary School Holy Trinity Primary School St Machan's Primary School (St Nicholas' Primary School is also an associated primary school, but works in the Turnbull Cluster)