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**East Dunbartonshire Council**

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Education, People & Business

# Education Procedure Manual 3/01

## ADMISSION OF PUPILS TO SCHOOL

**For**

**Teachers and Employees on Scottish Negotiating  
Committee for Teachers (SNCT) Conditions of Service**

**Effective from: August 2025**

**Education, People & Business**



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अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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### Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
N/A	N/A	NEW – this is a new procedure created by amalgamating the detail from: PM 3/01: Admission of Pupils to Schools PM 3/03: Transfer of Pupils from Primary to Secondary School PM 3/04: Mid-session Pupil Transfers Update of process being performed by Shared Services rather than by schools.		

### GDPR Statement

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

### Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

### 1.0 Purpose

- 1.1 The purpose of this procedure is to provide detail on the process of admitting pupils to schools at both Primary and Secondary level.

### 2.0 Scope

- 2.1 This procedure applies to all pupils entering Primary or Secondary education within the East Dunbartonshire Council area.
- 2.2 Specific duties for Shared Services and relevant head teachers are outlined below.

### 3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
- SNCT Handbook
  - Equality Act 2010
  - Education (Scotland) Act 1981
  - PM 3/01/F01: Standard Letter: Request to Remain in School

### 4.0 Admission to Primary School

#### 4.1 Primary Registration

- 4.1.1 During November of each year, parents/carers of children who:
- i. have attained the age of five years at that time, or
  - ii. will attain the age of five years on or before the last day of February of the following year

must register their child for education at the catchment school for their home address within East Dunbartonshire Council.

- 4.1.2 All Primary School registration forms are completed online from the Education section of the Council's website.
- 4.1.3 Parents/carers, of school age children, who have moved into the catchment area during the school session, should also register their children for education at the point of moving into the catchment area.
- 4.1.4 Children whose fifth birthday is on or after 1 March of the following year must not be registered for education at this time. Parents/carers of such children should be provided with the appropriate information by Shared Services of the catchment school (available on the Council website) and advised that they require to make a formal request for early entry. Requests should be submitted to the Central Education Team for consideration. Head teachers should make no comment to parents/carers regarding the child's readiness for primary education in the case of children whose parents/carers make a request for early entry.

- 4.1.5 There is a requirement for all parents/carers to provide proof of residency for themselves and the children. This proof criteria is detailed in the Admissions Policy. The provision of fraudulent information may result in a child's place being withdrawn.
- 4.1.6 Should the parent/carer of a catchment area child refuse to provide any means of proof the child **will not** be enrolled. The matter should then be escalated to the School Planning & Improvement Manager.
- 4.2 Defferal of primary 1 start by one year.
  - 4.2.1 Parents/carers have the right to defer child attending school for 1 year. Please see the deferral policy on the Council website for further information.
- 4.3 Placing Requests
  - 4.3.1 All parents/carers have a right to make a placing request for their children to be educated in a school other than one their catchment school. Information regarding this is found on the Council's website.
  - 4.3.2 The School Planning & Improvement Manager has 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 Service regarding the accommodation of placing requests and early entry requests in their schools. Where there are more requests than there are places available, the School Planning & Improvement Manager will allocate places on criteria outlined in the council's Admissions Policy.
- 5.0 **Transfer of Pupils from Primary to Secondary Education**
  - 5.1 General
    - 5.1.1 On completion of their primary education, pupils resident within the primary school catchment area will normally transfer to the associated secondary school as set out in the authority's scheme of provision unless they have been granted a placing request to another secondary school.
    - 5.1.2 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.
    - 5.1.3 Where a secondary school has a delineated area then the relevant primary schools whose catchment areas lie within the delineated area are described as "formerly associated" primary schools. In such cases only those primary pupils residing within that area, or having been in attendance at a formerly associated primary school before the date of the delineating will transfer for secondary education to that school. Pupils attending a primary school located within the delineated area of the secondary school as a result of a successful placing request following the date of delineation will not automatically transfer to the secondary school but will require to have a formal placing request to that effect made on their behalf.

### 5.1.4 Transfer Date

Pupils will be transferred from primary school to secondary school once per year on the date of the start of the new session for pupils.

### 5.1.5 Age For Transfer

Transfer will normally take place between the ages of 11.5 and 12.5 years. Regard will be had to the desirability of ensuring that as many pupils as possible have the opportunity of completing 4 full years of secondary education. No pupil should be transferred before he/she has attained the age of 11 years, except in special circumstances and then only with prior approval from the Central Education Team.

## 5.2 Procedures

5.2.1 The head teacher of the primary school will advise parents/carers in October each year that their children are due to transfer to secondary school in the following August. Intimation should be made of the name of the secondary school with which the particular primary school is normally associated and information on the links established with that school should be given. Details of all liaison meetings for parents which are normally held should also be provided.

5.2.2 Where the primary school relates with a secondary school with a delineated area, particular care will require to be taken to give appropriate advice to the parents of pupils attending the primary school as a result of placing requests.

## 5.3 Placing Requests

5.3.1 At the same time, these parents/carers should be advised of their right to make a placing request in respect of another school under the management of the authority and should be provided with details of how such a request should be made and, where it is sought, information regarding other schools in the locality.

5.3.2 Where a placing request has been granted at the primary stage, it should be made clear to parents/carers that they will be required to make a further request, at the time of transfer, should they wish their child to attend the secondary school associated with the primary school currently attended.

Should parents/carers select to make a placing request to the associated secondary school and the school is beyond the safe walking distance limits, in terms of the authority's home to school transport policy, parents/carers must meet all transport costs unless in exceptional circumstances.

5.3.3 However, in the case of a secondary school which has a delineated area and where a placing request has been granted at the primary school stage to a formerly associated primary school before the date of delineation, the catchment area of which lies within the new delineated area of the secondary school, parents/carers have the option of transferring to one of two secondary schools, via the secondary school for the local area in which they reside or the secondary school within whose delineated area the primary school is located. Should parents/carers select this latter option and should the

chosen secondary school be beyond safe walking distance, again parents/carers must meet all transport costs except in exceptional circumstances.

- 5.3.4 If the parent(s)/carer(s) no longer resides within the catchment area (*i.e.* moved house out of the area), the Head Teacher should inform the parent/carers that should they wish their child to attend the associated secondary school, a placing request must be submitted.
- 5.3.5 The head teacher should inform all parents/carers submitting placing requests that granting of these requests is not guaranteed, and is dependent upon the places available. The parents/carers should be directed to the schools admission policy in these instances.
- 5.3.6 Where a placing request is granted following the date of delineation to a primary school located within the delineated area of a secondary school, parents/carers will gain no automatic placement option at the time of transfer to secondary education. The only secondary school to which their children will have the right of transfer without a further placing request being made will be that secondary school for the local area in which the parents/carers reside.

## 6.0 Mid-session Pupil Transfers

- 6.1 Placing requests made for implementation at times other than at the start of a new session

In most instances, other than where pupils move home into a new area, there may be educational reasons for advising parents/carers that transfer of children from one school to another should take place only at the start of the school session. Head teachers should advise parents/carers accordingly, explaining the educational arguments against mid-session transfers and should seek agreement to delay activating placing requests until the start of the coming session. The parents/carers must always be advised however of their right to request that their cases be dealt with at an early date if they so wish.

- 6.2 Requests to remain at a school following moves out of the local area
  - 6.2.1 When parents/carers change residence and request that their children remain in their present school, they can be advised that these requests will be granted by the Central Education Team but no responsibility can be accepted by the authority for associated transport costs other than in exceptional circumstances. On receipt of such a request and after receiving approval from the Chief Education Officer, head teachers should complete the standard letter: Request to Remain in School (PM 3/01/F01) and send it to the parent forthwith. A copy must be sent to the Chief Education Officer. These procedures will also apply (in similar circumstances) to pupils aged 16 or over who require to make requests on their own behalf rather than have them submitted by their parents/carers.

- 6.3 Home to School Transport Arrangements

In either of the above situations other than in exceptional circumstances, the granting of

a placing request or a request to remain must be accompanied by an acceptance by the parents/carers or the older pupils involved of the responsibility to make and meet the cost of any associated home to school transport arrangements.