

**REPORT TO: EDUCATION COMMITTEE - 16 FEBRUARY 2004**  
**REPORT ON: RETAINING RESERVED PLACES IN SCHOOLS 2004 - 2005**  
**REPORT BY: DIRECTOR OF EDUCATION**  
**REPORT NO: 156-2004**

**1.0 PURPOSE OF REPORT**

1.1 Reference is made to Article V of the minute of meeting of the Education Committee of 17 February 2003 where approval was given to retain reserved places in certain schools to accommodate children moving into the catchment area during the school year. The Director of Education is required to review the allocation of places on an annual basis and this report proposes an allocation of reserved places for session 2004 – 2005.

**2.0 RECOMMENDATIONS**

2.1 The Education Committee is recommended to approve the proposals to reserve places in schools as set out in Appendix I.

**3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications from these proposals.

**4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 The proposals are designed to ensure that places are available in local schools for children in the local area avoiding the need to travel to more distant schools.

**5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 The proposals seek to ensure that all children in a local area have the opportunity to attend the local school.

**6.0 BACKGROUND**

6.1 Requests for places in Dundee schools are submitted by 2 February for the school session beginning in August. Places are allocated in accordance with the Council's procedures. Places are allocated first to children in Priority 1 (living in the catchment area or attending an associated primary school). Thereafter any unallocated places are used to meet placing requests from children in Priorities 2, 3 and then 4. Parents of children are notified of places by 15 March. Details of the criteria for admission to school are given in Appendix 2.

6.2 In most schools the system outlined above means that all requests for

places can be met. However, in a small number of schools the high demand for places from children living outwith the school catchment area means that all available places are filled at a given stage in the school. This means that families moving into the school catchment area after 15 March may find it difficult or impossible to secure a place in the local school for one or all of their children. This can result in children travelling to more distant schools as the local school is at capacity due to placing requests from outwith the catchment area. In more acute cases this situation can result in children from the same family attending more than one school.

6.3 The Standards in Scotlands Schools Etc. Act 2000 gave local authorities an additional right to refuse a placing request where the placing request is from a child who lives outwith the catchment area and placing the child in the school would prevent the Council from retaining reserved places at the school. Reserved places are defined as those which are reasonably required to accommodate pupils likely to become resident in the catchment area of the school in the school year to which the placing request relates.

## 7.0 REPORT

7.1 Dundee City Council wishes to see school accommodation used effectively and efficiently. At present 75% of all placing requests are met. To avoid disruption to education and to families it is desirable that places are available to children moving into the catchment area during the year.

7.2 It is proposed that a fixed number of places be reserved for children moving into the catchment area of schools which have previously experienced problems in meeting these requests.

7.3 The schools concerned and the allocation of reserved places for the school session 2004 / 2005 are listed in Appendix I. These numbers have been reviewed in the light of experience gained in session 2003 / 2004 and where possible have been reduced.

7.4 The following points should be noted concerning the deployment of reserved places

- Reserved places are only created where space permits. Where sufficient Priority 1 pupils enrol to fill a class a reserved place cannot be created.
- No Priority 1 pupil will be refused a place while a reserved place exists.
- When all reserved places have been used for Priority 1 pupils moving into the catchment area no more places can be granted. If a pupil then leaves the school roll that place will again be reserved for Priority 1 pupils moving into the catchment area.

7.5 The allocation of reserved places is reviewed annually by the Director of Education in the light of changing demand for places.

## 8.0 CONCLUSIONS

8.1 The proposed allocation of reserved places will help to ensure that

while parental choice is maintained wherever possible, that will not unduly restrict parents moving into an area from sending their child or children to the local school.

## **9.0 CONSULTATION**

9.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head Teachers of city schools have been consulted in the preparation of this report.

## **10.0 BACKGROUND PAPERS**

10.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

Anne Wilson  
Director of Education

4 February 2004

AW/CDGT

**APPENDIX I****ALLOCATION OF RESERVED PLACES IN DUNDEE SCHOOLS****School Session 2004 / 2005**

School	Allocation of Reserved Places	No of Places
Barnhill PS	2 at P1, 1 per stage thereafter	8
Cleington PS	2 at P1, 1 per stage thereafter	8
Craigiebarns PS	1 per stage	7
Downfield PS	4 at P1, 1 per stage thereafter	10
Eastern PS	1 per stage	7
Forthill PS	6 at P1, 1 per stage thereafter	12
Ss Peter & Pauls	2 at P1, 1 per stage thereafter	8
Grove Academy	4 in S1 and 2 in S2	6
Harris	2 in S1 and 2 in S2	4
Morgan	2 in S1 and 2 in S2	4
St John's	2 in S1 and 2 in S2	4

Criteria for Admission to Primary School

While parents/carers' wishes will be met whenever possible, if the number of places in any particular school is limited, priority for admission will be determined on the following basis:

**Priority 1** Children normally permanently resident within the catchment area of the specified school.

**Priority 2** Children **not** normally resident within the catchment area of the specified school, but having a brother or sister (or relative permanently living at the same address as part of an extended family)  
Note 1 in attendance at that school.

**Priority 3** Children **not** normally resident within the catchment area of the specified school and having no brother or sister (or relative permanently living at the same address as part of an extended family)  
Note 1 in attendance at that school.

**Note 1** provided that the member of the extended family for whom the placing request has been made has lived within that extended family for a period of at least 2 years.

Please note that for Primary 1 entrance the following August a sibling must be in the present Primary 1 to Primary 6.

**Note 2** Within denominational schools places in each priority category will be allocated first to children who have been baptised into the Roman Catholic Church and thereafter to other children within that category.

**Note 3** when it is necessary to refuse some placing requests for a school the following procedures will apply. For primary 1 August admissions requests received up to the February date given in the advertisement are dealt on distance from school. All other placing requests are held in chronological order.

Criteria for Admission to Secondary School

While parents/carers' wishes will be met whenever possible, if the number of places in any particular school is limited, priority for admission will be determined on the following basis:

The priorities for admission to Secondary Schools from Session 2004/2005.

**Priority 1** Children attending a school designated as an associated Primary School of the specified school or a school outside Dundee the catchment area of which is within the catchment area of the specified school. Children who become normally resident within the catchment area of the specified school during or after P7.

Children normally permanently resident within the catchment area of the specified school but who have been unable to obtain a place at the primary school into whose catchment area they have moved following an unsuccessful application for enrolment or placing request.

**Children attending a primary school in Angus as at 31 August 2003, residing in Dundee and not having Priority 1 status for a Dundee secondary school will be designated as Priority 1 pupils for the Dundee secondary school within which catchment area they reside.**

**Priority 2** Children **not** normally resident within the catchment area of the specified school, but having a brother or sister (or relative permanently living at the same address as part of an extended family) **Note 1** in attendance at that school. Children normally resident within the catchment area of the specified school not attending a school designated as an associated primary school of the specified school but having a brother or sister (or relative permanently living at the same address as part of an extended family). **Note 1** in attendance at that school.

**Priority 3** Children normally resident within the catchment area of the specified school not attending a school designated as an associated primary school and having no brother or sister (or relative permanently living at the same address as part of an extended family) **Note 1** in attendance at that school.

**Priority 4** Children **not** normally resident within the catchment area of the specified school and having no brother or sister (or relative permanently living at the same address as part of an extended family) **Note 1** in attendance at that school.

**Note 1** Provided that the member of the extended family for whom the placing request has been made has lived within that extended family for a period of at least 2 years. Please note that for Secondary 1 entrance the following August a sibling must be in the present S1 to S5.

**Note 2** Within denominational schools places in each priority category will be allocated first to children who have been baptised into the Roman Catholic Church and thereafter to other children within that category.

**Note 3**

When it is necessary to refuse some placing requests for a school the following procedures will apply. For Secondary 1 August admissions, placing requests received up to the date given in the advertisement are dealt with on distance from school. All other placing requests are held in chronological order.