

**REPORT TO: EDUCATION COMMITTEE - 23 JUNE 2014**

**REPORT ON: OUTCOME OF CONSULTATION ON PROPOSAL TO MODIFY THE GUIDELINES IN RESPECT OF PLACING REQUESTS AND TO VARY THE ARRANGEMENTS FOR TRANSFER OF PUPILS FROM PRIMARY SCHOOL TO SECONDARY SCHOOL**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 249-2014**

## **1.0 PURPOSE OF REPORT**

1.1 The purpose of this report is to report on the outcome of the formal consultation carried out in terms of the Schools Consultation (Scotland) Act 2010, including Education Scotland's findings on the educational aspects of the proposal and seek approval of the proposal .

## **2.0 RECOMMENDATIONS**

2.1 The Committee is asked to:

- i. note the contents of this Report;
- ii. note the accompanying Consultation Report, including the report by Education Scotland published on 21 April 2014; and
- iii. agree the proposal to modify the guidelines in respect of placing requests, and to vary the arrangements for the transfer of pupils from primary school to secondary school, subject to the modifications referred to in paragraph 3.4 of the Consultation report .

## **3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications.

## **4.0 MAIN TEXT**

- 4.1 At its meeting on 9 December 2013, the Education Committee approved the Report entitled "Report on Revised Guidelines on Enrolment and Placing Request Procedures in Primary and Secondary Schools" (Committee Report 380-2013 refers) and instructed the Director of Education to formally consult on the proposal to modify the guidelines in respect of placing requests, and to vary the arrangements for the transfer of pupils from primary school to secondary school in terms of the Schools (Consultation) (Scotland) Act 2010 and report back to Committee in due course on the outcome of the consultations.
- 4.2 The principal changes from the current guidelines are the proposals that children who live in the catchment area of a school will have highest priority for admission to that school (whether it is a primary or secondary school); that, in exceptional circumstances only, children who the Director of Education considers have particular needs which would only be met by attendance at a school will have next priority for admission to that school; and that for children with no connection to the school, priority be given to children who reside in Dundee.
- 4.3 A number of consultation events were held as part of the process and all stakeholders as well as the general public were invited to submit written responses to the proposal. Around 30 written responses were received to the consultation. The responses were from a range of consultees and included Perth & Kinross Council, parent councils and individual responses from parents. Of the 30 responses received around 10 were from individual parents against the proposal. Almost all the parent councils were supportive of the changes and Perth & Kinross Council supported the changes.
- 4.4 A report from Education Scotland was required under the terms of the Act to address the educational aspects of the proposal. The report concluded that the proposal was of educational benefit to young people in the city and that Dundee City Council had set out a fair and reasonable case for change.

- 4.5 The Director of Education considered carefully the Education Scotland report as well issues raised during the consultation process to produce a finalised consultation report which was published on 21 April 2014. As a result of this, two minor changes are proposed to the revised guidelines. The first change clarifies the position of non Dundee associated primary schools within the priority scheme by removal of superfluous words from the scheme. The second change is in relation to clarifying the waiting list provision for Priority 4 children. The place on the waiting list will be based on the length of time they have spent in an associated primary school. It should be noted that the Education report indicated that the Council had already taken reasonable steps to minimise any adverse impacts of the proposal.
- 4.6 The final consultation report, which includes the full Education Scotland report, is included as Appendix 1 and the revised guidelines (with the proposed minor modifications), which the Committee is asked to approve, are included as Appendix 2.

## **2.0 POLICY IMPLICATIONS**

- 2.1 This report has been screened for any policy implications in respect of sustainability, strategic environmental assessment, anti-poverty, equality impact assessment and risk management. There are no major issues.

## **3.0 CONSULTATIONS**

- 3.1 This report was subject to consultation with the Chief Executive, Director of Corporate Services and the Head of Democratic and Legal Services. The contents of this report have also been shared with trade union representatives and Education Scotland.

## **4.0 BACKGROUND PAPERS**

- 4.1 None.

Michael Wood  
Director of Education

**DUNDEE CITY COUNCIL**

**CONSULTATION REPORT**

**on proposal**

**To modify the guidelines in respect of placing requests, and to vary the arrangements for the transfer of pupils from primary school to secondary school.**

This Consultation Report is available on the Dundee City Council website - [www.dundee.gov.uk/education](http://www.dundee.gov.uk/education) - and also in printed form from the following locations: Customer Services Reception Area, Dundee House.

**1.0 BACKGROUND**

1.1 At its meeting on 9 December 2013, the Education Committee approved the Report entitled "Report on Revised Guidelines on Enrolment and Placing Request Procedures in Primary and Secondary Schools" (Committee Report 380-2013 refers) and instructed the Director of Education to formally consult on the proposal to modify the guidelines in respect of placing requests, and to vary the arrangements for the transfer of pupils from primary school to secondary school in terms of the Schools (Consultation) (Scotland) Act 2010 and report back to Committee in due course on the outcome of the consultations. It was proposed that the existing procedures would remain in place for P1 entry and for P7 pupils entering S1 at the start of Session 2014/2015 and that, subject to the outcome of the consultation and to subsequent approval by the Committee, the revised policy be implemented for all enrolments and placing requests from the start of school session 2014/15.

1.2 The principal changes from the current guidelines are the proposals that children who live in the catchment area of a school will have highest priority for admission to that school (whether it is a primary or secondary school); that, in exceptional circumstances, children who the Director of Education considers have particular needs which would be met by attendance at a school will have next priority for admission to that school; and that for children with no connection to the school, priority be given to children who reside in Dundee.

1.3 The revised policy presents parents/carers with a full set of arrangements to enable them to make personal choices on the education of the children and young people for whom they are responsible.

1.4 A number of educational benefits were identified under the proposal. These include:

- clarity on the catchment arrangements for all denominational and non-denominational primary and secondary schools in Dundee City Council;
- ensuring that all addresses in Dundee are linked to one denominational and one non-denominational primary and secondary school;
- on entry to either primary or secondary school parents/carers will have priority where they seek to enrol a child in their care at either the denominational or non-denominational schools associated with their permanent address;
- clarity on arrangements to be put in place by the local authority in the event of oversubscriptions to any school, through the use of consistent prioritisation at local level. This normally becomes necessary in areas of rapid population growth or areas where there is excessive parental demand. Details of these arrangements are contained within the proposal document (paragraph 3.4 and Appendix 2 of the proposal document);
- clarity on procedures for entry to Kingspark School (Special Educational School) and on making placing requests for pupils with assessed additional support needs; and
- allowing for better and more equitable management of parental requests and enrolments in light of increasing pupil numbers.

1.5 As a result the Director of Education was remitted to carry out the consultation procedures in terms of the Schools (Consultation) (Scotland) Act 2010 in respect of the proposal. The consultation

programme is detailed in paragraph 2.1 below, and a summary of the main issues raised is set out in section 3.0.

1.6 A report from Education Scotland (Appendix A) was required under the terms of the Act to address the educational aspects of the proposal. The report states that, "The proposal is of overall educational benefit to the children and young people across the council area. If implemented, the proposal will ensure that the arrangements for securing places for children and young people who reside within the catchment areas of Dundee City's primary and secondary schools are open and transparent. It will also ensure that arrangements for handling placing requests from parents of children and young people who reside outwith the catchment area of Dundee City's primary and secondary schools are fair, clear and consistent. Implementation of the proposal will help the council to meet its duties to secure best value in the delivery of services as set out in the Local Government in Scotland Act 2003. It will also enable the council to meet its legislative duties to secure for its area adequate and efficient provision of school education under the terms of the Education (Scotland) Act 1980".

1.7 The report concludes that, "Dundee City Council has set out a fair and reasonable case for revising its guidelines on enrolment and for managing placing request procedures in primary and secondary schools. If implemented, the proposal will be of overall educational benefit to the children and young people who reside permanently within the catchment areas of the primary and secondary schools of Dundee City Council. It will help the council to secure best value in the delivery of its services while ensuring that the council is able to provide sufficient school education as efficiently and effectively as possible".

1.8 The Director of Education considered carefully the Education Scotland report and its implications, in particular where the report highlights specific issues raised during the consultation period. It is to be noted that the report indicated that the Council had already taken reasonable steps to minimise any adverse impacts of the proposal.

## **2.0 CONSULTATION**

2.1 The formal consultation procedure included:

- formal public meetings at 4 schools;
- information, including the Proposal Paper, placed on the Education Department's website;
- an announcement of the proposal in the local press, inviting any person to make written representation to the Director of Education;
- consultation with the Parent Councils of all local authority schools in Dundee, and the Parent Councils of affected schools in Angus and Perth and Kinross
- consultation with the parents of pupils at all local authority Schools in Dundee, and the affected schools in Angus and Perth and Kinross
- consultation with the parents of any children expected by the Council to attend any affected school within two years of the date of publication of the proposal paper
- consultation with the staff at all affected schools
- consultation with Trades Unions representing staff at all affected schools
- consultation with Community Councils
- consultation with Angus and Perth and Kinross Councils
- consultation with pupils
- consultation with Whitfield Development Group, Goldside Community Forum, Kirkton Partnership, Stobswell Forum and Ardler Village Trust
- consultation with Community Planning Partnerships

2.2 Around 30 written responses were received to the consultation. The responses were from a range of consultees and included Perth & Kinross Council, parent councils and individual responses from parents. Of the 30 responses received around 10 were from individual parents against the proposal. Almost all the parent councils were supportive of the changes and Perth & Kinross Council supported the changes.

2.3 A summary of oral representations received, collated as a list of 'Frequently Asked Questions/Comments', is attached as Appendix B, and the Department's responses have been added.

2.4 In accordance with the Schools Consultation (Scotland) Act 2010 copies of all written representations and 'Frequently Asked Questions/Comments' were required to be submitted to Education Scotland for their consideration in the preparation of their report.

### **3.0 MAIN ISSUES ARISING FROM THE CONSULTATION, WITH RESPONSES**

In terms of Section 9(1) of the Schools (Consultation) (Scotland) Act 2010, the Director of Education has considered the written and oral representations received during the Consultation period and the Education Scotland Report and taken them into account in preparing this report.

#### **3.1 Priority 4 – Ranking within Priority 4**

*A number of parents suggested in the public meetings that consideration be given to prioritising Priority 4 by length of time spent at the primary school, rather than distance from the family home to the school. Consideration has been given to this proposal and the Director of Education recommends that this change be made in the proposed priority scheme.*

#### **3.2 Impact on School Roll based on Projected population Increases**

*Young people were interested to have more information on the implications for individual secondary school rolls based on the authority projections for increases in the overall pupil population. This information is difficult to calculate by individual school with complete accuracy because of some of the following:*

- *Overall population increases in the city that may occur over the next 5-10 years*
- *Dundee secondary schools have approximately 30% of all places that come about through placing requests. Although the placing requests have a geographical pattern it is not possible to predict annual changes here.*

*To assist, a list of schools with capacities and current populations has been included with projected intakes to 2019. These figures cannot be guaranteed.*

#### **3.3 Clarity was sought on the arrangements and how the priority scheme operates for placing requests in respect of pupils who attend associated primary school outwith Dundee**

*Some minor rewording has taken place in the priority scheme appendix to clarify the situation regarding the points below*

- *Young people who attend a non Dundee primary school that is associated to a Dundee secondary school are given Priority 1 status for the secondary school if they live in the catchment area of the associated primary.*
- *Pupils who attend a non Dundee primary school that is associated to a Dundee secondary school but do not live in the catchment area of the associated primary are given a priority 4 status.*
- *This priority status is only for the secondary school associated with the primary. If a placing request is made for another secondary school in the city then their priority status is 6.*

3.4 It is recommended that the proposal be implemented, subject to (1) clarification of how pupils within Priority 4 will be prioritised (ie that within Priority 4, priority will be given first to pupils who have been enrolled at the relevant school for the longest time) and that a Note to this effect be incorporated within the Priority Scheme and (2) that in respect of Priority 6, the words "(see Note 4 for exception)" be deleted as superfluous.

MICHAEL WOOD  
DIRECTOR OF EDUCATION 21 April 2014

## Consultation proposal by Dundee City Council

### Report by Education Scotland addressing educational aspects of the proposal by Dundee City Council to revise guidelines on enrolment and the management of placing request procedures in its primary and secondary schools.

#### Context

This report from Education Scotland is required under the terms of the *Schools (Consultation) (Scotland) Act 2010*. It has been prepared by HM Inspectors in accordance with the terms of the Act. The purpose of this report is to provide an independent and impartial consideration of the council's consultation proposal. Section 2 of this report sets out the views expressed by consultees during the initial consultation process. Section 3 sets out HM Inspectors' consideration of the educational aspects of the proposal and the views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how it has reviewed the initial proposal, including a summary of points raised during the consultation and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision.

#### 1. Introduction

1.1 Dundee City Council proposes to revise its guidelines on enrolment and for managing placing requests in primary and secondary schools.

1.2 The report from Education Scotland is required under the terms of the *Schools (Consultation) (Scotland) Act 2010*. It has been prepared by HM Inspectors in accordance with the terms of the Act.

1.3 HM Inspectors undertook the following activities in considering the educational aspects of the proposal:

- attendance at a public meeting held at Grove Academy on 3 February 2014 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to Dundee City Council including discussion with representative groups of parent councils, young people, headteachers and officers of the council, including the Director of Education.

#### 1.4 HM Inspectors considered:

- the likely effects of the proposal for children and young people in the council area;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- benefits which the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

## 2. Consultation process

2.1 Dundee City Council undertook the initial consultation on its proposals with reference to the *Schools (Consultation) (Scotland) Act 2010*. The council issued over 20,000 letters to parents and made the proposal document available on the council's website. The council held five public meetings. It also consulted with other councils affected by the proposal.

2.2 The council received around 30 responses to its consultation. These were from a range of consultees and included Perth and Kinross Council, parent councils and individual responses from parents. The Director of Education provided written replies to almost all those who made individual responses. Some of the individual responses were from parents whose children attended primary schools in Dundee as a result of successful placing requests, but who did not reside in Dundee City. The council did not receive any responses from children or young people.

2.3 Perth and Kinross Council and almost all the parent councils who submitted responses to the consultation supported the proposal. One parent council was less supportive of the proposal and suggested that, if the changes were to go ahead, they should apply only to children entering primary school from August 2014.

2.4 Headteachers, young people and representatives of parent councils who met with HM Inspectors all supported the proposal. They welcomed the proposal and felt it would provide a clear and workable approach to managing enrolment and placing requests in Dundee City's primary and secondary schools. In the council's final consultation report, young people would welcome more information on the impact for each secondary school of the forecast increase in the roll in Dundee's schools. Headteachers, young people and parents would welcome greater clarity on the priority the council will give to placing requests for those children who attend associated primary schools in Perth and Kinross and Angus if their parents make placing requests to attend a secondary school in Dundee City that is not the secondary school associated with the primary school they have attended.

2.5 The responses from individual parents to the council were mixed. A small number complained about a lack of clarity and communication in the consultation process. A few comments from parents represented a misunderstanding of the proposal and the Director of Education had provided parents with clear explanations. A few individual responses from parents supported the proposal. Around ten parents opposed the proposal. Those who opposed the proposal were concerned that their

children might not be able to continue their education in the secondary school of their choice. They felt this would mean that their children would not be able to continue their education with the friends they had made in primary school. With regards to priority four within the proposal, some parents suggested that, in managing a placing request, the council should take into account the number of years a child had spent at the primary school. In written responses, the Director of Education had given an undertaking to give consideration to this in the final consultation report.

### **3. Educational aspects of the proposal**

3.1 Dundee City Council is proposing to amend its arrangements for enrolling children and young people, including the management of placing requests, in primary and secondary schools. Under the current arrangements for transition from primary to secondary school, priority is given to children who attend the primary school that is associated with a specific secondary school. This arrangement includes children who may reside permanently outwith the catchment area of a secondary school but who, as the result of a successful placing request, attend a primary school that is associated to a specific secondary school. The council is proposing that, at the point of transition from primary school to secondary school, top priority will be given to those children and young people who normally permanently reside within the catchment area of the specified secondary school. This will include children who attend primary schools in Perth and Kinross and Angus that are associated with secondary schools in Dundee City Council. These primary schools and their associated secondary schools are named in appendix 4 of the proposal.

3.2 Parents of children who reside permanently outwith the catchment area of a secondary school will need to make a placing request to attend the secondary school of their choice at the end of their child's education in primary school. In the proposal, the council has set out a ranked order of priorities it will use for managing placing requests. The rationale for ranking the priorities is fair and reasonable. The Director of Education has indicated that, when considering placing requests, the council may amend priority four to take account of the number of years a child has attended a primary school when that primary school is associated with the secondary school the parents wish their child to attend. In its final consultation report, the council also needs to clarify the priority that will be given to children who attend associated primary schools in Perth and Kinross and Angus should their parents make a placing request for their child to attend a school in Dundee City that is not the secondary school associated with the primary school they have attended.

3.3 From a base line figure of 26,748 in 2011, Dundee City Council is projecting that, by 2025, the child population in the city will increase by 16% to around 31,000. The council anticipates that this increase will be seen first in primary reception classes leading in later years to an increase in the roll in upper primary and secondary schools. In anticipating this increased demand for places, the proposal provides a reasonable and sustainable approach to maximising the capacity in each of Dundee City's schools for children and young people who live within the catchment area of the school.



3.4 The proposal is of overall educational benefit to the children and young people across the council area. If implemented, the proposal will ensure that the arrangements for securing places for children and young people who reside within the catchment areas of Dundee City's primary and secondary schools are open and transparent. It will also ensure that arrangements for handling placing requests from parents of children and young people who reside outwith the catchment area of Dundee City's primary and secondary schools are fair, clear and consistent. Implementation of the proposal will help the council to meet its duties to secure best value in the delivery of services as set out in the *Local Government in Scotland Act 2003*. It will also enable the council to meet its legislative duties to secure for its area adequate and efficient provision of school education under the terms of the *Education (Scotland) Act 1980*.

3.5 The council has taken reasonable steps to minimise any adverse impact of the proposal. The ordering of priorities set out by the council within the proposal ensures that, for the next few years, almost all children will be able to attend the secondary school of their parents' choice. This includes those who will need to make placing requests for secondary school, particularly those who have siblings in attendance at the relevant secondary school.

#### **4. Summary**

Dundee City Council has set out a fair and reasonable case for revising its guidelines on enrolment and for managing placing request procedures in primary and secondary schools. If implemented, the proposal will be of overall educational benefit to the children and young people who reside permanently within the catchment areas of the primary and secondary schools of Dundee City Council. It will help the council to secure best value in the delivery of its services while ensuring that the council is able to provide sufficient school education as efficiently and effectively as possible. If implemented, the proposal will ensure that arrangements for securing places for children and young people who reside within the catchment areas of primary and secondary schools in Dundee City are open and transparent. It will also ensure that arrangements for managing placing requests from parents of children and young people who reside outwith the catchment area of the primary and secondary school they wish their child to attend are fair, clear and consistent.

**HM Inspectors  
Education Scotland  
March 2014**

## FREQUENTLY ASKED QUESTIONS AND COMMENTS AND RESPONSES

- Question Has cognisance been taken of new housing developments in shaping the proposals? Response Yes.
- Question What criteria are applied to a waiting list?
- Response Distance from the school.
- Question Why did you allow associated primary schools to take in so many placing requests?
- Response We can't stop parents making a placing request. It is their right to do so.
- Question Do you ask parents, why they are making a placing request?
- Response People make placing requests for a whole variety of reasons and it is not necessary for parents to provide a reason.
- Question How soon after the February deadline will I learn the outcome of a placing request for secondary?
- Response By end of March.
- Question How many reserved spaces/places do you currently set aside for schools?
- Response The number is not fixed. It is reviewed on an annual basis based on trends in recent years. Not all schools require reserved places.
- Question How can parents get an up to date position on the potential implications of any changes to potential pupil numbers in the future so they can make decisions about choice of secondary school
- Response Where there are potential pressure points, schools will issue this information on an annual basis.
- Question If my child has to go to another secondary that his/her current primary does not feed into what support will be provided?
- Response Transition procedures are in place across the city to ensure successful transition from primary to secondary.
- Question When will proposals be finalised?
- Response The Consultation closes on 7 March 2014. Information will be collated and sent to Education Scotland who will prepare a report on the proposal. Thereafter, the final consultation report will be displayed on the Education Department web site for three weeks prior to a proposal being submitted to the Education Committee in June 2014.
- Question The decision to place my child in their current primary school was made on the understanding that they would transfer to the associated secondary school. Can the changes be postponed for those pupils currently in the primary system?
- Response In the short term period there will be no impact for pupils across the city. However, the consultation reflects the fact that increasing primary school rolls will mean that there are more pupils in a year group than there are spaces in the receiving secondary school.

### Secondary School Capacities and Projections to 2019 based on data at 21 April 2014

• **Table 1: Projected S1 intakes, 2014 to 2020**

School	Maximum S1 intake	Census	Figures based on pupils currently attending associated primary schools						
		2013	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Baldrigon Academy	200	153	163	175	152	165	161	177	191
Braeview Academy	200	104	167	138	171	174	185	197	183
Craigie High School	200	124	90	122	128	129	127	162	166
Grove Academy	220	216	189	193	182	216	217	217	240
Harris Academy	220	174	136	132	122	146	135	147	169
Menziesshill High School	180	76	68	102	80	112	91	96	98
Morgan Academy	180	175	149	156	150	138	151	146	144
St John's RC High School	200	195	130	157	155	161	165	171	190
St Paul's RC Academy	200	132	177	175	202	185	190	176	207

**Table 1** shows the projected S1 intakes for Dundee's secondary schools for the next seven years. These figures are based on existing primary school rolls for stages P1 to P7.

Maximum S1 intake shows the maximum number of pupils that could be accommodated as an S1 intake at each school.



**Dundee City Council**

**Education Department**

**GUIDELINES ON ENROLMENT AND PLACING REQUEST PROCEDURES IN PRIMARY AND  
SECONDARY SCHOOLS**

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- Appendix 4 A Full List of Dundee Secondary Schools with Associated Primary Schools**

## 1.0 INTRODUCTION

- 1.1 This document sets out the guidelines for admission to schools in Dundee City Council.
- 1.2 Dundee City Council as Education Authority discharges its duty to secure adequate and efficient education for the local authority area by operating a “catchment” system to enable parents/carers to comply with their duty to provide efficient education for their child(ren). Each address in Dundee is associated with a denominational and a non-denominational primary and secondary school known as catchment schools. The new arrangements for enrolment and placing requests set out in these guidelines will also apply to children who reside within the catchment and attend a primary school outwith Dundee which is currently an associated primary school of a Dundee secondary school. A full list of Dundee secondary schools with associated primary schools is provided as appendix 4. Information on Dundee schools catchment areas is available at:  
<http://www.dundeeccity.gov.uk/forms/my-dundee.php>
- 1.3 Separate admissions procedures exist for nursery provision. A downloadable fact sheet “Choosing a Nursery” can be downloaded from  
[http://www.dundeeccity.gov.uk/sites/default/files/publications/publication\\_2950.pdf](http://www.dundeeccity.gov.uk/sites/default/files/publications/publication_2950.pdf). Application forms for nursery admissions are available from the school offices at primary schools or online at  
[www.dundeeccity.gov.uk](http://www.dundeeccity.gov.uk).
- 1.4 Information for parents on how schools support children with additional support needs at entry to P1 and transfer from P7 to S1 along with information on completing a placing request for a child with additional support needs can be found online at <http://www.dundeeccity.gov.uk/childcare/childcareinfo> and are referred to in Appendix 3.
- 1.5 Admission to Kingspark Special School is based on the individual pupil’s assessed additional support needs. Information about placing requests for admission to Kingspark is contained in Appendix 3.
- 1.6 Notices are published in local newspapers in November of each year to advise parents of the timescale and procedures for enrolling children and for making parental placing requests outwith the catchment school.
- 1.7 School start dates and term dates are published annually and are available on  
<http://www.dundeeccity.gov.uk/education/schoolholidays/>

## 2.0 WHEN CAN A CHILD GO TO SCHOOL?

- 2.1 Children who are 5 by the start of the school session in August of that year must normally start school in that August. Children who are born between 1 March and 29 February of that year are eligible to and should normally start school in August whether aged 4 or 5. However, parents/carers whose child’s 5th birthday falls after the first day of the new term may choose to defer their child’s entry into school until the following August. Procedures for deferring entry into primary 1 are detailed in the documentation referred to in 1.3 above.
- 2.2 Parents can request that their child starts primary school while they are under statutory school age. This is an ‘early entry request’. In such cases an assessment of the ability and aptitude of the child will be carried out by the Education Department prior to early entry approval. For more information on this process refer to Appendix 1 “Early Entry to School”.
- 2.3 The time at which pupils are old enough by law to leave school depends on when their 16th birthday falls in the year.
- Pupils who have their 16th birthday on or between 1 March and 30 September can leave school from 31 May of that year.
  - Pupils who have their 16th birthday on or between 1 October and the last day of February can leave school at Christmas in between those two dates.

### 3.0 ENROLMENT AT SCHOOL

3.1 Dundee City Council manages the education provision by dividing the entire authority area into catchment areas, based on address, for both denominational and non-denominational provision. Most children living within the catchment will attend a designated primary and secondary school for their catchment area. Certain secondary schools have associated primary schools that are outwith Dundee.

School catchment area information for all schools in Dundee is available online at: <http://www.dundee.gov.uk/forms/my-dundee.php>

- 3.2 At the point of entry to primary or secondary school, parents may seek to enrol their child at either the non-denominational or denominational school assigned to their home address.
- 3.3 If a parent wishes their child to enrol at a school which is not the designated catchment area school for their postal address they must make a placing request. For further information on placing requests refer to section 4 of this policy.
- 3.4 Where a school is oversubscribed (i.e. it has insufficient places for the number of pupils wishing to enrol) pupils will be enrolled by reference to a priorities scheme. The priorities scheme is set out in Appendix 2.
- 3.5 In the unusual situation where catchment pupils are not offered a place at their catchment school, Dundee City Council will offer a place at an alternative school.
- 3.6 The Education Department will carry out checks to verify the information provided by parents. Where false information has been submitted an offer of a place at any school may be withdrawn, and the matter may be referred to the police.

### PRIMARY SCHOOL

- 3.7 The enrolment process for Primary 1 pupils takes place between the first Monday in December and the first Monday in February. For any enrolment after this date a placing request form must be completed whether in or out of catchment. Decisions re placing request should be confirmed to applicants by 30 March. (Please note that places are allocated strictly by the placing request criteria in Appendix 2 and attendance at a nursery class or establishment has no bearing on the application of these criteria).
- 3.8 Before enrolling in P1 at primary school, parents should arrange to contact their catchment school where they will be asked to complete an enrolment form. Parents will be asked to bring proof of pupil identification, ie child's full birth certificate (which shows parent details), and place of residence. One of the following items would normally be accepted as proof of this:
- a) driving licence
  - b) utility bill (dated within the last two months)
  - c) bank statement (dated within the last two months)
  - d) tax credit award letter
  - e) benefit award letter
  - f) full signed tenancy agreement
  - d) such other evidence as may, in the circumstances, be appropriate.
- 3.9 Parents submitting a placing request will have a place held for them at their catchment school to ensure a place is available for their child if their placing request is not approved. Parents will be advised by letter of the school where the place has been reserved and are given the opportunity in the letter to opt for the alternative catchment school if they wish. In the event of the placing request being successful the place held at the catchment school will be removed. Parents should inform Dundee City Council in writing if they have accepted a place in a school in another authority or non-Dundee City Council establishment.
- 3.10 For any enrolments, and/or placing requests during the academic year, or after the closing date for P1 applications, parents should complete a standard placing request application form. These forms

can be found at: <http://www.dundee.gov.uk/departments-publications>. (See section 4 for details.) Applicants should bring the same evidence as detailed in Section 3.8.

## SECONDARY SCHOOL

- 3.11 Enrolment at secondary school is based on the catchment in which a pupil's home address is situated and not in relation to attendance at an associated primary school.
- 3.12 Standard P7 to S1 enrolments for transfer from primary to secondary (ie where the pupil attends their catchment primary school and wishes to enrol in their catchment secondary school) are organised annually between the Education Department and the secondary school. If a pupil is attending a primary school other than their catchment school, parents will be required to make a placing request should they wish their child to attend the secondary school associated with the primary school.
- 3.13 At the point of entry to secondary school, pupils will be allocated a place at either the non-denominational or denominational school assigned to their home address and in alignment with the denominational **OR** non-denominational status of their current primary school. Pupils attending a non-Dundee associated primary will be allocated a space at the associated secondary only if they live in the catchment area of the associated primary school.
- 3.14 Parents submitting a placing request for a non-catchment school will have a place held for them at their catchment school to ensure a place is available for their child if their placing request is not approved. Parents will be advised by letter of the school where the place has been reserved and will be given the opportunity in the letter to opt for the alternative catchment school if they wish. In the event of the placing request being successful the place held at the catchment school will be removed. Parents should inform Dundee City Council in writing if they have accepted a place in a school in another authority or non-Dundee City Council establishment.
- 3.15 For any enrolments, and/or placing requests during the academic year, or after the closing date for P7-S1 transfer (1<sup>st</sup> Monday in February), parents should complete a standard placing request application form. These forms can be found at: <http://www.dundee.gov.uk/departments-publications>. (See section 4 for details.) These placing requests will be subject to the same forms of identification check as detailed in 3.8.

## 4.0 PARENTAL CHOICE (PLACING REQUESTS)

- 4.1 Parents have the right to request that their child attend a school which is not their designated catchment school. Any such request is called a placing request. Where parents wish to enrol their children to their catchment school after the closing dates for P1 entry or P7-S1 transfer, or at any other time in the school session, this must also be done through a placing request.
- 4.2 Wherever possible, placing requests will be approved unless there is a legitimate ground for refusal. Where there are more placing requests than there are available places, placing requests will be granted by reference to the priorities scheme for enrolling pupils outlined in Appendix 2.
- 4.3 Parents who make a placing request (for a school other than their catchment school) for entry into P1 or at the P7-S1 transfer should be notified in writing of the outcome of their request by 30 March. Decisions on all other placing requests will be made as soon as possible, and parents informed in writing.
- 4.4 Information on the procedure for an appeal against a decision not to approve a placing request will be given to parents at the same time as they are advised of the decision.
- 4.5 When a placing request is not approved, parents have the right of appeal to the Education Appeal Committee. Parents will be informed in writing of their right of appeal.



## **5.0 TRANSPORT TO AND FROM SCHOOL**

- 5.1 Dundee City Council has a separate policy for transport of pupils. This policy can be found at: <http://www.dundee.gov.uk/department-publications>. Parents who are granted a place as a result of a successful placing request for a non catchment school, are responsible for the provision of transport to and from the school.

## **6.0 SCHOOL INFORMATION BOOKLETS**

- 6.1 Education authorities have a duty to provide information to parents to assist them in choosing a school for their child.
- 6.2 The information contained within the School Handbooks is specific to every school in Dundee and is intended for parents whose children will soon be attending the school or for parents who may be considering which school to choose for their child.
- 6.3 A copy of school handbooks and details of their catchment area school are available to all pupils enrolling in P1, changing their primary school, or transferring to secondary school and can be found on the Dundee City Council Website. See: <http://www.dundee.gov.uk/education>
- 6.4 The information contained within the 'Choosing a School' – A Guide for Parents (guidance booklet by the Scottish Government) booklet is also intended for parents who are considering which school to choose for their child. This booklet has also been translated into 8 community languages which are: Arabic, Bengali, Cantonese, Gaelic, Hindi, Polish, Punjabi and Urdu. Schools can access these documents at: [www.scotland.gov.uk/Topics/Education/Schools/Parents/schools](http://www.scotland.gov.uk/Topics/Education/Schools/Parents/schools) for any parent whose first language is not English.
- 6.5 The catchment area of each school is shown on a map available for inspection electronically and these can be inspected by contacting the schools direct or by going to the Dundee City Council website. Parents can use 'My Dundee' on the main council web page to determine their own catchment schools. See: <http://www.dundee.gov.uk/forms/my-dundee.php>

## **7.0 WAITING LIST AND RESERVED SPACES**

- 7.1 On occasion it may be necessary for a waiting list to be set up for a particular school where there are more requests for enrolment than there are places available. The waiting list will be used to allocate places to pupils as they become available. Any places which become available at the school will be allocated according to the priorities policy, which is set out in Appendix 2. The length of time spent on the waiting list is not relevant.
- 7.2 The Council reserves places in certain schools for children who may move into the catchment area of the school in the course of a session. The Council only reserves the number of places that it considers could reasonably be required for pupils likely to move into the catchment area in the forthcoming year.

## **8.0 PROVISION OF DENOMINATIONAL EDUCATION**

- 8.1 There are currently 2 denominational secondary schools and 11 denominational primary schools in Dundee. These are Roman Catholic Schools.
- 8.2 Where a denominational school is oversubscribed pupils will be offered places by reference to a priorities scheme as set out in Appendix 2.

**DUNDEE CITY COUNCIL  
EDUCATION DEPARTMENT**

**EARLY ENTRY TO SCHOOL**

**1.0 INTRODUCTION**

- 1.1 This appendix provides the procedure for early entry to primary school prior to children reaching school age and guidance notes on early entry to school.

**2.0 DUNDEE CITY COUNCIL PROCEDURES**

- 2.1 Parents can request that their child starts their primary one class while they are four years old but under school age. Any child who is 4 between 1 March and the start of the school session of that year may seek to make an early entry request. Early entry requests will only be granted after an assessment of the child's ability and aptitude.
- 2.2 Procedure for determining Early Entry Requests is as follows:
- Where parents wish to apply for their child to start school a year early and their child is already attending a Dundee nursery they should discuss this with their nursery school teacher in order to take account of their advice.
  - The link educational psychologist can offer informal early consultation and advice.
  - If parents wish to proceed, they should make their request in writing to the Head of Education (Early Years, Primary, Communication and Culture) no later than 6 weeks before the end of the summer term.
  - An assessment will be carried out by the Educational Psychology Service.
  - Following assessment and discussion with the parents, the educational psychologist will send a report to the Head of Education. This report will be copied to the parents/carers.
  - The Head of Education will consider the information from the parents/carers, nursery staff and educational psychologist in making a decision and will then reply in writing to the parents copied to the Head Teacher(s) of the nursery and proposed primary school and the educational psychologist.
  - Unlike placing requests to school, there is no right of appeal to the Appeals Committee against a refusal of an Early Entry Request.

**DUNDEE CITY COUNCIL  
EDUCATION DEPARTMENT**

**PRIORITY SCHEME FOR ENROLLING PUPILS (INCLUDING PLACING REQUESTS) IN PRIMARY AND SECONDARY SCHOOLS**

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 of the specified school. (see note 5)
- Priority 2** Where the Director of Education considers that the particular needs of the pupil would only be met by attendance at the school (ie within an enhanced provision or sporting academy linked to the school).
- Priority 3** 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) in attendance at that school.
- The member of the extended family for whom the placing request has been made must have lived within that extended family for a period of at least 2 years.
  - for Primary 1 entrance the following August, the sibling or qualifying relative must be in the present Primary 1 to Primary 6).
  - for Secondary 1 entrance the following August, the sibling, or qualifying relative must be in the present S1 to S5
- Priority 4** (**Secondary only**) Children on transfer to S1 who attended an associated primary of the secondary but are not normally resident in the catchment area of the secondary school (An associated primary school is one whose catchment area falls within the catchment area of the secondary school, except in the case of non Dundee primary schools where the association is by specific arrangement and subsequently approved by Education Committee)
- Priority 5** Children *living in Dundee City*, but **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) in attendance at that school, and who did not attend an associated primary school.
- Priority 6** Children *living outwith Dundee City*, **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) in attendance at that school, and who did not attend an associated primary school.

**Notes for Denominational Education**

1. In denominational schools places within each priority category will be allocated first to children who have been baptised into the Roman Catholic Church. Thereafter places will be offered to other children.

**Notes for P1 Admission and P7-S1 Transfer**

2. In the unlikely event of there being insufficient spaces in a school to meet the needs of Priority 1 children, spaces will be offered by reference to the shortest safe walking distance (as calculated by the DCC software system and GIS) between their normal place of residence and the school.
3. Where placing requests are received on time (by first Monday in February) and in the event of there being more requests than spaces within a priority grouping, spaces will be offered by reference to the

shortest safe walking distance (as calculated by the DCC software system and GIS) between applicant's normal place of residence and the school.) See note 4 for exception.

4. Where placing requests are received on time for Priority 4 children (by first Monday in February) and in the event of there being more requests than spaces within the priority grouping, spaces will be offered by reference to the length of time the child has been enrolled in the associated primary school with the longer enrolment being given the highest priority.
5. Certain Dundee Secondary Schools have associated primary schools that are outwith Dundee. These primary schools do not form part of the geographic catchment of the secondary school. However at P7-S1 transfer all P7 pupils of the primary school who live in the catchment area of the primary school are given priority 1 status for the associated secondary.

#### **Notes for Waiting Lists**

6. **Priority 1 Children** The names of Priority 1 children whose placing requests have been refused will be put on a waiting list in order of the date on which their placing request was made. For example, a child whose placing request was made on 1 May will have a higher priority than a child whose placing request was made on 1 June. In the event of there having been two or more placing requests made on the same day the child whose normal place of residence is closest to the school based on the shortest safe walking distance (as calculated by the DCC software and GIS) will have priority over the other children. In the case of flatted or multi story accommodation, priority will be given in the order Flat 1 before 2 or Flat A before B.
7. **Priority 2, 3, 4, 5 and 6 Children** The names of Priority 2, 3, 4, 5 and 6 children whose placing requests have been refused will be put on a separate waiting list in the order of their Priority. Within each Priority category (except Priority 4), children will be placed on the waiting list in order of the distance of their normal place of residence from the requested school. For example, for all priority categories except Priority 4, a child who lives one mile from the school will have a higher priority than a child who lives two miles from the school. For Priority 4, a child who has been enrolled in the associated primary school for 2 years will have a higher priority than a child who has been enrolled for one year. If a place subsequently becomes available at the school and there are no children on the Priority 1 waiting list it will be allocated to the child on the Priority 2 waiting list who has the highest priority. If there are no children on the Priority 2 waiting list it will be allocated to the child on the Priority 3 waiting list who has the highest priority. If there are no children on the Priority 3 waiting list it will be allocated to the child on the Priority 4 waiting list who has the highest priority. If there are no children on the Priority 4 waiting list it will be allocated to the child on the Priority 5 waiting list who has the highest priority. If there are no children on the Priority 5 waiting list it will be allocated to the child on the Priority 6 waiting list who has the highest priority.
8. **Incoming Children** Where children are to move into the catchment area of a school they will be treated as being Priority 1 from a date 4 weeks before they move. Eg., if a child is due to move into the catchment area of a school on 1 June, they will be entitled to make a placing request on 1 March but will only be Priority 4. As at 1 May, however, they will be Priority 1.

**DUNDEE CITY COUNCIL  
EDUCATION DEPARTMENT**

**PLACING REQUESTS FOR PUPILS WITH ASSESSED ADDITIONAL SUPPORT NEEDS INCLUDING  
KINGSPARK SPECIAL SCHOOL**

The Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009, is the legislation concerning placing requests for pupils with assessed Additional Support Needs. Chapter 4 of the Code of Practice 2010 Supporting Children's Learning (published by Scottish Government in support of the Act) outlines in detail the different circumstances to be considered in relation to a placing request.

When a parent makes a placing request to a school within Dundee this will be granted unless there are clear grounds for refusal.

The grounds for a refusal are set out in Section 3 of Schedule 2 of the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended). The grounds for refusal will be clearly stated in the letter of refusal sent to the parent. In refusing a placing request for a pupil with Additional Support Needs it will be made clear to parents their right to access independent mediation, dispute resolution or the Additional Support Needs Tribunal.

Where a placing request for a pupil with Additional Support Needs is refused parents can appeal to the Education Authority Appeals Committee. However where a placing request is for a pupil who has, or is in the process of having considered or established, a Coordinated Support Plan, or is to a Special School the appeal route is to the Additional Support Needs Tribunal.

In any case of refusal the grounds of refusal and the route for appeal will be set out clearly for parents.

**Enrolment Procedures for Kingspark Special School**

Pupils can enrol in Kingspark Special School via a variety of routes:

- Recommendation of Transition Placement Panel
- Agreement between local authorities
- Authority to authority request
- Referral for placement from mainstream school
- Parental Placing Request, within the city and outwith the city

**Parental Placing Request:**

A parent/carer has parental rights to make a placing request for any school, including Special schools, both within and outwith their home authority. On receipt of a parental request for Kingspark Special School, the Education Department will:

- contact the school to inform them of the placing request and initiate procedures for sharing assessment information from all required agencies and services, including the child's current school, with respect to the child's needs for additional support;
- compile a formal assessment report with recommendations regarding the placement of the child within Kingspark Special;
- where deemed appropriate, confirm the granting of the placing request in writing to the parents/carers;
- if deemed not appropriate, issue a formal refusal letter outlining the appropriate legislative grounds for refusal
- Establish appropriacy of placement within Kingspark at an appropriate age and stage for the young person
- If deemed appropriate, confirm the granting of the placing request in writing; if deemed not appropriate, then issue the letter of formal refusal quoting the appropriate grounds from the Additional Support for Learning Act 2004, as amended and describe the process of appeal against this refusal

**DUNDEE CITY COUNCIL  
EDUCATION DEPARTMENT**

**FULL LIST OF DUNDEE SECONDARY SCHOOLS WITH ASSOCIATED PRIMARY SCHOOLS**

**SECONDARY SCHOOLS**

**ASSOCIATED PRIMARY SCHOOLS**

Baldrigon Academy	Ardler, Craigowl, Downfield, Sidlaw View, **Strathmartine
Braeview Academy	Ballumbie, Fintry, Longhaugh, Mill of Mains
Craigie High School	Claypotts Castle, Craigiebarns, Rowantree
Grove Academy	Barnhill, Eastern, Forthill
Harris Academy	Ancrum Road, Blackness, Victoria Park,  Rosebank, *Invergowrie
St Paul's	St Andrew's, St Clement's, St Fergus, St Luke's & St Matthew's, St Pius, St Vincent's
Menzieshill High School	Camperdown, Gowriehill, Hillside,  *Abernyte, Inchtute, Longforgan  ** Auchterhouse, Birkhill, Liff
Morgan Academy	Clepington, Dens Road, Glebelands
St John's High School	Our Lady's, St Joseph's, St Mary's,  SS Peter and Paul, St Ninian's

\* In Perth & Kinross Council

\*\* In Angus Council