

**REPORT TO: CHILDREN AND FAMILIES SERVICES COMMITTEE –  
26 FEBRUARY 2018**

**REPORT ON: RETAINING RESERVED PLACES IN SCHOOLS 2018/19**

**REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE**

**REPORT NO: 72-2018**

**1.0 PURPOSE OF REPORT**

1.1 Reference is made to Article V of the minute of meeting of the Education Committee of 19 February 2001 where approval was given to retain reserved places in certain schools to accommodate children moving into the catchment area during the school year. The Executive Director of Children and Families Service is required to review the allocation of places on an annual basis and this report proposes an allocation of reserved places for session 2018/2019.

**2.0 RECOMMENDATION**

2.1 The Children and Families Services Committee is recommended to approve the proposals to reserve places in schools as set out in Appendix 1.

**3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications from these proposals.

**4.0 MAIN TEXT**

4.1 Requests for places in Dundee schools are submitted by the first Monday in February for the school session beginning in August 2018 for primary and S1. Places will then be allocated in accordance with the Council's current procedures. Within the current procedures places are allocated first to children living in the catchment area of the school (Priority 1). Thereafter any unallocated places are used to meet placing requests based on the Council's Enrolment and Placing Request Guidelines. Details of the criteria for admission to school are given in Appendix 2.

4.2 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 either during the school session or after spaces are allocated for the session 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.

4.3 The Standards in Scotland's Schools 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.

- 4.4 Dundee City Council wishes to see school accommodation used effectively and efficiently. 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.
- 4.5 Approval has previously been given for a number of places to be reserved for children moving into the catchment area of schools which have previously experienced problems in meeting these requests. The number of places is the minimum required at any one time. Places are therefore re-used during the year to accommodate requests from new Priority 1 pupils moving into the area.
- 4.6 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.
  - 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 and will be allocated to such pupils as required.
  - No Priority 1 pupil will be refused a place while a reserved place exists and has not already been allocated.
- 4.7 The allocation of reserved places is reviewed annually by the Executive Director of Children and Families Service in the light of changing demand for places. The schools concerned and the allocation of reserved places for the school session 2018/2019 are listed in Appendix I. These numbers have been reviewed in the light of experience gained in session 2017/2018.
- 4.8 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.

## **5.0 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainable Development, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **6.0 CONSULTATION**

- 6.1 The Council Management Team and Head Teachers of city schools have been consulted in the preparation of this report.

## **7.0 BACKGROUND PAPERS**

- 7.1 None

Paul Clancy  
Executive Director of Children and Families Service

February 2018



**ALLOCATION OF RESERVED PLACES IN DUNDEE SCHOOLS**

**School Session 2018/19**

<b>School</b>	<b>Allocation of Reserved Places</b>	<b>No of Places</b>
Ancrum Road PS	3 at P1	3
Barnhill PS	3 at P1, 1 per stage thereafter	9
Blackness PS	3 at P1	3
Claypotts Castle PS	2 at P1	2
Clepington PS	4 at P1	4
Craigowl PS	5 at P1, 1 per stage thereafter	11
Downfield PS	3 at P1	3
Eastern PS	3 at P1, 1 per stage thereafter	9
Fintry PS	2 at P1	2
Forthill PS	5 at P1, 1 per stage thereafter	11
St Joseph's RC PS	3 at P1	3
St Mary's RC PS	2 at P1	2
SS Peter & Paul RC PS	2 at P1	2
Victoria Park PS	3 at P1	3
Grove Academy	4 in S1, S2 and S3	12
Harris Academy	4 in S1, S2 and S3	12
Morgan Academy	4 in S1, S2 and S3	12
St John's HS	4 in S1, S2 and S3	12



**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 4)
- Priority 2** Where the Executive Director of Children and Families Service considers that the particular needs of the pupil would be met by attendance at 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.. (see Note 4 for exception)

**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 their being insufficient spaces in a school to meet the needs of Priority 1 pupils, 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.
4. 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

5. **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.
6. **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, 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, a child who lives one mile from the school will have a higher priority than a child who lives two miles from the school. 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.
7. **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.