

## ITEM No ...2.....

**REPORT TO:** CHILDREN AND FAMILIES SERVICES COMMITTEE – 7 MARCH 2022

**REPORT ON:** RETAINING RESERVED PLACES IN SCHOOLS FROM 2022/23

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

**REPORT NO:** 77-2022

### **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 (report no. 121-2001) where approval was given to retain reserved places in certain schools to accommodate children moving into the catchment area during the school session. 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 2022/2023.

### **2.0 RECOMMENDATION**

2.1 The Committee is asked to note the content of the report and to:

- i. approve the proposals for the allocation of reserved places in schools for the school session 2022/2023 as outlined in Appendix 1; and
- ii. note the existing criteria for admission to school (Extract from Placing Request Guidelines) as outlined in Appendix 2.

### **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 2022 for primary 1 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 (Extract from Placing Request Guidelines).

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 session 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 school session.
- 4.5 In previous years approval has been given to hold a number of places 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 session to accommodate requests from new Priority 1 pupils moving into the area. This can result in a reserved space being used more than once in any given session.
- 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, a review of the previous session's placing requests and use of spaces and knowledge of the planning capacity per school as well as the current occupancy rates. The schools concerned and the allocation of reserved places for the school session 2022/2023 are listed in Appendix I.
- 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 subject to an assessment of any impact on equality and diversity, fairness and poverty, environment and corporate risk. There are no major issues.

## **6.0 CONSULTATION**

- 6.1 The Council Management Team, Children and Families Service Management Team, Head Teachers and Education Officers have been consulted in the preparation of this report.

## **7.0 BACKGROUND PAPERS**

- 7.1 None.

Audrey May  
Executive Director of Children and Families Service

Pam Nesbitt  
Education Manager

February 2022

## ALLOCATION OF RESERVED PLACES IN DUNDEE SCHOOLS

## School Session 2022/23

School	Allocation of Reserved Places 2021/22	Total No of Places 2021/22	Allocation of Reserved Places 2022/23	Total No of Places 2022/23
Ancrum	2 at P1	2	Not required	0
Barnhill PS	3 at P1, 1 per stage thereafter	9	3 at P1, 1 per stage thereafter	9
Blackness PS	3 at P1	3	5 at P1	5
Claypotts Castle PS	2 at P1	2	Not required	0
Craigowl PS	5 at P1, 1 per stage thereafter	11	3 at P1	3
Downfield PS	3 at P1	3	3 at P1	3
Eastern PS	3 at P1, 1 per stage thereafter	9	3 at P1, 1 per stage thereafter	9
Forthill PS	5 at P1, 1 per stage thereafter	11	3 at P1, 1 per stage thereafter	9
Our Lady's RC PS	Not required	0	3 at P1	3
Rosebank PS	Not required	0	3 at P1	3
St Joseph's RC PS	3 at P1	3	3 at P1	3
St Mary's RC PS	2 at P1	2	2 at P1	2
St Ninian's RC PS	Not required	0	2 at P1	2
Ss Peter & Paul RC PS	2 at P1	2	2 at P1	2
Victoria Park PS	3 at P1	3	3 at P1	3
Grove Academy	4 in S1, S2 and S3	12	6 in S1, S2 and S3	18
Harris Academy	4 in S1, S2 and S3	12	6 in S1, S2 and S3	18
Morgan Academy	4 in S1, S2 and S3	12	4 in S1, S2 and S3	12
St John's HS	4 in S1, S2 and S3	12	6 in S1, S2 and S3	18

**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 within each priority category.

**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 who enrol on time i.e. by the First Monday in February, 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 non-catchment 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. Following this Note 3 above applies.
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 storey accommodation, priority will be given in the order Flat 1 before 2 or Flat A before B.
7. **Priority 3, 4, 5 and 6 Children** The names of Priority 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 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.