

REPORT TO: EDUCATION COMMITTEE – 9 DECEMBER 2013

REPORT ON: REVISED GUIDELINES ON ENROLMENT AND PLACING REQUEST PROCEDURES IN PRIMARY AND SECONDARY SCHOOLS

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 380-2013

1.0 PURPOSE OF REPORT

1.1 This report seeks authority to undertake consultation on revised Guidelines on Enrolment and Placing Requests in Primary and Secondary Schools.

2.0 RECOMMENDATIONS

2.1 The Education Committee is recommended to:

- i) note the proposed revision of the guidelines;
- ii) instruct the Director of Education to undertake a statutory consultation on the revised policy under the terms of Schools (Scotland) Consultation Act 2010, and;
- iii) instruct the Director of Education to report back to Committee on the outcome of the consultation process.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications.

4.0 MAIN TEXT

4.1 The current Enrolment and Placing Request Guidelines were last revised in 1996. Since the last revision there have been considerable changes to the school estate in the city. There has also been a significant increase in the level of provision required for children and young people with additional support needs. This has had an impact on parental choice and the demand for places at certain schools. The current placing request guidelines are now out of date and do not meet current requirements.

4.2 All education authorities in Scotland are required by legislation to ensure adequate and efficient education is provided for all children of school age within their geographic boundaries. In Dundee, the education authority discharges its duty by operating a “catchment” system to enable parents/carers to comply with their duty to secure education for their children. Until now, although each primary and secondary school has had a geographical catchment area, at transition to Secondary School, pupils have been prioritised first on the basis of having attended a primary school associated with the Secondary School they wish to attend. It is proposed that in the future at transition to Secondary School, children will be prioritised first for admission to one of their catchment Secondary Schools based on whether they live in the catchment of the schools. Parents will still be able to make a placing request for another Secondary School. The new arrangements will also apply for all existing associated Primary Schools outwith Dundee which currently are associated Primary Schools of a Dundee Secondary School. A full list of Dundee secondary schools with associated primary schools is provided in the Guidelines on Enrolment and Placing Request Procedures.

4.3 It is expected that most parents/carers will enrol their child(ren) in their designated catchment school and this is the case for the majority of children and young people in the city. The revised guidelines provide advice on the enrolment of children at school. They provide information on:

- enrolling at a school
- making placing requests (to a school other than the designated catchment school)
- the schools' use of waiting lists

- access to denominational education

- 4.4 If the proposal is to be implemented, it will be necessary to carry out a formal consultation in terms of the Schools (Scotland) Consultation Act 2010. The Education Department, subject to approval, plans to engage in formal consultation beginning in January 2014. During that consultation respondents will have the opportunity to express views at any of four public meetings (at St Johns High School, Grove Academy, Morgan Academy and St Paul's Academy). Respondents will also be able to submit written responses.
- 4.5 The consultation proposal paper is contained as Appendix A to this report. The detail of the revised policy is contained as Appendix B of this report. Subject to the Education Committee's approval of this report's recommendations, a further report will be brought to it for consideration following the formal consultation process. If agreed the revised guidelines would then be implemented and formally introduced at the start of school session 2014-2015.

5.0 POLICY IMPLICATIONS

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

6.0 CONSULTATION

- 6.1 The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted in the compilation of this report. The trade unions have been provided with a copy of this report.

7.0 BACKGROUND PAPERS

- 7.1 None.

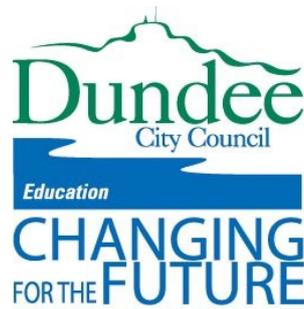
MICHAEL WOOD
Director of Education
November 2013

**DUNDEE CITY COUNCIL
EDUCATION DEPARTMENT**

Proposal Paper

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 document has been issued by Dundee City Council for consultation in terms of the Schools (Consultation) (Scotland) Act 2010.



1.0 THE PROPOSAL

- 1.1 The current Enrolment and Placing Request Guidelines were last revised in 1996. Since the last revision there have been considerable changes to the school estate in the city. There has also been a significant increase in the level of provision required for children and young people with additional support needs. This has also had an impact on parental choices and the demand for places at certain schools. The current placing request guidelines are now out of date and do not meet current requirements.
- 1.2 The revised policy takes full account of current legislation.
- 1.3 The proposal is that the revised guidelines and appendices setting out the enrolment and placing request procedures be accepted.

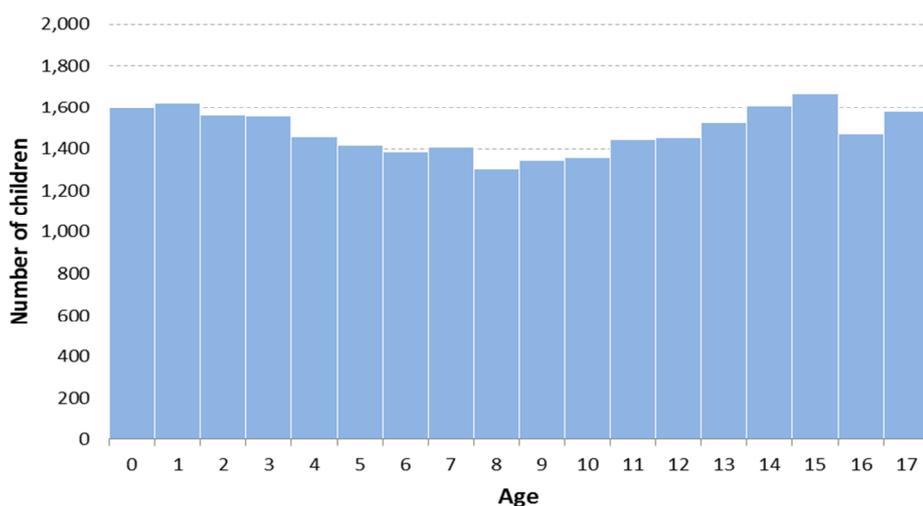
The principal changes from the current guidelines are that it is proposed that children who live in the catchment area of a school will have highest priority for admission to that school (whether it is a primary or secondary school); that children who the Director of Education considers have particular 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.

2.0 BACKGROUND

- 2.1 At its meeting on 9 December 2013, the Education Committee was asked to agree with the above proposal in principle (Committee Report 380-2013 refers) and instruct the Director of Education to formally consult on the proposal above in terms of the Schools (Consultation) (Scotland) Act 2010 and report back to Committee in due course on the outcome of the consultations.
- 2.2 It is proposed that the revised policy be the subject of consultation under the terms of the Schools (Scotland) Consultation Act 2010, and that, subject to the outcome of the consultation and to subsequent approval of the education Committee of Dundee City Council, the revised policy be implemented for all enrolments and placing requests from the start of school session 2014/15.

2.3



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Chart 1: Dundee children population by single year of age. Source: 2011 Census

Chart 1 shows the make up of Dundee's child population, aged 0 to 17, as at the national census in 2011. The total number of children aged 0 to 17 in Dundee in 2011 was 26,748. The number of children for each year of age in the age group 0 to 3 is higher than that shown in each year age

group from 4 to 13. This indicates that a larger cohort of children will be joining Dundee schools in the next few years.

Based on the figures from the census the number of children aged 5 to 16 in Dundee will increase over the next three years. This increase will be first seen in Primary reception classes, then feed through the school population over the following years.

Table 1: Projected child (5-16) population for Dundee

Year	Children aged 5 to 16
2013	17,257
2016	17,449

The National Records for Scotland (NRS) produce population projections for Scotland every two years. The latest available projections are based on the estimated population in 2010 (predating the census). Projections have their limits but can give an indication of likely future population trends.

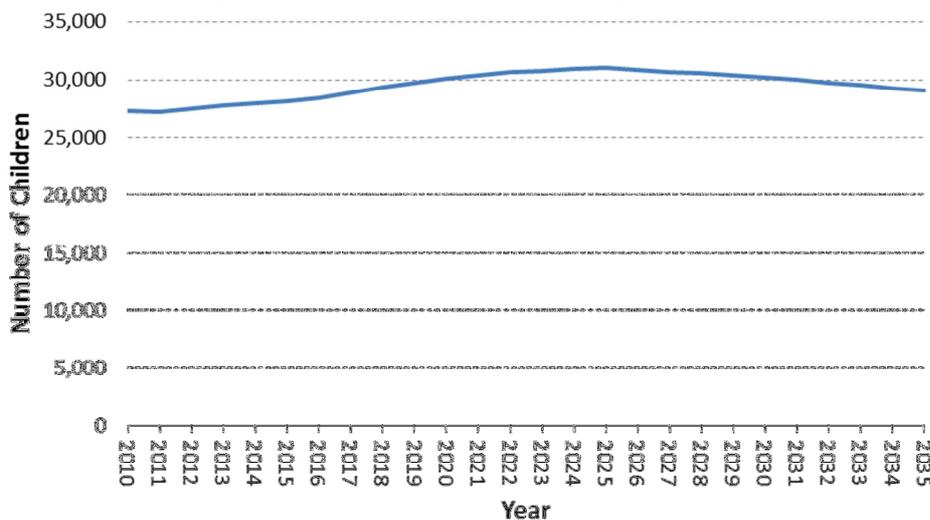


Chart 2: Dundee's projected population aged 0 to 17. Source: NRS

Chart 2 shows the projected population of Dundee, aged 0 to 17, until 2035. The child population in Dundee is projected to rise until 2025, reaching a peak of 31,000; a 16% increase on the 2011 census figure. Thereafter a slight decline in the number of children is projected.

3.0 EDUCATIONAL BENEFITS STATEMENT

3.1 There are significant educational benefits to be gained from revising the enrolment and placing request guidelines. 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); and
- clarity on procedures for entry to Kingspark School (Special Educational School) and on making placing requests for pupils with assessed additional support needs.

- allowing for better and more equitable management of parental requests and enrolments in light of increasing pupil numbers.

3.2 Likely Effects for Families

- 3.2.1 Families whose child attends their catchment primary school, and wish them to attend their catchment secondary school will not be affected by this proposal. It should be noted that the majority of children and young people currently attend their catchment school. Children who attend a non-catchment primary school will have higher priority for a place at their catchment secondary school than at present.
- 3.2.2 Families who apply for places at a school outwith their catchment, as at present, will be granted any available spaces based on the priority system set out in Appendix 2 of the revised guidelines.
- 3.2.3 Families living within and outwith Dundee City who apply for a *non catchment school* will have clear guidelines on the process.
- 3.2.4 Children attending a non catchment primary school will no longer automatically have Priority One status for the associated Secondary School. At the point of P7-S1 transfer, families will *only have Priority One status for* either the denominational or non-denominational secondary schools associated with their permanent address.
- 3.2.5 If parents/carers wish their child to attend a non-catchment school they will require to make a placing request.

3.3 Options to be Considered

- 3.3.1 There are two options to be considered in relation to this revised policy for School Admissions:

- supporting the revised guidelines; or
- not supporting the revised guidelines.

3.4 Benefits resulting from implementation of this proposal

- 3.4.1 The benefits are all highlighted in the preceding paragraphs, but they can be summarised as follows:
- i. 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.
 - ii. An effective and clear system for dealing with enrolment and placing request, that while allowing parental choice, where possible, allows the Education Department the provision to manage the school estate efficiently and effectively
- 3.4.2 In delivering these broad benefits, the authority is confident that it is discharging its duty to secure best value by continuous improvement in the performance of its functions, as required in the Local Government in Scotland Act 2003, and meeting its duty to provide adequate and efficient provision of school education as required by the Education (Scotland) Act 1980.

4.0 THE CONSULTATION PROCESS

- 4.1 Formal consultation will end on Friday 7 March 2014.

- 4.2 Formal consultation includes:

- 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
- 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

- 4.3 At the end of the consultation period the Director of Education will draft a report, incorporating copies of written representations and a summary of oral representations, which will then be submitted to Education Scotland for consideration and to enable any issues to be raised. A maximum of three weeks will need to be set aside for this part of the process.
- 4.4 On receipt of the Education Scotland report, it will be necessary to review the proposal having regard to representations received during the Consultation period, to Education Scotland's report and any other relevant circumstances and thereafter, the Director of Education, on behalf of the local authority, will prepare and publish a Consultation Report, containing the views of Education Scotland and including an explanation of how the Council proposes to deal with any issues raised. After a period of no less than three weeks, the Education Committee will consider the consultation report and decide whether or not to approve the proposal.
- 4.5 In order to be able to meet the timescale for the enrolment process for session 2014/15 for P1 pupils and the transitional planning arrangements for P7 pupils, it is necessary to commence consultation in 20 January 2014 to allow further submission to the Education Committee of Dundee City Council in June 2014.
- 4.6 Formal Consultation Meetings are arranged as follows:

Date	Venue	Time
Wednesday 29 January 2014	St John's High School	7.00pm
Thursday 30 January 2014	St Paul's Academy	7.00pm
Monday 3 February 2014	Grove Academy	7.00pm
Tuesday 4 February 2014	Morgan Academy	7.00pm



Dundee City Council
Education Department

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

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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.dundee.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.dundee.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.dundee.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.dundee.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.dundee.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.

ENROLMENT AT 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

- 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 (1st 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/departments/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 HANDBOOKS

- 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 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 Year, 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 4)
- Priority 2** Where the Director of Education 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.

**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

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FULL LIST OF DUNDEE SECONDARY SCHOOLS WITH ASSOCIATED PRIMARY SCHOOLS

SECONDARY SCHOOLS**ASSOCIATED PRIMARY SCHOOLS**

Baldragon 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