

ITEM No ...2.....

REPORT TO: CHILDREN AND FAMILIES SERVICES COMMITTEE – 6 MARCH 2023

REPORT ON: RETAINING RESERVED PLACES IN SCHOOLS FROM 2023/24

REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE

REPORT NO: 78-2023

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 2023/2024.

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 2023/2024 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 2023 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 2023/2024 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 Integrated Impact Assessment to identify impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. An impact, positive or negative, on one or more of these issues was identified. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment showing the impacts and accompanying benefits of / mitigating factors for them is included as an Appendix to this report.

6.0 CONSULTATION

- 6.1 The Council Leadership Team, Children and Families Service Senior Leadership Team, Head Teachers and Education and Central 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
February 2023

Pam Nesbitt
Education Manager

ALLOCATION OF RESERVED PLACES IN DUNDEE SCHOOLS

School Session 2023/24

School	Allocation of Reserved Places 2022/23	Total No of Places 2022/23	Allocation of Reserved Places 2023/24	Total No of Places 2023/24
Barnhill PS	3 at P1, 1 per stage thereafter	9	3 at P1, 1 per stage thereafter	9
Blackness PS	5 at P1	5	6 at P1, 1 per stage thereafter	12
Craigowl PS	3 at P1	3	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	3 at P1, 1 per stage thereafter	9	3 at P1, 1 per stage thereafter	9
Our Lady's RC PS	3 at P1	3	3 at P1, 1 per stage thereafter	9
Rosebank PS	3 at P1	3	3 at P1, 1 per stage thereafter	9
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	2 at P1	2	3 at P1	3
Ss Peter & Paul RC PS	2 at P1	2	3 at P1	3
Victoria Park PS	3 at P1	3	3 at P1	3
Grove Academy	6 in S1, S2 and S3	18	8 in S1, S2 and S3	24
Harris Academy	6 in S1, S2 and S3	18	8 in S1, S2 and S3	24
Morgan Academy	4 in S1, S2 and S3	12	6 in S1, S2 and S3	18
St John's HS	6 in S1, S2 and S3	18	6 in S1, S2 and S3	18

Note: Where schools have increased the number of reserved places allocated, this is based on the knowledge of the current roll and capacity of the school and a review of the number of placing requests received for P1/S1 last year and over the course of this session.

**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.

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Integrated Impact Assessment

Committee Report Number: 78-2023

Document Title: Retaining Reserved Places in Schools from 2023/24

Document Type: Procedure Description:

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 2023/2024.

Intended Outcome:

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 2023/2024 ii. note

the existing criteria for admission to school (Extract from Placing Request Guidelines) Period Covered:

06/03/2023 to 28/06/2024 Monitoring:

Ongoing review of placing requests leading to annual review of reserved places for next session Lead Author:

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Equality, Diversity and Human Rights

Impacts & Implications

Age: No Impact

Disability: No Impact

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregnancy & Maternity: No Impact

Race / Ethnicity: No Impact

Religion or Belief: No Impact

Sex: No Impact

Sexual Orientation: No Impact

Are any Human Rights not covered by the Equalities questions above impacted by this report?

No

Fairness & Poverty

Geographic Impacts & Implications

Strathmartine:	Positive
Lochee:	Positive
Coldside:	Positive
Maryfield:	Positive
North East:	Positive
East End:	Positive
The Ferry:	Positive
West End:	Positive

Positive Implications (Strathmartine): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Positive Implications (Lochee): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Positive Implications (Coldside): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Positive Implications (Maryfield): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Positive

Implications (North East / Whitfield): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Positive

Implications (East End / MidCraigie): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Positive Implications (The Ferry): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Positive Implications (West End): It is desirable that places are available to children moving into the catchment area during the school session. 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.

Household Group Impacts and Implications

Looked After Children & Care Leavers: No Impact

Carers: No Impact

Lone Parent Families: No Impact

Single Female Households with Children: No Impact

Greater number of children and/or young children: No Impact

Pensioners - single / couple: No Impact

Unskilled workers or unemployed: No Impact

Serious & enduring mental health problems: No Impact

Homeless: No Impact

Drug and/or alcohol problems: No Impact

Offenders & Ex-offenders: No Impact

Socio Economic Disadvantage Impacts & Implications

Employment Status: No Impact

Education & Skills: Positive

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.

Income: No Impact

Socio Economic Disadvantage Impacts & Implications

Caring Responsibilities (including Childcare): No Impact

Affordability and accessibility of services: No Impact

Fuel Poverty: No Impact

Cost of Living / Poverty Premium: No Impact

Connectivity / Internet Access: No Impact

Income / Benefit Advice / Income Maximisation: No Impact

Employment Opportunities: No Impact

Education: No Impact

Health: No Impact

Life Expectancy: No Impact

Mental Health: No Impact

Overweight / Obesity: No Impact

Child Health: No Impact

Neighbourhood Satisfaction: No Impact

Transport: Positive

Potential reduction in the provision of transport if places are available to children moving into the catchment area during the school session.

Environment

Climate Change Impacts

Mitigating Greenhouse Gases: No Impact

Adapting to the effects of climate change: No Impact

Resource Use Impacts

Energy efficiency & consumption: No Impact

Prevention, reduction, re-use, recovery or recycling of waste: No Impact

Sustainable Procurement: No Impact

Transport Impacts

Accessible transport provision: No Impact

Sustainable modes of transport: No Impact

Natural Environment Impacts

Air, land & water quality: No Impact

Biodiversity: No Impact

Open & green spaces: No Impact

Built Environment Impacts

Built Heritage: No Impact

Housing: No Impact

Is the proposal subject to a Strategic Assessment (SEA)? No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environmental Assessment (SEA) Environment Assessment (Scotland) Act 2005.

Corporate Risk

Corporate Risk Impacts

Political Reputational Risk: No Impact

Economic/Financial Sustainability / Security & Equipment: No Impact

Social Impact / Safety of Staff & Clients: No Impact

Technological / Business or Service Interruption: No Impact

Environmental: No Impact

Legal / Statutory Obligations: Positive

By having this report and an agreement for reserved spaces, the service is in line with appropriate legislation. Organisational / Staffing

& Competence: No Impact

Corporate Risk Implications & Mitigation:

The risk implications associated with the subject matter of this report are "business as normal" risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject matter is routine and has happened many times before without significant impact.