



**Dundee City Council**

**Education Department**

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

**Contents**

- 1.0 Introduction**
- 2.0 When Can a Child go to School?**
- 3.0 Enrolment at Primary and Secondary School**
- 4.0 Parental Choice (Placing Requests)**
- 5.0 Transport to and from School**
- 6.0 School Information Booklet**
- 7.0 Waiting List and Reserved Spaces**
- 8.0 Provision of Denominational Education**

**List of Appendices**

- Appendix 1 Early Entry to School**
- Appendix 2 Priority Policy for Enrolling Pupils (including Placing Requests)**
- Appendix 3 Guidance on Placing Requests for pupils with Additional Support Needs**
- 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.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](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](http://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.

### 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