

Children, Young People and Lifelong Learning Education Services

ENROLLING MY CHILD AT SCHOOL

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Please see the policy, procedures or guidelines for all related forms mentioned below.

Q. *How do I decide which school to send my child to?*

A. A list of the contacts for all schools in Dumfries and Galloway can be found on the Council website:
<https://www.dumgal.gov.uk/article/15094/Search?q=schools>

You may wish to visit schools prior to making your decision.

Q. *Where can I find information about schools in Dumfries and Galloway?*

A. Using the above link, you can also access each school's website.

Q. *I don't know what my catchment school is. Where can I find this information?*

A. You can find your catchment school by accessing "Find My Nearest" on the Council's website, <https://www.dumgal.gov.uk/>

Q. *I don't want a place in my catchment school for my child where should I enrol?*

A. You should attend the catchment school on one of the enrolment dates and make an application there for an alternative school. It should be noted that by requesting a non-catchment school, there may not be a place for your child in their catchment school since any available places may be allocated.

Q. *Can I use a relative's address to register my child?*

A. No, a child's home address determines their catchment school.

Q. *Can someone else register my child in my absence?*

A. Yes, if you are unable to attend you may send a representative.

Q. *When is the enrolment date?*

A. Enrolment will take place during the January prior to admission. The dates will be advertised in the local press, schools and Early Learning and Childcare providers.

Q. *What do I need to bring with me when I enrol my child?*

A. You must bring with you proof of your child's date of birth and home address.

Q. *What happens if I miss the enrolment date?*

A. If you miss the enrolment date you should contact your catchment school at the earliest opportunity to make the necessary arrangements. Please be aware that if this is after 15 March, you may lose any priority you had.

Q. *My child has additional support needs and needs specialist input. How do I ensure their needs will be met?*

A. If you believe that your child has Additional Support Needs you should, in the first instance, contact the Headteacher/Manager of your child's Early Learning and Childcare provider. If your child is not yet at school or you feel that you wish to discuss your concerns with a representative of the Authority, contact details can be found on the Council website:
<http://www.dumgal.gov.uk/article/16163/Additional-support-for-learning>

Q. *If my child attends a particular Early Learning and Childcare centre; does this*

automatically mean that they'll get a place at the associated primary school?

A. No, your child's home address determines the catchment school.

Q. If my child attends a particular primary school; does this mean that they'll get a place at the associated secondary school?

A. No, your child's home address determines the catchment school.

Q. If my elder child is in a particular school will their younger sibling automatically get a place when they enrol for P1?

A. Your child does not have an automatic right to a place however they will have a greater priority if a sibling is already in the school.

Q. If I apply for a place at a school which is not my child's catchment school what happens?

A. Provided resources allow, your request will be granted.

Q. How did the Council make the decision to refuse my child a place at my chosen school?

A. The reasons for refusing a placing request can be found on the Scottish Government website:

<http://www.scotland.gov.uk/Publications/2010/11/10093528/3>

Q. If I apply for a place at my child's catchment school and this is refused, what happens?

A. Your child's name will be retained on a waiting list and you will be directed to the next nearest school where a place is available. Should this be more than 2 miles from your home address transport will be provided until a place becomes available in your catchment school.

Q. Can I appeal against the Council's decision to refuse my child a place at the school I have

A. If your placing request is refused you will be sent a letter with the reasons for this refusal. You will also receive instructions on how to appeal against this decision.

Q. What happens if this appeal is unsuccessful?

A. Should your appeal be unsuccessful, you then have the right to have your appeal heard by the Sheriff.

Q. Should my appeal be unsuccessful, can I place my child's name on a waiting list?

A. Yes but these places will be allocated on a priority basis ie

1. Pupils from the catchment area.
2. Pupils with Additional Support Needs.
3. Siblings already in the school.
4. Proximity of children from other school areas.
5. Children from other Councils.

Q. I initially requested a non-catchment school for my child however my circumstances have changed and I now wish to enrol my child at my catchment school. Will I be guaranteed a place?

A. If resources permit yes, however if you make this decision after the 15 March then you will lose priority.

Q. Can I apply for more than one school for my child at the same time?

A. No, you can only enrol your child in one school at a time.

Q. When will I know if my child has a place at the school I've requested?

A. Parents/carers will be informed on or before 30 April prior to their child starting in August.

Q. My placing request has been successful. Will the Council provide transport?

A. If a placing request is successful parents/carers are responsible for all transport costs.

Q. When will I know which class my child will be in?

A. The school where your child has been granted a place will contact you directly.

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