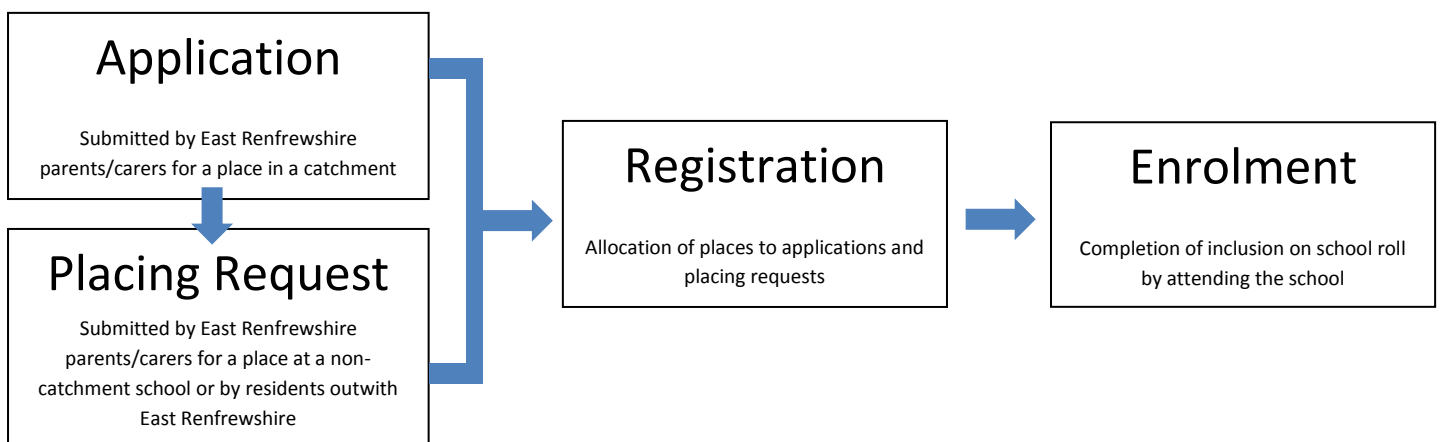


Arrangements for Admissions and the Transfer of Pupils from Primary to Secondary in Respect of all East Renfrewshire Roman Catholic & Non-Denominational Primary & Secondary Schools

Effective from January 2017



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1. BACKGROUND

1.1 Catchment areas

- 1.1.1 The geographical area of East Renfrewshire Council is divided into delineated catchment areas for primary and secondary schools. Each school is either Roman Catholic (Roman Catholic) or non-denominational.
- 1.1.2 The arrangements described in this document do not apply to Calderwood Lodge Primary School. There are separate arrangements for this school which should be referred to. Calderwood Lodge Primary School provides a Jewish education including compulsory Hebrew and Kodesh within an extended school day. All admissions to Calderwood Lodge Primary School must be made by a placing request and pupils attending the primary and live within East Renfrewshire will automatically transfer to Mearns Castle High School for secondary education.
- 1.1.3 Each residential property which is located within East Renfrewshire Council has a 'catchment' Roman Catholic and non-denominational primary and secondary school assigned to it. This is determined by the geographical location of the property and each school's delineated catchment area in which the property is located. In a very small number of cases, properties may have more than one Roman Catholic or non-denominational primary or secondary assigned to it. Further information on these properties can be provided by request to the Education Department.
- 1.1.4 Although the Council aims to provide enough places for all children at the preferred catchment primary and secondary school, living within the delineated catchment area of a school does not guarantee a child a place at a catchment school.
- 1.1.5 A map (graphical representation) of a school's delineated catchment area can be viewed at each school or the Council's Offices at Eastwood Park or Barrhead Main Street, by prior arrangement. Currently these maps are not available online. For more information on catchment schools, please see the Council's website. If there is any doubt regarding the catchment schools for a particular property, contact the Education Department who can advise accurately.
- 1.1.6 The location of the property of the parent/carer with whom the child resides is that used in determining local school catchment areas for the child.

1.2 Associated schools

- 1.2.1 With the exception of Mearns Primary School, each primary school is associated with a number of other primary schools and a secondary school to form a single cluster of schools. The catchment area of the secondary school is made up of the catchment areas of the associated primary schools. There are five non-denominational clusters of associated schools and two Roman Catholic clusters of associated schools in East Renfrewshire.
- 1.2.2 It is assumed that for East Renfrewshire parents/carers, the secondary school place that their child will apply for is the catchment secondary school of the same denomination as the primary school their child already attends. The secondary school is deemed their designated local secondary school.
 - 1.2.2.1 Mearns Primary School's delineated catchment area overlaps that of Eastwood and Mearns Castle high schools. Mearns Primary School works collaboratively with both clusters.

- 1.2.2.2 For the purpose of placing request administration, Eastwood High School is the associated secondary of Mearns Primary School for children who attend Mearns Primary School but do not reside within the delineated catchment area of the school.

1.3 Roman Catholic/non-denominational schools

- 1.3.1 Any East Renfrewshire parent/carer has the choice of applying for a place in the designated catchment schools, on first entry to education provided by East Renfrewshire Council or as part of the transition from primary to secondary school.
- 1.3.2 Parents/carers of children who are baptised Roman Catholic, and who want their child to apply for a place in a Roman Catholic school, should inform the school/Council and provide evidence in the form of their child's Roman Catholic Baptismal Certificate at the time of application. The Council aims to provide enough places for all baptised Roman Catholic children to attend their catchment Roman Catholic school. The Council will provide a Roman Catholic education to all baptised Roman Catholic children of East Renfrewshire parents/carers at an educational establishment within the authority.

1.4 Applying for a school place

- 1.4.1 Applications for a place in a catchment primary or secondary school can be made by East Renfrewshire parents/carers for their child:
- 1.4.1.1 for initial commencement of education at the beginning of the primary 1 year stage.
 - 1.4.1.2 at any stage when becoming resident within the school's delineated catchment area.
 - 1.4.1.3 when, as a result of being educated elsewhere (e.g. home schooling or private education), they have never attended an East Renfrewshire Council educational establishment, but are now returning to the public education system.
 - 1.4.1.4 at time of transition from primary to secondary education.
- 1.4.2 If after enrolment in an East Renfrewshire educational establishment, the parent/carer wishes for their child to change to an alternative school, regardless of whether or not the desired change is to another catchment school, a placing request is required to be submitted. See "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details on making a placing request.
- 1.4.3 Parents/carers who do not reside within the delineated area of East Renfrewshire Council are required to submit a placing request in order for their child to be considered for a place in an East Renfrewshire school. Please see "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details.

1.5 Oversubscribed schools

- 1.5.1 In the event that the number of applications from catchment pupils is greater than the number of places available at that stage in the catchment school, all catchment applications will be processed as placing requests with registration places allocated based on the Council's published placing request priorities. See "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details.

- 1.5.2 Places are limited by factors including the availability of accommodation, the cost of extending accommodation, and the cost of employing additional staff. For this reason, it is not always possible to offer parents their first choice of school.

1.6 Choice of school

- 1.6.1 Parents/carers have the right to make a placing request for their child or children to be educated in a school other than their local catchment school. The Council must grant placing requests unless there is a legal reason not to. Please see “Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form” for further details.
- 1.6.2 Parents/carers who intend to make a placing request for a non-catchment school should in the first instance apply for a place in their catchment school, and also inform the head teacher of their intention to submit a placing request. This is required to ensure there is a catchment place allocated in the event a placing request cannot be granted.

1.7 Reserved places

- 1.7.1 The Council is entitled to reserve a reasonable number of places for children moving into each school's delineated catchment area up to and during the following academic year. Please see “Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form” for further details.

2. THE APPLICATION PROCEDURE

2.1 Age for commencement of primary education

- 2.1.1 Enrolment to the primary one year stage at East Renfrewshire schools takes place once a year at the start of the new session in August. Children who reach the age of five years between 1 March of that year and the last day of February of the following year are expected to apply for a place in a catchment school. For example, children turning 5 between 1 March 2016 and 28 February 2017 will be eligible to apply for a school place for August 2016.

2.2 Defer entry

- 2.2.1 If a child reaches the age of five during January or February (after the August in which they are supposed to commence their primary education), parents/carers may choose to defer entry until the following academic year. A fully funded nursery place will be available for such children.
- 2.2.2 If a child reaches the age of five between the start of the new academic session in August and the end of December, parents/carers may also choose to defer entry for a year however, a funded nursery place will not automatically be provided.
- 2.2.3 If a parent/carer intends to defer commencement of their child's primary education, they should still register their child in the appropriate catchment primary school and advise the head teacher of their intention to defer entry. The appropriate paperwork will then be completed and returned to the Education Department for processing.
- 2.2.4 Should your child's deferred entry be confirmed, it will be assumed that you will not require the P1 place for the commencement of the academic year for which the deferral was submitted; should you change your mind on deferring your child before the start of the academic year, there is no guarantee that a place will be available in your preferred

catchment school.

- 2.2.5 If you defer your child's entry to primary education, you are required to apply for a place in your preferred catchment school in January of the deferral year in order to be considered for a P1 place commencing the next academic year in August. This application will be treated as a new application to register your child and will be treated equally along with all other applications submitted as part of the Normal Placing Round and will be processed as per section 3.

2.3 Early commencement of primary education

- 2.3.1 The Council does not have to educate children who are not of school age. Parents/carers may wish to make a request for early entry to school for a child whose fifth birthday falls after the last day in February. Requests for early entry to school should be made directly to the Education Department.

2.4 Applying for a P1 school place during the normal placing round

- 2.4.1 Applications for P1 places commencing at the beginning of the academic year in August should be made in person at a specified location during School Application Week which takes place during the second or third week in January. Applications submitted after School Application Week should be made to the catchment school of your choice until the end of the academic year prior to which your child will begin primary education. However it is advisable where possible to make your application during School Application Week as this provides you with the optimum chance of securing a place in your preferred school.
- 2.4.2 The exact date of School Application Week will be published annually from around the beginning of December onwards, and will be visible at least 4 weeks before the commencement of School Application Week on the Council's website as well as in the local published press. At present it is not possible to apply online. Schools should be contacted directly for specific details on their application process; schools may also publish details of how to apply for a catchment place on their website.
- 2.4.3 Parents/carers must provide satisfactory documentary evidence of the age of their child and that their family reside within the catchment area of the school. This evidence includes:
- the child's Birth Certificate
 - a recent Child Benefit Statement *
 - the most recent Council Tax Notice
 - proof of ownership such as a mortgage statement
 - a signed and independently witnessed residency/tenant agreement for at least 1 year i.e. evidence that covers the entire calendar year from the date of application. If the agreement expires before this date, a further agreement will be required to be submitted at a later date before registration will be confirmed.

* In the event that a Child Benefit Statement is not available, a Driving Licence or a Bank Statement/utility bill showing transactions over the most recent 3 months and the applicant's address may be accepted.

The list above is not exhaustive and the Council retains the right to ask for further information when proof of residency is not satisfied.

- 2.4.4 In the situation where there is an agreement for shared custody of a child where a child lives with a different parent/carer regularly at a different property, the local catchment school is defined by the Education Department as the residence of the parent/carer who receives Child Benefit for said child. Recent documentary evidence of receipt of Child Benefit or equivalent paperwork will require to be submitted to the Education Department. In the event

that a Child Benefit Statement is not available please contact the Education Department for further guidance.

- 2.4.5 At the time of application, parent\carer's can identify an alternative school to be considered should the Council be unable to satisfy the catchment school selected due to oversubscription at that stage. This alternative school is called the preferred alternative school.
- 2.4.6 Applications for places in the P1 year stage submitted as part of the Normal Placing Round will be processed as per section 3.
- 2.4.7 A placing request must be submitted for children to attend a primary school for which they do not reside within the delineated catchment area of. Please see "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details.
- 2.4.8 In all cases parents/carers must inform the Education Department of their intentions for their child by completing and returning the application documentation by the application deadline.

2.5 Applying for an S1 school place during the normal placing round

- 2.5.1 As part of the P7-S1 transitions programme, all parents/carers of children who attend an East Renfrewshire primary school will be provided with details of the S1 application process in early December.
- 2.5.2 Parents/carers residing within East Renfrewshire Council should complete the application process for a place at their preferred catchment secondary school and provide evidence of their continued residency within the delineated catchment area. This evidence must be submitted to the East Renfrewshire primary school that the child attends; documentation sent to parents/carers will advise of the primary school's procedures and deadline for submission of evidence.
- 2.5.3 In the situation where there is an agreement for shared custody of a child where a child lives with a different parent/carers regularly at a different property, the local catchment school is defined by the Education Department as the residence of the parent/carers who receives Child Benefit for said child. Recent documentary evidence of receipt of Child Benefit or equivalent paperwork will require to be submitted to the Education Department. In the event that a Child Benefit Statement is not available please contact the Education Department for further guidance.
- 2.5.4 At the time of application, parent/carers can identify an alternative school to be considered should the Council be unable to satisfy the catchment school selected due to oversubscription at that stage. This alternative school is called the preferred alternative school.
- 2.5.5 Applications for places in the S1 year stage submitted as part of the Normal Placing Round will be processed as per section 3.
- 2.5.6 East Renfrewshire parents/carers with children residing in the authority and not being educated in an East Renfrewshire Council primary school, but who wish for their child to attend an East Renfrewshire secondary school from the commencement of the S1 year stage, should contact the Education Department in the December to apply for a place in the following academic session.
- 2.5.7 Attendance at a non-catchment secondary school will require a placing request to be made. Please see "Making a Placing Request or Request to Remain to a Roman Catholic or Non-

Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form” for further details.

- 2.5.8 In all cases, parents/carers must inform the Education Department of their intentions for their child by completing and returning the application documentation by the end of December.

2.6 Applying for a school place outwith the normal placing round

- 2.6.1 Applications for a place to commence at any point during the academic year outwith the Normal Placing Round should be made by a parent/carer directly to the preferred catchment school.

2.6.1.1 Where places are available the school will agree a date and time for the parent/carer to submit their application along with the required appropriate documentary evidence as described in paragraph 2.4.3.

2.6.1.2 Applicants may find that the school is already full at the year stage requested. In this situation parents/carers will be asked to contact the Education Department to discuss options for redirecting their child to an alternative establishment. We will do our best to meet requests and provide support with transport where appropriate. Please see section 6 for further details on transport.

- 2.6.2 Any application for a catchment school place being submitted during a school holiday should be directed to the Education Department. The Education Department will arrange for you to make your submission at the Education Department’s headquarters by prior arrangement; documentary evidence, as per paragraph 2.4.3, will be required to be provided at this point. The Education Department will process your application.

2.7 Change of circumstances

- 2.7.1 Applications cannot become registrations until all required documentary evidence has been received in full. If a child’s location of residency changes after submission of an application for a catchment school, the parent/carer should inform the school immediately or, if during a school holiday, the Education Department. The Council reserves the right to refuse a place in any of its educational establishments when it is not satisfied that an application meets the required criteria for a place.

2.7.2 If you are or become a resident within the catchment area of the school which your child attends, and at a later date move out of the catchment area, you will be required to submit a placing request to remain application.

- 2.7.3 Where the new family residence is outwith the delineated catchment area of the school applied for but remains within East Renfrewshire Council:

2.7.3.1 and the parent/carer has not yet been sent confirmation of a registered place being granted, the application will be rescinded and a new application will require to be submitted for the new catchment school as appropriate.

2.7.3.2 and a registered place has been confirmed at the school initially applied for however, you wish to make an application for your new catchment school. You will be required to inform the school you no longer require this place and make an application for the new catchment school as soon as possible.

2.7.3.3 and a registered place has been confirmed at the school initially applied for, a placing request to remain as registered on the school roll is required to be submitted to the school as soon as possible. If the registered school is not redirecting children to

alternative establishments as a result of the year stage being full, placing requests to remain will be granted. In the event that a placing request to remain cannot be granted, and a place is available in the new catchment school of the same sector (Roman Catholic or non-denominational), the Education Department will require the parent/carer to make contact with the new catchment school to make arrangements for submission of an application.

If the new catchment school of the same denomination (Roman Catholic or non-denominational) is full at the year stage in question, the child will require to be redirected to an agreed alternative school in negotiation with the parent/carer.

2.7.4 If the location of the new residence is outwith East Renfrewshire Council:

2.7.4.1 and the parent/carer has not yet been sent confirmation of a registered place being granted, the application will be rescinded and the parent/carer will be required to apply for a catchment place to the appropriate local authority where the new residence is located as soon as possible.

2.7.4.2 and a registered place has been confirmed at the school initially applied for however, you wish to make an application for your new catchment school. You will be required to inform the school you no longer require this place and make an application for a catchment place to the appropriate local authority where the new residence is located.

2.7.4.3 and a registered place has been confirmed at the school initially applied for, a placing request to remain as registered on the school roll is required to be submitted to the school as soon as possible. If the registered school is not redirecting children to alternative establishments as a result of the year stage being full, placing requests to remain will be granted. In the event that a placing request to remain cannot be granted, the parent/carer will be required to apply for a catchment place to the appropriate local authority where the new residence is located.

2.7.5 In all cases a request to remain must be submitted where a child no longer resides within the delineated catchment area of the school they attend and they wish to remain registered or enrolled there. Where there are children who are being redirected to an alternative establishment due to the year stage requested being full, the request will be refused and the parent/carer will be required to remove the child from the school register within 4 weeks.

2.8 Applying for a catchment school place before being resident within the school's delineated catchment area

2.8.1 Applications for catchment school places prior to becoming resident with the school's delineated catchment area should be made no more than 4 weeks in advance of taking up residency. If you attempt to make an application more than 4 weeks in advance of becoming resident within the school's delineated catchment area, you will be advised that you must reapply when your date of residency is no further than 4 weeks in the future.

2.8.2 On applying for a catchment place in advance of residency, satisfactory documental evidence of future residency must be supplied; only on providing satisfactory documental evidence will a catchment place be temporarily held (for a maximum of 4 weeks). On becoming resident within the school's delineated catchment area you must provide further documentary evidence confirming your residency; your child will not be able to enrol at a catchment school until evidence of residency is provided.

2.8.3 If after 4 weeks you fail to provide further documentary evidence of your residency within the school's delineated catchment area, the place will be released and made available or offered to other catchment applicants who satisfy the criteria. Should you make a further request for a future catchment place it will be placed at the end of the list of any "live"

applications i.e. those already recorded for a place commencing 4 weeks or less in the future.

3 THE DECISION MAKING PROCEDURE

3.1 Decisions on applications as part of the normal placing round

- 3.1.1 In the case where the number of applications submitted for a place in a catchment school is less than the number of places available all applications will be granted as registrations.
- 3.1.2 If the number of applications received for a place in a catchment school is greater than the number of available places, i.e. the school's stage is oversubscribed, all applications received on time will be treated as placing requests and will be processed by the Education Department against its published priorities. Placing requests received from non-catchment pupils will not be included.
- 3.1.3 In the event that a catchment school is unable to satisfy an application and a preferred alternative school has been recorded, the preferred alternative school will be treated as a placing request and will be processed along with all other placing requests received by the placing request deadline and in line with the published placing request priorities.
 - 3.1.3.1 If the preferred alternative school request can be accommodated the child will be registered for this school. This will be recorded as a successful placing request and not a redirected child.
 - 3.1.3.2 If the preferred alternative school placing request cannot be satisfied and the initial school applied for is a Roman Catholic school for a baptised Roman Catholic child, the child will be redirected to another Roman Catholic school until a place becomes available in their catchment Roman Catholic school.
 - 3.1.3.3 If the preferred alternative school placing request cannot be satisfied and the initial school applied for was a Roman Catholic school for a child of another faith or none, the child will be registered for a place in the catchment non-denominational school.
 - 3.1.3.4 If the preferred alternative school placing request cannot be satisfied and the initial school applied for was a non-denominational school, the child will be redirected to an alternative non-denominational school.
- 3.1.4 In the event that a catchment school is unable to satisfy an application and no preferred alternative school has been recorded:
 - 3.1.4.1 If the application is for a Roman Catholic school for a baptised Roman Catholic child, the child will be redirected to another school until a place becomes available in their catchment Roman Catholic school.
 - 3.1.4.2 If the application is for a Roman Catholic school for a child of another faith or none, the child will be registered for a place in the catchment non-denominational school. If no preferred alternative school has been recorded the Education Department will presume that the parent wishes their child to attend the catchment non-denominational school as an alternative. This will not be treated as a redirect.
 - 3.1.4.3 If the application is for a non-denominational school the child will be redirected to an alternative non-denominational school.
- 3.1.5 Parents/carers will receive written notification of the outcome of their application no later than April 30.

3.2 Decisions on applications received outwith the normal placing round

- 3.2.1 Applications received outwith the normal placing round will be processed by the school in line with section 3.1.
- 3.2.2 Applications received by the Education Department during school holidays will be processed by the Education Department in line with section 3.1.

4 APPEALING A DECISION

4.1 Appeal consideration

- 4.1.1 The Council appreciates that parents/carers may be very disappointed that their child cannot go to the school they desire because the year stage at the school is full. Parents/carers should have a good reason for asking an appeal committee to look at their request again.

4.2 No preferred alternative school recorded on the application

- 4.2.1 Where no alternative school has been recorded by the applicant, the applicant will have the right to make an appeal to the Education Appeal Committee, regarding the outcome of the placing request process, in relation to their application.

4.3 Preferred alternative school recorded on the application

- 4.3.1 Where an applicant has recorded a preferred alternative school, and that alternative school is processed as a placing request due to the catchment school applied for being full, the applicant cannot appeal to the Education Appeal Committee in relation to the catchment school placing request refusal.
- 4.3.2 In the situation where an applicant's placing request to a preferred alternative school cannot be accommodated, the applicant will have the right to make an appeal to the independent Education Appeal Committee regarding the placing request for the preferred alternative school.

4.4 Submitting an appeal

- 4.4.1 If an applicant decides to appeal against a placing request decision they will not be able to make another placing request until the appeal is heard or is withdrawn.
See "Making a Placing Request or Request to Remain to a Roman Catholic or Non-Denominational Primary or Secondary School in East Renfrewshire- Guidance Information and Application Form" for further details on making an appeal.

5 REDIRECTION

5.1 The process

- 5.1.1 In negotiation with parents/carers, redirected children will attend an appropriate alternative establishment until a place becomes available in their requested catchment school.
- 5.1.2 As places become available in the requested catchment school these will be offered to parents/carers of redirected children in the order in which the applications for a place in the school were received.

- 5.1.3 Where the number of redirected children with the same application date is greater than the number of places which have become available in the catchment school, the published priorities for placing requests will be applied.

5.2 Returning to a catchment school after being redirected

- 5.2.1 When places in the preferred catchment school become available, parents/carers may instead wish for their child to remain in their redirected school and not return to their catchment school. In such situations, the child will no longer be regarded as a redirected child and will be removed from the redirected list.

6 TRANSPORT

6.1 Transport provision

- 6.1.1 Further information on meeting the criteria for free transport is available via the Council's website.
- 6.1.2 We cannot provide support with transport to schools outwith East Renfrewshire Council.
- 6.1.3 Pupils admitted to a school by way of a placing request will not be entitled to transport except when the school is oversubscribed at the point of first enrolment at their designated local catchment school and they meet the criteria in terms of distance (home to school).

6.2 Redirected children

- 6.2.1 Where a child has been redirected to a non-catchment school, the cost of transport will be met by the Council if the free transport criteria has been met.
- 6.2.2 If the family of a redirected child chooses to keep their child in the redirected school when a place in an appropriate catchment school becomes available, travelling costs will no longer be met by the Council.

7 ADDITIONAL INFORMATION

7.1 Submission of information

- 7.1.1 The information provided as part of an application for catchment place or placing request must be full and correct in every respect to the best of the parent's/carer's knowledge. East Renfrewshire Council will conduct checks to establish the accuracy of information supplied which may include visits to premises to confirm residence.
- 7.1.2 From the point of applying for a school place (catchment or placing request), there will be ongoing investigations and scrutiny of children's entitlement to attend, at any point, a school (in respect of their residence within the delineated catchment area of the school); this will continue after school enrolment. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so. At any point, if there are any concerns regarding a child's entitlement to a place, the Education Department will seek documentary evidence to validate a child's entitlement to a place in a school.
- 7.1.3 A child's parent(s)/carer(s) is/are responsible for submitting a placing request to remain for a child in the event that they no longer reside within the school's delineated catchment area and wish the child to continue to attend the school. Where it is found that a child is no

longer entitled to a place in a school (whether that be before or after school enrolment) since they no longer reside in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council will seek to exclude that child from the school in question.

- 7.1.4 Any attempts to obtain a place by deception may result in the rescinding of the parent's/carer's request for their child's place in a school and the matter being passed to the Procurator Fiscal's office for consideration of criminal proceedings.

7.2 Schools and school handbooks

- 7.2.1 Further information on all East Renfrewshire's educational establishments is available via the Council's website.
- 7.2.2 All of East Renfrewshire's schools have their own website where you will find a wide variety of information specific to each school.

Education: November 2016