



**Your guide to sending your child to  
school in Inverclyde**

## Introduction

If you have any questions about attending a primary school in Inverclyde please do not hesitate to contact the head teacher of the school your child is due to attend or Inverclyde Council Education Services on 01475 712850.

The council's policy on admissions and placing requests is available on the council's website [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

## General information

Inverclyde Council provides denominational and non-denominational education. Most parents choose to send their children to the school of their chosen denomination in their catchment area.

For the purposes of determining which school a pupil should attend Inverclyde is divided into defined catchment areas. Each home address has a catchment denominational and non-denominational school which pupils can attend. All the denominational schools in Inverclyde are Roman Catholic.

In Inverclyde, we ask that families choose the sector (either denominational or non-denominational) on entry to primary school and the assumption is, that having made this choice, pupils will remain in the same sector for the duration of their education. Details of catchment arrangements for schools are shown opposite.

Inverclyde Council has made special arrangements for the enrolment of pupils in primary schools who live in Quarrier's Village, Kilmacolm, Inverkip and Wemyss Bay.

The council's policy in respect of school transport will apply.

## Catchment arrangements

### **Pupils who live in the catchment area for:**

Ardgowan Primary School Gourock Primary School Moorfoot Primary School

**TRANSFER TO Clydeview Academy**

### **Pupils who live in the catchment area for:**

Newark Primary School

**TRANSFER TO Port Glasgow High School**

### **Pupils who live in the catchment area for:**

Aileymill Primary School King's Oak Primary School Lady Alice Primary School Whinhill Primary School

**TRANSFER TO Inverclyde Academy**

### **Pupils who live in the catchment area for:**

Kilmacolm Primary School

**TRANSFER TO Port Glasgow High School or St Stephen's High School (subject to policy)**

### **Pupils who live in the catchment area for:**

Inverkip Primary School Wemyss Bay Primary School

**TRANSFER TO Inverclyde Academy or St Columba's High School (subject to policy)**

### **Pupils who live in the catchment area for:**

St Andrew's Primary School St Joseph's Primary School St Ninian's Primary School

**TRANSFER TO St Columba's High School**

### **Pupils who live in the catchment area for:**

All Saints Primary School St Mary's Primary School St Patrick's Primary School

**TRANSFER TO Notre Dame High School**

### **Pupils who live in the catchment area for:**

St Francis' Primary School St John's Primary School

St Michael's Primary School

**TRANSFER TO St Stephen's High School**

## Entry age

Your child will be admitted to school in August if their fifth birthday falls between 1 March of that same year and the last day of February of the following year.

**If your child's fifth birthday falls after the last day of February then you may wish to request an early entry to school. If this is the case then please contact Education Services on 01475 712850.**

## Registering your child for primary school

Entry to primary school is on a once-a-year basis at the start of the new session in August each year. Registration takes place in January in the catchment school of your chosen denomination.

**The following documents are required for registration:**

- Your child's birth certificate
- **(and any 2 from the following:)**
- Your Council Tax demand notice for the current year, in your name
- Your Tax Credit award notice for the current year
- A utility bill (i.e. gas, electricity, landline telephone or broadband) in your name and dated within the last six months
- An official tenancy or lease agreement in your name

Adverts appear in early years centres, schools, the council website and the Greenock Telegraph in early January providing details on how to register your child.

You can register your child at only one school, either the denominational or non-denominational school in your catchment area. **If you are unsure which school you should register at, please contact Education Services on 01475 712850 or online at [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk) – My Inverclyde**

Parents should register at the school of their chosen denomination in their catchment area even if they intend to make a placing request for another school. Although rare, it may be the case that a school is oversubscribed. If this is the case then pupils will be allocated places through the Pupil Placement Panel.

## Defer Entry

All children wishing for a deferred entry **MUST** register at their catchment school of their chosen denomination and complete a deferred entry application form. This form is available at the school on registration day.

School entry for children with a January/February birthday can be deferred for one year and would receive a funded Early Learning and Childcare place.

School entry for children with an August to December birthday may also choose to apply for a deferred year but a funded Early Learning and Childcare place **will not** be guaranteed.

## Transferring from primary to secondary school

In December each year, primary schools will provide parents with the name of the secondary school where a place has been reserved for their child.

There is no denominational primary school in Quarriers Village, Kilmacolm, Inverkip and Wemyss Bay. Parents often choose to send their children to the local non-denominational school because of the travelling distance to their nearest denominational primary school. Parents will be advised at the end of primary 7 that they have the right to send their child to either the non-denominational or denominational secondary school assigned to their address.

The council's policy in respect of school transport will apply.

## Arrangements for pupils with additional support needs

Inverclyde Council has a policy on inclusion and equality which incorporates the assumption that all children will routinely be educated within their own community. Transitional arrangements for children with additional support needs, moving from nursery to primary or primary to secondary, are discussed at a child's review meeting.

Any child or young person with additional support needs who requires more specialist support will be discussed at Inverclyde's 'Additional Support Needs Monitoring Forum'. The Forum will make recommendations related to resources, support and necessary specialist placements.



## Placing requests

You may wish your child to attend a school other than your catchment school or you may wish to change the denomination of the school your child attends. This is called making a placing request. You do not need to tell us your reasons for making a placing request, but it may be helpful if you do.

Under education legislation, parents have the right to make a placing request to any school of their choice. While every effort is made to grant placing requests, circumstances can arise where there are more applications than places available.

In such cases the priorities for admission will be applied.

### A placing request is required if:

- Parents wish their child to attend a primary school which is outwith their catchment area.
- Parents wish their child to attend a primary school in a different education council area.
- Parents decide they wish their child to attend a primary school of a different denominational sector to that in which they enrolled at primary 1. This applies even if the chosen primary school is within the catchment area of the child's home address.
- If a family moves house to an address outwith the catchment area and they wish their child to remain at the school that they currently attend.



## When should a placing request be made?

- For entry to primary school or transferring from primary to secondary school in August, placing requests can be made between 3 January and 1 February. Applications received after 1 February will not be considered until the placing request process is complete. Applications will be acknowledged within five working days of receipt of each application (excluding school holidays). **If you do not receive an acknowledgement, please contact Inverclyde Council Education Services on 01475 712850 to ensure your form has arrived.** Parents will be advised of the outcome of their request no later than 30 April.
- Parents may make only one placing request at a time for their child. If the initial request is refused the opportunity will be available to make another request.
- Pupils who are starting primary 1 or secondary 1 in August will be informed of the procedures for making a placing request by the school. Placing requests should be submitted to the Customer Service Centre, Municipal Buildings, Clyde Square, Greenock, Inverclyde PA15 1LY.
- When a placing request is granted, the previously allocated place at the catchment school will be withdrawn. The newly allocated place will not be withdrawn unless the place was obtained on the basis of false information.
- For a child already attending school, a placing request can be made at any time of year and this will be acknowledged within five working days of receipt of the application. Parents will be notified of the decision made in respect of their application within eight weeks (excluding school holidays).

## Priority of admissions for placing requests

Inverclyde Council gives priority to placing requests as follows:

1. A child who has a medical condition or additional support needs, and requires facilities or support only available in the requested school.
2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
3. In secondary schools: children who attend a primary school associated with the secondary school as a result of a placing request or a request to remain according to the length of time at the associated primary school. This means that pupils who have attended for the longest time will have the highest priority.
4. In the case of denominational schools: pupils within the catchment area who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Roman Catholic faith.
5. All other children of school age residing in the defined catchment area of the school according to distance of home address from chosen school (an example of such placing request would be where a child who has attended a non-denominational primary school of their geographical catchment area makes a placing request to the denominational secondary school of its catchment area due to the distance of their home address from the said secondary school).
6. All other children of school age residing in Inverclyde according to distance of home address from their chosen school.
7. Children of school age residing outwith Inverclyde whose additional support need is supported by significant input by education and another appropriate agency and who are requesting a place within a school which has specialist provision to meet the child's needs.
8. Children of school age residing outwith Inverclyde according to distance of home address from their chosen school.

## Priority of admissions if a school is oversubscribed for pupils within the catchment area

1. A child who has a medical condition or additional support needs, and requires facilities or support only available in the requested school.
2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
3. In the case of denominational schools: pupils within the catchment area who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Roman Catholic faith.
4. Distance of home address from chosen school.



## Why placing requests are refused

If your application is refused you will be advised of the reason in writing.

We may refuse an application if placing the child in the specified school would:

1. Make it necessary for the council to take an additional teacher into employment.
2. Give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school.
3. Be seriously detrimental to the continuity of the child's education.
4. Be likely to be seriously detrimental to order and discipline.
5. Be likely to be seriously detrimental to the educational well-being of the pupils attending the school.
6. Assuming that pupil numbers remain constant, make it necessary, at the commencement of a future stage of the child's primary education, for the council to elect either to create an additional class (or an additional composite class) in the specified school or take an additional teacher into employment at that school.
7. Though neither of the reasons set out in subparagraphs 1 and 2 above is satisfied, have the consequence that the capacity of the school would be exceeded in terms of pupil numbers.
8. If the education normally provided at the specified school is not suited to the age, ability or aptitude of the child.
9. If the education authority has already required the child to discontinue his attendance at the specified school.
10. If the specified school is an additional support needs school and the child does not have an additional support need requiring the education or special facilities normally provided at that school.
11. If accepting the request would prevent the authority reserving a place at the school for a child likely to move into the area of the school.

## Appeals procedure

If you are unhappy with a decision to refuse a placing request then you may refer the decision to the 'Education Appeal Committee' set up by the council. The committee has a membership of three: one councillor and two other members.

The councillor shall not be a member of the council's Education and Communities Committee. The other members will not be members of the authority or its Education Committee and will be in one of the following three categories:

- Parents of children of school age.
- Persons who in the opinion of the authority have experience in education.
- Persons who in the opinion of the authority are acquainted with the educational conditions in the area of the authority.

Neither the councillor nor the other members shall be a member of the parent forum of the school affected by the appeal.

The 'Education Appeal Committee' is administered by the council's head of legal and property services from whom details of the appeals procedure may be obtained. Appeals should be made within 28 days of the date on the refusal letter and should be submitted in writing to: Legal and Property Services Inverclyde Council, Municipal Buildings, Clyde Square, Greenock, Inverclyde PA15 1LY.



# Placing request application form

Please return to: Customer Service Centre, Inverclyde Council, Municipal Buildings, Clyde Square, Greenock, PA15 1LY

CHILD'S DETAILS				
FORNAME				
SURNAME				
GENDER		Male <input type="checkbox"/>	Female <input type="checkbox"/>	DOB
YOUR DETAILS				
TITLE	MR <input type="checkbox"/>	MRS <input type="checkbox"/>	MS <input type="checkbox"/>	MISS <input type="checkbox"/>
FORNAME		SURNAME		
ADDRESS				
TOWN				
POSTCODE		HOME PHONE		
WORK PHONE		MOBILE		
SCHOOL DETAILS				
The catchment school for my address is : (In the case of P& to S1 – enter secondary school)				
Child currently attends (name of school/nursery)				
Name of school for which placing request is sought				
Current stage (eg nursery, P7)		Requested stage (eg P1, S1)		
PLACING REQUEST DETAILS				
<p>We grant places in order of priority below. You do not have to give a reason for making a placing request but it will be helpful if you do. Please tick the boxes that apply to your situation and give an explanation in the box below if required. Please attach a further sheet if more space is required</p>				
<p>1. Your child has a medical or additional support need that can only be supported in the requested school. Please give details below: <input type="checkbox"/></p>				
<p>2. Your child has older brothers or sisters at the school and will continue in this school during next session. Please give names and stages of siblings: <input type="checkbox"/></p>				
NAME		STAGE		
NAME		STAGE		
NAME		STAGE		
NAME		STAGE		



3. In secondary schools: your child currently attends a primary school as a result of a placing request or request to remain, and this primary is associated with the chosen secondary. Priority will be given according to the length of time attended at the associated primary. *Please give the name of the school your child currently attends and when you registered at this school.*

4. In denominational schools: your child lives within the catchment area for the school, has been baptised in the Roman Catholic faith and you can provide documentary evidence of this. Please attach a photocopy of the original baptismal certificate (the original may be required in the future as further proof).

5. Your child resides within the catchment area of the chosen school but does not attend an associated school (in the case of secondary) and does not have a certificate of baptism into the Roman Catholic faith. In this instance, priority is given on distance from home address to chosen school (see page 5 for information).

6. Your child resides in Inverclyde, not in the catchment of the chosen school, therefore applying on distance from home address to chosen school.

7. Your child resides outwith Inverclyde and whose additional support need is supported by significant input by education and another appropriate agency and who is requesting a place within a school which has specialist provision to meet your child's needs.

8. Your child resides outwith Inverclyde but you would like them to attend an Inverclyde school.

**If you would like us to have further information on your request please detail this below.**  
Please continue on a separate sheet if required.

### DECLARATION

The information I have given is full and correct in every respect to the best of my knowledge.

I acknowledge that the form could be returned to me if I have not completed the application in full.

I understand that Inverclyde Council will not provide transport for pupils attending schools as a result of a successful placing request.

### SIGNATURE OF PARENT/CARER OR YOUNG PERSON (IF OVER 16)

**SIGNATURE**

**DATE**

**Data Protection:** Inverclyde Council is obliged to comply with current Data Protection Laws. Information provided by you will be held by the Council. Such information will be used to recognise the right of parents to make a placing request to have their child educated in a school of their choice. The Council is under obligation to manage public funds properly. Accordingly information that you provide may be used to prevent and detect fraud. It is also possible that we may share this information for the same purposes with public bodies, including neighbouring councils, government organisations or other organisations, which handle Public Funds. By signing this form you have given your consent for data processing.