

Our ref: BH/AM
Your ref:
Contact: Bernadette Hunter
Date: 8th January 2016
Tel: 01236 794814
E-Mail: enquiries@whitelees.n-lanark.sch.uk

Whitelees Primary School
Whitelees Road
Abronhill
Cumbernauld
G67 3NJ

Head Teacher: Mrs Bernadette Hunter

Dear Parent/Carer

As you know your child is due to transfer to high school this year. In order to help support a smooth transition please find attached a letter and form PC3 attachment. The PC3 attachment should be completed and returned to the school by Friday 15th January 2016 in order for us to make the necessary arrangements.

Please note that the Cumbernauld Academy handbook is available on their website
www.cumbernauldacademy.n-lanark.sch.uk.

Please also find enclosed a free school transport form. Please read this form and if you think your child is eligible for free school transport please complete the form and return to the address stated on the form.

Yours sincerely



BERNADETTE HUNTER
Head Teacher

Learning & Leisure Services

Andrew Sutherland
Executive Director
PO Box 14, Civic Centre, Motherwell, ML1 1TW
www.northlanarkshire.gov.uk





TRANSFER ARRANGEMENTS - PRIMARY/SECONDARY EDUCATION

WHITELEES PRIMARY SCHOOL

.....
.....
.....

Date: January 2016

Dear Parent/Guardian

As you are well aware, your child is due to transfer from primary to secondary education in August 2016.

To support a smooth transition from primary to secondary for all pupils, priority is given to the development of structured liaison between the primary school and the associated secondary school to which pupils normally transfer. Working together, primary and secondary schools devise programmes to ensure that Primary 7 pupils and the parents/guardians are well informed about the organisation of the secondary school, particularly, the content and organisation of the first year curriculum. In line with these principles, arrangements have been made for your child to transfer at the start of next session to

CUMBERNAULD ACADEMY

If your child is in his/her present primary school as a result of a placing request granted previously, in addition to the rights detailed below you may choose that your child transfer to the secondary school under the arrangements set out above or to the secondary school for the area in which you reside, i.e.

.....

Although I would recommend that it is in the best interest of your child to transfer under the above arrangements, under Section 28A of the Education (Scotland) Act 1980 you are entitled to make a placing request* for your child to be placed in another school under the management of a local authority other than as indicated above. North Lanarkshire Council has a general duty to comply with that request except in certain circumstances (see Appendix A).



If you decide to make a placing request, * it should be sent:-

- (i) for a school outwith North Lanarkshire Council to the relevant service.
- (ii) for a school within North Lanarkshire Council, address as detailed below :-

**North Lanarkshire Council
Learning & Leisure Services
Municipal Buildings
Kildonan Street
COATBRIDGE
ML5 3BT**

Tel. No. 01236 812266

In order to ensure that all information in relation to a placing request is considered, it is recommended that applicants clearly state the full reasons for making the request. Where there is insufficient space on the application form applicants may attach a separate supplementary submission making any supporting reasons for the request. This may be of advantage to you should there be more applications than places available in the school of your choice. The Council's guidelines on priorities for admission are attached at Appendix B.

You should note that the policy of Learning & Leisure Services Committee is that for pupils attending a school by placing request, the parents/guardians must meet all the transport costs, other than in exceptional circumstances.

I should appreciate if you would complete the attached pro forma (PC3 attachment) to indicate your preferred choice.

Details of induction arrangements, including dates and times of parents/guardians meetings, will be issued in due course.

Should you require any further information on any issues arising from this pack do not hesitate to contact me.

Yours sincerely

Head Teacher





TRANSFER ARRANGEMENTS – PRIMARY/SECONDARY EDUCATION

Name of Child Surname.....

Forename.....

Date of Birth / /

Home Address
.....
.....

Home /Mobile Telephone Number

School currently attended

Please tick the following preference:-

Automatic transfer to

Transfer to catchment school

Make a placing request to a school of your choice

***Should I choose a placing request I understand that I am responsible for making the necessary transport arrangements and for ensuring that my child goes safely to and from school.**

Please indicate name of school requested.....

Placing request application forms (PC1a) can be downloaded by logging on to www.northlanarkshire.gov.uk and following the link 'How to make a placing request'.

Choice of school booklet can be downloaded from the Scottish Government website www.scotland.gov.uk/Publications/2010/11/10093528/0

Application forms for free transport are available at the school or downloaded by logging on to www.northlanarkshire.gov.uk and following the link 'School Transport'.

Date..... Parent/Guardian.....

(To be returned to the Head Teacher of the primary school currently attended)



Privilege School transport

If your child does not qualify for free school transport, you may be able to apply for privilege transport.

Privilege Transport will only be granted providing there is spare capacity on an existing school contract.

A privilege seat may be withdrawn at any time during the school session should it be required for pupils entitled to transport.

School transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport. Pupils applying for a privilege place will be allocated a pick-up location on a pre-specified school transport route. It is the parents responsibility to ensure that their child gets to the designated pick-up location. It is essential that parents encourage pupils to behave properly and safely when boarding and alighting and travelling on school transport as misbehaviour could result in losing the right to travel.

If there is no school transport in your area, or there are no places available your application will be declined.

Any available places will be allocated using the following priorities:

children in receipt of a clothing grant and attending their designated catchment area school, with priority given to the youngest child.

other children attending their designated catchment area school, with priority given to the youngest child.

children attending the school by placing request and in receipt of a clothing grant, with priority given to the youngest child.

other placing request children, with priority given to the youngest child.

Privilege seats cannot be allocated until all applications for pupils entitled to free school transport have been processed. This is normally in September.

You can apply for privilege transport by using the application form which is available to download located at the right of this page.

LEARNING & LEISURE SERVICES

Mainstream Transport – Selection Criteria for Privilege Transport

Privilege transport is based on the following priority order:

- 1 children in receipt of a clothing grant and attending their designated catchment area school, with priority given to the youngest children.
- 2 other children attending their designated catchment area school, with priority given to the youngest children.
- 3 children attending the school by placing request and in receipt of a clothing grant, with priority given to the youngest children.
- 4 other placing request children, with priority given to the youngest children.

Please Note: Privilege seats will not be allocated until all applications for pupils entitled to free school transport have been processed, usually at the end of September.

If you require any further information, please contact Transport Section on
Tel No. 01236 812306
Fax No. 01698 403024
Email. llstransport@northlan.gov.uk

LEARNING & LEISURE SERVICES

Data Protection Act 1998

Please note that the information provided by you may be held by North Lanarkshire Council in computer files for use by the council and transport operators in the planning and administration of services



PRIVILEGE TRANSPORT APPLICATION

Privilege transport is only valid for the school session in which it is granted.

FIRST NAME _____ SURNAME _____

DATE OF BIRTH _____

HOME ADDRESS _____

_____ POST CODE _____

SCHOOL TO BE ATTENDED _____

TRANSPORT ADDRESS (If other than home address) _____

_____ POST CODE _____

DATE TRANSPORT REQUIRED FROM _____

Please note that privilege transport can only be provided if spare places exist on transport and should this privilege place be required to accommodate an entitled pupil then this privilege place will be withdrawn.

I have read and understand the criteria for the allocation of privilege transport.

ARE YOU IN RECEIPT OF A CLOTHING GRANT YES/NO

Name of Parent/Guardian _____

Signature _____ Date _____

Tel No. _____ Email _____

Please return this form to Learning & Leisure Services, Contracts/Provisions Section, Municipal Buildings, Kildonan Street, Coatbridge ML5 3BT or Fax to 01698 403024.

For official use only

Click & Go Verified	Checked by	Catchment	Clothing Grant
Date		Yes/ No	Yes/ No

Date Logged	
Date granted/refused	
Contract No.	