

SCHOOLS GUIDANCE

ADMISSIONS & PLACING REQUEST POLICY

Admissions to Schools and Placing request policy was approved by Education and Children's Services Policy Board on 20th August 2020. This replaces all previous documentation and standard circulars in relation to admissions and placing requests. The new policy should be referred to for all aspects of admissions and placing requests processes. A summary of key administrative processes to support the policy are detailed below for schools:-

Catchment – Referenced when a child resides in the delineated area of the school they wish to attend.

Placing Request – Referenced when a child does not reside in delineated area of school they wish to attend.

Process	Application Process	Decision Process	Further Info
Primary 1 Catchment Request – For start of new school session	Notices advising of registration process / dates will be published / provided to establishments in September. Parents invited to register in November. Electronic registration will be made available to parents, however some may require to telephone schools to arrange an appointment where it is not possible to access on-line. Please note that children resident outwith a school's catchment area should be redirected to the appropriate catchment school, they should not be registered.	HQ review numbers registered / classifications with schools. Thereafter parents will be notified via school of next steps for enrolment / induction days.	Once decisions have been made by end of January if there are any further changes e.g. new enrolment to school, parent moves away these must be communicated through "Notification of pupil enrolment/Leaving Details"(Appendix 1) previously known as "Orange Form"
Primary - Other Stages / Mid Term Catchment Request	Outwith Primary 1 registration and Primary 7 transfer exercises, for children who move into a catchment area from outwith Renfrewshire or from one catchment area in Renfrewshire to another catchment area in Renfrewshire mid-session, these pupils can be enrolled by the school upon provision of proof of residency.	School to enrol if space is available. If no space available school to contact Headquarters with regards to next steps for re-direction of pupil.	Children remain on the database until a place in the catchment school becomes available. Schools, if and when further spaces become available should liaise with Headquarters in relation to allocating to those on re-direct waiting list.

OFFICIAL

Process	Application Process	Decision Process	Further Info
Secondary - S1 Catchment Allocations – For start of new school session	Primary schools will be asked to verify P7 pupil address and for denominational secondary provision baptismal status. Headquarters will provide notification of school to be allocated based on home address and denomination of school attended to parents. Parents to advise prior to final decisions being made if allocated school is not their preference.	Headquarters staff will provide secondary schools with a list of children from their catchment area. Headquarters will also provide “summary sheets” detailing catchment allocations. This will also incorporate lists of placing requests in and placing requests out.	Following allocation of catchment spaces, after 15 March placing request applications will be considered and updated “summary sheets” provided to schools detailing outcome of decisions. Once decisions have been made if there are any further changes within primary schools e.g. new enrolment to school, parent moves away these must be communicated through “Notification of pupil enrolment/Leaving Details”(Appendix 1) previously known as "Orange Form"
Secondary Other Stages / Mid Term Catchment Request	Outwith Primary 7 transfer exercise for S1 allocations, for children who move into a catchment area from outwith Renfrewshire or from one catchment area in Renfrewshire to another catchment area in Renfrewshire mid-session, these pupils can be enrolled by the school upon provision of proof of residency.	School to enrol if space is available. (Bearing in mind requirement of any roll capping for the school) If no space available school to contact Headquarters with regards to next steps for re-direction of pupil.	Children remain on the database until a place in the catchment school becomes available. Schools, if and when further spaces become available should liaise with Headquarters in relation to allocating to those on re-direct waiting list.
Placing Request Applications – P1 and S1 for start of new School Session	Application must be made either electronically via Renfrewshire Council Website Apply for a place at another school (placing request) Renfrewshire Council or to Headquarters using form in “Sending Your Child To School Booklet”.	Headquarters will process as soon after 15 March as possible, decisions will be provided no later than 30 April . Headquarters will provide school with “summary sheets” detailing catchment and placing request allocations following decisions on a regular basis.	Where it has not been possible to grant all spaces. Parents have the right of appeal, Head Teachers may be required to attend appeal hearings with HQ and Legal Services staff. Further information would be provided if this was required.

OFFICIAL

Process	Application Process	Decision Process	Further Info
	New session applications should be submitted by 15 March for consideration within initial allocations.		
Placing Request Applications - Other year stages / Mid Term	Application must be made either electronically via Renfrewshire Council Website Apply for a place at another school (placing request) Renfrewshire Council or to Headquarters using form in "Sending Your Child To School Booklet". N.B. If the applicant is requesting a move from one denomination to the other within their catchment then they need to complete a placing request application.	Other stages applications or applications received during a school year will be sent to schools to check availability for placement. The head teacher of the school will make the decision on these applications, bearing in mind requirement of any roll capping for the school or impact on reservation of places. If subject choices cannot be met, consideration should be given to what, if any, alternative subject choices are available.	If a school is unable to grant a placing request clear, concise reason(s) must be given, we have to be able to defend without doubt any appeal. Where it has not been possible to grant all spaces. Parents have the right of appeal, Head Teachers may be required to attend appeal hearings with HQ and Legal Services staff. Further information would be provided if this was required.
Deferred Entry	Parents should register their child for education at their preferred catchment school, thereafter they can submit a deferred entry application. https://www.renfrewshire.gov.uk/article/11289/Apply-for-an-additional-year-of-free-nursery-or-childcare	Headquarters will make decisions and notify parents (Jan/Feb birthdays automatically granted – other dates of birth require assessments(usually in May). This is undertaken by a specialist in early years. The outcome is conveyed to the parent, nursery and the catchment school.	Headquarters will update decisions within school Summary Sheets.
Early Entry	Parents may request early entry for their children in their catchment school via application form, which should be received by headquarters by no later than 15 March. https://www.renfrewshire.gov.uk/article/3472/Early-entry-to-school	Headquarters will arrange assessment of child (usually in May). This is undertaken by a specialist in early years. The outcome is conveyed to the parent, nursery and the catchment school.	Headquarters will update decisions within school Summary Sheets.

OFFICIAL

Process	Application Process	Decision Process	Further Info
Request To Remain	Children attending a school who move out the school's catchment area have a right to remain within the school they are attending. Parents need to notify schools of their change of address.	If change of address is outwith the school's catchment area, the school requires to send "Request To Remain Letter" (template within School Admissions & Placing Request Policy) A copy of the letter should be sent to admissionsandtransfers@renfrewshire.gov.uk for information. SEEMIS – should be updated to reflect this change by updating status within personal details to be recorded as a Placing Request.	It is essential that schools keep a copy of the letter provided to the parent in the child's file as this may require to be used in future for appeals, particularly when transferring to secondary school.

**NOTIFICATION OF PUPIL ENROLMENT / LEAVING DETAILS
ONLY FOR USE FOR P1 OR P7 PUPILS**

Name of School: _____

Pupil Name: _____

Pupil Address: _____

Date of Birth: _____

PLEASE TICK APPROPRIATE BOX

STAGE P1 ☐ P7 ☐

PLEASE COMPLETE EITHER A OR B FOR ALL CHILDREN

A: The above pupil has enrolled in _____ School

Date of Enrolment _____

Pupil was previously registered in _____ School

OR

B: The above pupil is no longer enrolled in _____ School

Please insert if known:-

Reason for leaving _____

Where pupil intends to enrol: _____

FOR P7 PUPILS ONLY:

Please insert name of secondary school pupil wishes to attend _____ School

COMMENTS / ANY FURTHER INFORMATION:

Head Teacher Signature _____ Date _____

OFFICIAL

Please return this form to cssupport@renfrewshire.gov.uk