



Renfrewshire  
Council

## Children's Services

### Some useful points to remember when registering your child for Primary One

#### Where and When to register your child

Children who reach 5 years of age between 1 March 2023 and 29 February 2024 inclusive should be registered for education in their catchment school as follows:-

**You must register your child in only one school**, either the denominational or non-denominational school for your area. If you need information on schools for your area please telephone 0300 300 0170 or visit our website [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk) and search "find it on the map".

Registration will be live online from 1<sup>st</sup> – 4<sup>th</sup> November through the above website. For those unable to register online we request that you telephone your local catchment school to make an appointment to attend in person during these dates.

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:

1	Child's full Birth Certificate
2	Most recent Council Tax Notice or if not currently resident in the property either a concluded missive or a signed and witnessed tenancy agreement/lease.
3	Child Benefit Statement. 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. Or If appropriate to current circumstances - Court Order / Looked After Child / Foster Carer document(s).
4	Roman Catholic Baptismal Certificate (if applicable)

The list above is not exhaustive and the Council retains the right to ask for further information when proof of residency is not satisfied. **Original documents must be produced upon request.**

Please note that there is no direct link between the nursery school/class your child attends and the primary school they will attend. You should register your child at your catchment school, regardless of which nursery they attend.

If you want your child to go to a different school you require to register at your catchment school and thereafter make a placing request. The on-line Placing Request Form is available from our website above and search "Change schools" or by telephoning 0300 300 0170 or your catchment school.

### **Class sizes**

Parents are asked to note that legislation from the Scottish Government in October 2010 has limited primary one classes to a maximum of 25 pupils in each class.

This reduction in class size may affect the number of spaces available for placing requests. Children living in the catchment area have priority for registering in their catchment school. If you want to discuss this, please call **0300 300 0170**.

### **Redirecting children to other schools**

Occasionally there are more primary one children registered in a school than there are places available. When this happens, we may have to redirect some pupils to another local school. We use a ballot to choose the pupils who are redirected, if this requires to happen, we let parents know as soon as possible.

### **Placing requests**

The council has a duty to let parents choose the school they want to send their children to wherever possible. However, the council have to take various factors into account when they make decisions on placing requests. These factors include:

- the size of the school
- the number of children already registered at the school
- the number of children who already live in the catchment area, and
- other factors.

The council use a list of priorities when considering placing requests. Admissions to Schools and Placing Request Policy sets out these priorities.

If the council grant a placing request for one child, it's important to note that this does not guarantee that future placing requests for younger children in the same family will be successful.

Councils reserve places in schools for children who may move into the catchment area of the school during the school year. Renfrewshire council's policy is to retain one space in each class, at each stage of primary school. Sometimes, it is not possible to retain a space in every class for children moving into the area because the classes are already full with children from the catchment area.

The council do not provide transport for children who make successful placing requests.

Please note that, once you register your child in a catchment school, the only way to move your child to another school (unless you are moving house) is to make a placing request.

Parents don't have a legal right to make placing requests for children who will be under school age when they start primary school. However, if you have a particular school in mind, the council may be able to give your child a place there, but you can't appeal if we can't give your child a place.

## **Delaying the date when your child starts primary school**

If you want to delay the date when your child starts primary school, you must still register your child.

If you apply to defer your child's entry to school and your request is approved, we will offer your child's place at the catchment school to another child.

If you agree to delay your child's entry to school you are giving up your entitlement to a place at the school. If you change your mind it is likely that a space will not be available as it will have been allocated to another child.

If we grant your request, you will have to register the child again the following year at the catchment school.

Please note we are unable to process a placing request application if you have applied to defer your child's entry to school.

For more information, please contact **0300 300 0170** or visit our website at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk), alternatively you can also download the Scottish governments "Choosing a school", a guide for parents booklet, at the following address: <http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

**Although the information in this document is correct at the time of printing, it is possible that arrangements could change either before the start of or during the course of, the school year in question, or in relation to later school years. This information leaflet only provides general guidance.**