

Renfrewshire Council

Children's Services

Registration of Infant Beginners in Primary Schools

Session 2020/2021

Children who reach 5 years of age between 1 March 2020 and 28 February 2021 inclusive should be registered for education in their catchment school as follows:-

Pupils whose surnames begin with the initials A to L should be registered on Wednesday 15 January 2020. Pupils whose surnames begin with M to Z should be registered on Thursday 16 January 2020. Registration will take place between 1300 hrs – 1500 hrs.

Parents should produce their child's birth certificate and 2 proofs of residence, which must include council tax notice for the property or proof that you have registered for council tax at that property, and a letter from your solicitor confirming that missives have been concluded or a rentbook for rented property, tenancy agreement or mortgage/bank statement. **Original documents must be produced.**

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 and search "find it on the map". If you want your child to go to a different school you will also need to make a placing request. Your catchment school will give you the form to fill in when you register.

Steven Quinn,
Director of Children's Services



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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 2020 and 28 February 2021 should be registered for education in January 2020. Children are registered on different dates depending on their surname:

- Children whose surname starts with A – L register on **Wednesday 15 January, 2020.**
- Children whose surname starts with M – Z register on **Thursday 16 January 2020.**

Register your child in your catchment primary school from 1 pm to 3 pm.

What to take with you

Take the following **original documents** with you (**not copies**):

Child's birth certificate and 2 proofs of residence, which must include

- council tax notice for the property **or** proof that you have registered for council tax at that property and/or
- a letter from your solicitor confirming that missives have been concluded or a rent book for rented property, or a tenancy agreement
- Mortgage/bank statement.

It is important to register your child for school at the correct time. This helps to make sure that your child is considered for a catchment place. If you want to make a placing request, it allows plenty of time for you to apply before the 15 March 2020 deadline.

Where to register your child

You can register your child in **one catchment school only, either the denominational school or the non-denominational school.** If you intend to make a placing request, and it is unsuccessful, the catchment school you register your child in is the school they will have to attend. If you don't know which school you should register at, please refer to the council website www.renfrewshire.gov.uk by searching "find it on the map" or alternatively call us on **0300 300 0170** for advice.

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 don't want your child to attend the catchment school you must still register them there and ask for a placing request application form.

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 and we usually do this by the middle of March. When this happens, 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. Top priority is given to children who already have older brothers or sisters in the school.

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.

Please note if you make a placing request there are no guarantees that subsequent siblings will also be successful.

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 on the designated date at the catchment school.

If you apply to defer your child's entry to school and your request is approved, we will ask you to confirm your intention in writing, by completion of deferred entry application which must be received here before 15 March 2020. It is important that you confirm your intention in writing, because it lets us offer your child's place at the catchment school to another child.

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

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.

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, 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.