



**Shetland Islands Council
Children's Services
ADMISSIONS POLICY
(Amended)
2013**

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1.0 Introduction

Shetland Islands Council's Admissions Policy (the Policy) sets out the admission arrangements to its pre-school classes, primary and secondary schools and details how placing requests will be considered.

2.0 Legal Duties in Respect of Admissions

The Policy aims to meet Shetland Islands Council's legal duties in respect of admissions and can be summarised as: -

- To provide adequate and efficient school education.
- To provide information about schools and pre-school settings.
- To provide information about admission arrangements.
- To provide information on the right to choose an alternative school by making a placing request.
- To provide information about making a placing request when a child has additional support needs.
- To accept placing requests, except where Shetland Islands Council has the right to refuse a placing request.
- To provide information on the right to appeal if a placing request is refused.

3.0 Catchment Areas

Shetland Islands Council has identified catchment areas for all its primary schools and secondary schools, primarily to facilitate transport arrangements. Shetland Islands Council aims to provide a place for each pupil in their local catchment school and to meet requests from parents for a place at an alternative (non catchment) school, but there may be occasions when this is not possible – if for example the school could not meet that particular pupil's needs.

The catchment areas for each primary and secondary school are detailed in Appendices A and B. Appendix A shows a map of school catchment areas. Appendix B is a text description of each school's catchment area, noting the main populated hamlets.

There are no defined catchment areas for pre-school settings and a parent can choose whichever setting is most appropriate for their child. In the event of more requests for admission to a pre-school setting than places, Shetland Islands Council will follow the admission arrangements set out below at paragraph 5.1.

A catchment area can be changed to reflect movement in school rolls and changes to the school estate but before a change can be implemented a statutory consultation must be undertaken and any proposed change would need to be approved by Shetland Islands Council as Education Authority. Approval of Scottish Ministers may also be required in certain circumstances.

4.0 School Information

Information on all pre-school settings, primary and secondary schools are available at www.shetland.gov.uk.

In addition, each primary and secondary school must produce a School Handbook. These contain information about the school day, staffing and educational aims. They are available at www.shetland.gov.uk.

Copies of the above information can be supplied or inspected on request from: -

- Reception, Children's Services, Hayfield House, Hayfield Lane, Lerwick, Shetland, ZE1 0QD.
Telephone: (01595) 744000.
- Individual pre-school settings, primary and secondary schools.

5.0 Admission Arrangements

5.1 Admission to Pre-School

Funded pre-school education is available to all children for up to 475 hours each school year. The total number of hours of 475 is described as an entitlement. Normally this entitlement is provided by a child attending five sessions a week, each lasting 2.5 hours during the normal 38 week school year. This pattern of attendance gives the total of 475 hours.

However, as the 475 hours is an entitlement, it can be delivered differently at settings which offer longer opening hours, e.g. – a child could use their entitlement by attending only for three sessions a week during the normal school year, if each session lasts approximately 4 hours.

A child whose third birthday falls between the start of an academic session in August of one year and 28 February the following year, will commence pre-school education during the month following their third birthday or as soon as practicable thereafter.

A child whose third birthday is between 1 March and the start of an academic session in August of that year will commence pre-school education in August.

Shetland Islands Council places an advert in the local press during January each year, with details of all pre-school settings and the admission arrangements. Pre-school education must be requested by completing a Registration Form. Registration Forms will be available from: -

- All pre-school settings;
- www.shetland.gov.uk ; and

- Reception, Children's Services, Hayfield House, Hayfield Lane, Lerwick, Shetland, ZE1 0QD.

Details of where to return the Registration Form to will be clearly stated on the advert which appears in the press, and on the form itself. Forms must be returned by the specified date.

In the event that there are insufficient spaces to accommodate all the requests for admission to a pre-school setting, then Shetland Islands Council will allocate places in the priority order listed below.

- Children referred by Additional Support Needs, Social Work or Health professionals.
- Children who have already attended the pre-school setting and wish to continue for their pre-school year or have deferred entry to Primary School.
- Children who have siblings at the pre-school setting.
- Eligible four year olds.
- Eligible three year olds (oldest first).

Once priority spaces have been allocated and there are insufficient spaces left to accommodate the remaining requests, if all other factors are equal a ballot or a waiting list will be used to determine the allocation of remaining places.

Some settings keep a waiting list of children whose parents wish them to attend that setting. A setting can determine whether they wish to use a ballot or a waiting list to allocate remaining spaces. Settings must specify to parents the means they have used to allocate remaining spaces.

When a child has not been allocated a place in the requested setting, the parents will be contacted by Children's Services to discuss an alternative offer of pre-school education.

Parents can still ask that their requested setting retain their child's name in case a space becomes available during a school year as a result of a child leaving. In any such eventuality the criteria in the priority order for allocating spaces will be applied again to determine which child is offered any space which becomes available.

5.2 Admission to Primary One

There is a legal requirement that parents ensure a child attends school. A child will normally start attending school in August when their fifth birthday falls between 1 March of that year and 28 February in the following year. Therefore, any child whose fifth birthday falls after 28 February normally has to wait until the following August to start school.

A parent may decide to educate their child at a private school or at home. Parents are requested to notify Shetland Islands Council in advance of enrolling their child in a private school or of starting to

educate their child at home. Shetland Islands Council has a Home Education Policy which is available at www.shetland.gov.uk or by contacting Children's Services.

Shetland Islands Council places an advert in the local press during January each year, with details of all primary schools, catchment areas and the admission arrangements. Commencement of primary education must be requested by completing an Enrolment Form. Enrolment Forms will be available from: -

- All primary schools:
- www.shetland.gov.uk ; and
- Reception, Children's Services Hayfield House, Hayfield Lane, Lerwick ZE1 0QD

Details of where to return the Enrolment Form to will be clearly stated on the advert which appears in the press, and on the form itself.

For any pupil to qualify for admission to their local catchment school, parents must satisfy Shetland Islands Council that they ordinarily reside within the catchment area, either at the time the child will start school, or shortly thereafter. Appropriate information and evidence will be required to support all admissions. Details of supporting evidence required will be detailed on the Enrolment Form.

If a parent decides that they do not want to send their child to the local catchment area school, then the parent can make a placing request for the child to attend a different school. The procedure for making a placing request is outlined below at Section 7.

Enrolment Forms and placing requests received between the specified date and 15th March will be dealt with in accordance with the priority order detailed below at paragraph 5.4.

Enrolment Forms received after 15 March will be dealt with in order of receipt.

5.3 Early and Deferred Admission to Primary One

Early or deferred admission may be possible if it is considered appropriate to the aptitude and ability of the child. Early or deferred admission will be at the discretion of the Executive Manager – Quality Improvement in consultation with the appropriate Headteacher and pre-school setting.

Early or deferred admission must also be subject to there being sufficient space in the primary 1 or composite class.

Early or deferred admission must be requested by completing the Early/Deferred Admission Request Form. This form is attached to the policy as Appendix C. The forms are also available from: -

- All primary schools:
- www.shetland.gov.uk; and
- Reception, Children's Services, Hayfield House, Hayfield Lane, Lerwick, Shetland, ZE1 0QD

The Early/Deferred Admission Request Form should be completed and returned to: -

Executive Manager Quality Improvement
 Children's Services
 Hayfield House
 Hayfield Lane
 Lerwick
 Shetland
 ZE1 0QD

Where possible, Early/Deferred Entry Forms should be submitted by the 15 March each year for determination by 30 April.

Alternatively forms can be completed and returned online at www.shetland.gov.uk

5.4 Admission to other Primary Stages

Children moving into a catchment area may be admitted to other primary stages at any time of the school year if there is a place or reserved place available. The same rules as for admission to primary 1 above will apply.

Parents must complete an Enrolment Form which is available at all primary schools, Hayfield and on line. The completed form must be submitted to address in Hayfield.

5.5 Capacity of Primary Schools

The capacity for each of Shetland Islands Council's primary schools is determined by the projected roll for the catchment area, maximum class sizes and the budget allocated to each school. Therefore, pupil capacity is not determined by physical capacity within the school building alone. Therefore, the capacity of primary schools may fluctuate on an annual basis. For up to date information on the capacity of a particular primary school, please contact: -

Executive Manager Schools
 Children's Services
 Hayfield House
 Hayfield Lane
 Shetland
 ZE1 0QD

As at August 2012, the class limits for primary schools are: -

- Single teacher school – 19 pupils.

- Composite classes (a class with more than one age group) – 25 pupils.
- P1 single year groups – 25 pupils.
- P2 – P3 single year groups – 30 pupils.
- P4 – P7 single year groups – 33 pupils.

Reserved Places

In order to maintain some capacity to accept pupils who move into a catchment area during the school year, reserved places are established for each primary school.

For primary schools one reserved place will be kept per class. For example:

- One reserved place in a one teacher-one class school.
- Five reserved places in a five teacher-five class school.
- Ten reserved places in a ten teacher-ten class school.

Oversubscription

On occasion Shetland Islands Council may receive more applications for children to attend their catchment area primary school than its capacity allows.

In the event that there are insufficient spaces, then Shetland Islands Council will allocate places in the priority order listed below.

- Children referred by Additional Support Needs, Social Work or Health professionals.
- Children who have siblings at the primary school.
- Children who would have the furthest distance to travel to their nearest alternative school with a place available.

Once priority spaces have been allocated and there are insufficient spaces left to accommodate the remaining requests, if all other factors are equal a ballot will be used to determine the allocation of places.

When a child has not been allocated a place in their catchment area school, the parents will be contacted to discuss an alternative offer of primary education.

Schools will retain waiting list of pupils in their catchment area who have not been successful in obtaining a place in their catchment area school in case a space becomes available during a school year as a result of a child leaving. In any such eventuality the criteria in the priority order for allocating places will be applied again to determine which child is offered any place which has become available.

5.6 Admission Arrangements - Secondary

Parents of a child who is to transfer from primary to secondary education at the end of Primary 7 will receive information regarding the relevant secondary school. Each primary school will also arrange a transition programme to assist pupils through the transfer from primary to secondary education.

If a parent decides that they do not want to send their child to the local catchment area school, then the parent can make a placing request for the child to attend a different school. The procedure for making a placing request is outlined below at Section 7.

In exceptional circumstances pupils residing within a catchment area may be refused a place if the school is physically unable to accept more pupils and will be directed to the nearest alternative school.

If a child attends a primary school through a placing request, the child will be expected to transfer to their appropriate home catchment area secondary school. Should a parent wish their child to move on to the secondary school associated with the primary school their child attends as a result of a placing request or another secondary school, then a further placing request must be made in accordance with Section 7.

As almost all pupils entering a secondary school will transfer from one of Shetland Islands Council's primary schools a further Enrolment Form does not need to be completed as the child will be known to the Authority.

If however, a pupil joins a secondary school from another local authority, an Enrolment Form must be completed and appropriate proof of identity and home address will be required. Enrolment Forms are available at: -

- All secondary schools:
- www.shetland.gov.uk ; and
- Reception, Children's Services Hayfield House, Hayfield Lane, Lerwick, Shetland, ZE1 0QD

Details of where to return the completed Enrolment Form will be specified on the form itself.

6.0 Admission to Specialist Resourced Units

Shetland Islands Council has two special resourced units for meeting additional support needs.

Bells Brae Primary School's Additional Support Needs department currently consists of five classes which cater for pre-school and primary children with complex additional support needs. Children benefit from the expertise of a

team of people who work together to provide an individualised programme addressing their needs.

The Anderson High School has a department based at Gressy Loan which caters for secondary aged children with complex additional support needs.

Placements within these two specialist departments are at the discretion of Children's Services.

For more information and advice, please contact: -

Education Support Officer Additional Support Needs
Children's Services
Hayfield House
Hayfield Lane
Lerwick
ZE1 0QD
Telephone: (01595) 744024

7.0 Placing Request Procedure

Parents who do not wish their child to attend the catchment area school can submit a placing request requesting that their child attend another school. Shetland Islands Council will always aim to meet parental choice where and when this is possible. Once a young person has reached the statutory school leaving age of 16, they can make a placing request for themselves.

Children's Services will place an advert in local press during January/February each year advising that there is an expectation that all pupils will attend their catchment area school. The advert will explain how to obtain information about the current catchment areas within Shetland. The advert will explain that if a pupil wishes to attend a school other than their catchment area school for the next school year which starts in August, then a placing request must be made to Children's Services.

The advert will advise parents and young people that placing requests to attend a different school should be made using Children's Services Placing Request Form. This form is attached to the policy as Appendix D. The Placing Request Advert will also specify that, to receive a decision by 30 April, Placing Request forms should be returned by 15 March.

Parents and young people wishing to make a placing request should complete the Placing Request Form (Appendix D) which is also available from: -

- all schools;
- www.shetland.gov.uk ; and
- Reception, Children's Services, Hayfield House, Hayfield Lane, Lerwick ZE1 0QD.

The completed form should thereafter be returned to:

Director of Children's Services
Children's Services
Hayfield House
Hayfield Lane
Lerwick
ZE1 0QD

Alternatively the form can be completed and returned online and www.shetland.gov.uk

Placing requests received on or before 15 March for a child to attend a particular school commencing in August of the next academic session will be determined by 30 April. All other placing requests will be determined within two months of receiving the completed form.

Placing Request Procedure – Additional Support Needs

If a child has additional support needs and a parent decides that they do not want to send the child to the catchment area school, or the particular school that is recommended by Shetland Islands Council, then the parent can make a placing request for the child to attend a different school.

A placing request for a pupil with additional support needs may be made for any mainstream school or specialist setting in certain circumstances.

Parents and young people wishing to make a placing request should complete the Placing Request Form (Appendix D) which is also available from:-

- all schools:
- www.shetland.gov.uk : and
- Reception, Children's Services, Hayfield House, Hayfield Lane, Lerwick
ZE1 0QD

The completed form should thereafter be returned to:

Director of Children's Services
Children's Services
Hayfield House
Hayfield Lane
Lerwick
ZE1 0QD

Alternatively the form can be completed and returned online and www.shetland.gov.uk

Placing requests received on or before 15 March for a child to attend a particular school commencing in August of the next academic session will be determined by 30 April. All other placing requests will be determined within two months of receiving the completed form.

For more information and advice on placing requests for pupils with additional support needs, please contact: -

Education Support Officer Additional Support Needs
Children's Services
Hayfield House
Hayfield Lane
Lerwick
ZE1 0QD
Telephone: (01595) 744024

8.0 Grounds for Refusing Placing Requests

Shetland Islands Council can only refuse a placing request for certain reasons set out by law. For example, if allowing the placing request would mean that Shetland Islands Council would have to employ an additional teacher, spend a lot of money on building work to extend the physical capacity of the school or if the school is not suited to the age and ability of the child.

If a placing request is refused, the parents or the young person will be advised of the statutory ground for refusal. A place will be allocated at the relevant catchment area school or a particular school nominated by Shetland Islands Council.

If Shetland Islands Council receives more placing requests for children to attend a primary school than its capacity allows, places will be allocation in the priority order listed below.

- Children referred by Additional Support Needs, Social Work or Health professionals;
- Children who have siblings at the primary school;
- Children who have suffered bullying/and or racial harassment (independent evidence will be required);
- If the nature of the parents' employment has a direct effect on the need to make a placing request for their child.

Once priority spaces have been allocated and there are insufficient spaces left to accommodate the remaining requests, if all other factors are equal a ballot will be used to determine the allocation of places.

9.0 Appeals Procedure When Placing Requests are Refused

There is an appeals procedure for parents and young people to follow if they are unhappy with a decision to refuse their placing request. Details of the appeals procedure will be provided in the letter advising that the placing request has been refused.

Shetland Islands Council has established the Placing Requests Appeals Sub-Committee to determine any appeals and comprises of three persons to be drawn from a panel of independent persons and elected members.

If a parent or young person is unhappy with the decision of the Placing Requests Appeals Sub-Committee then there is a further right of appeal to the Sheriff Court.

There is a separate appeals procedure for pupils with additional support needs who have a co-ordinated support plan, who require a co-ordinated support plan but it is not yet finalised or there is a dispute about whether the pupil requires a co-ordinated support plan. In these cases, an appeal is considered by the Additional Support Needs Tribunal. The Additional Support Needs Tribunal can be contacted by writing to:

ASNTS
Europa Building
450 Argyle Street
Glasgow
G2 8LH

Or: 0141 242 0148

10.0 School Transport

Shetland Islands Council has a School Transport Policy which details the entitlement to school transport. It can be located at www.shetland.gov.uk or by contacting the department.

Parents who choose to send their child, through a placing request, to a school other than their designated school will be responsible for their child's transport. It is important that parents consider this when making a placing request.

There is no legal requirement for Shetland Islands Council to provide transport to a pre-school setting. However, transport may be provided at the discretion of Shetland Islands Council. This will be determined on a case by case basis. The Shetland Childcare Partnership offer funding for pre-school transport in limited circumstances.

For further details on school transport please contact: -

Executive Manager – Schools
Hayfield House
Hayfield Lane
Lerwick
ZE1 0QD
Telephone: (01595) 744000

For further details of the Shetland Childcare Partnership Pre-School Transport Scheme please contact: -

Shetland Childcare Partnership
Old Library Centre
Lerwick
Shetland

ZE1 OEL

Telephone: (01595) 745403

11.0 Complaints Procedure

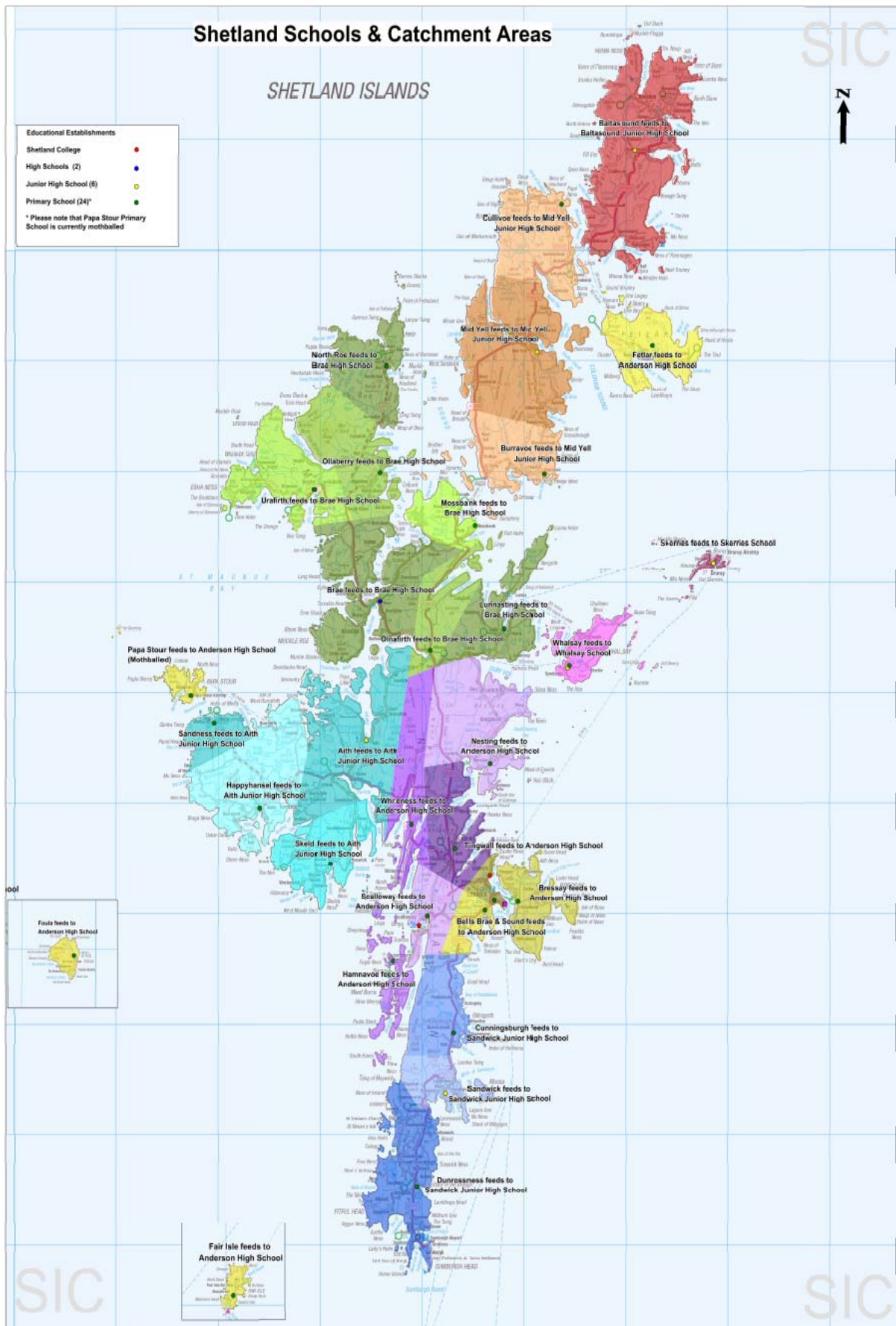
If anyone is dissatisfied with the application of this Policy, they can submit a written complaint under the Children's Services Complaints Procedure. A copy of the Children's Services Complaints Procedures can be obtained by contacting the department or online at www.shetland.gov.uk

12.0 Review

This policy will be reviewed and monitored every three years or sooner if required due to a change in legislation or the school estate.

Any future changes to the policy in relation to regulating priorities for admission, or as respects placing in schools generally, will require statutory consultation.

APPENDIX A



APPENDIX B

Children's Services-Admissions Policy

Catchment Areas

Below are descriptions of catchment areas with main populated hamlets noted.

North Isles Cluster

Baltasound Junior High School	<i>The whole island of Unst.</i>
Cullivoe Primary School	<i>North Yell including Gloup, Cullivoe, Gutcher, North Sandwick, Sellafirth and Colvister.</i>
Mid Yell Junior High School	<i>Central Yell including Basta, The Herra, Camb, North-a-voe, Mid Yell, East Yell, Aywick and West Sandwick.</i>
Burravoe Primary School	<i>The South of Yell including Burravoe, Gossabrough, Hamnavoe, Ulsta, Cuppister and West Yell.</i>
Fetlar Primary School	<i>The whole island of Fetlar.</i>

North Mainland Cluster

North Roe Primary School	<i>North Roe, Lochend and as far south as the Collafirth Pier.</i>
Ollaberry Primary School	<i>From Collafirth including Swinister, Ronas Voe, Ollaberry, Gluss and Bardister.</i>
Urafirth Primary School	<i>Eshaness, Hillswick, Urafirth, Heylor and Hamar.</i>
Brae High School	<i>From Ennisfirth in the North, including Sullom, Islesburgh, Brae, Muckle Roe, Graven, Wethersta as far south as Parkgate.</i>
Olnafirth Primary School	<i>From Mulla, including Voe, Lower Voe, Dale and Collafirth. Catchment area extends West to the Loch of Gonfirth.</i>
Lunnasting Primary School	<i>From Lunna, including Vidlin, Swining and Laxo.</i>
Mossbank Primary School	<i>Mossbank, Toft and Firth.</i>

Whalsay and Skerries Cluster

Whalsay School	<i>The whole island of Whalsay.</i>
Skerries School	<i>Both inhabited islands of Out Skerries.</i>

West Mainland Cluster

Sandness Primary School	<i>Melby, Norby, Sandness and Bousta.</i>
Happyhansel Primary School	<i>Including Walls, Dale of Walls, West</i>

	<i>Burrafirth as far east as West Houlland.</i>
Aith Junior High School	<i>Including Sandsound, Bixter, Aith, Clousta, Gonfirth, East Burrafirth, Twatt, Noonsbrough, Tresta and Gruting.</i>
Skeld Primary School	<i>Skeld, Reawick, Culswick and Sand.</i>

Central Mainland Cluster

Whiteness Primary School	<i>Including Whiteness, Stromfirth, Weisdale, Cott, South Whiteness.</i>
Tingwall Primary School	<i>Including Griesta, Tingwall, Wadbister, Girlsta and Brunthamarsland.</i>
Scalloway Primary School	<i>Scalloway, Trondra and as far north as the Loch of Tingwall.</i>
Hamnavoe Primary School	<i>Both West Burra and East Burra.</i>
Nesting Primary School	<i>From the southside of Laxo Voe including Drury, North Nesting and South Nesting.</i>

Lerwick Cluster

Bells Brae Primary School	<i>Lerwick east of the Ayre of Clickimin and including Frakkafield.</i>
Sound Primary School	<i>Lerwick west of the Ayre of Clickimin, Gulberwick and Brindister.</i>
Bressay Primary School	<i>The whole island of Bressay.</i>
Foula Primary School	<i>The whole island of Foula</i>

South Mainland Cluster

Cunningsburgh Primary School	<i>Quarff, Fladdabister, Cunningsburgh as far south as Mail.</i>
Sandwick Junior High School	<i>Sandwick including Hoswick. As far south as Channerwick.</i>
Dunrossness Primary School	<i>Levenwick, Bigton, Maywick, Quendale, Virkie, Boddam and Scousburgh.</i>
Fair Isle Primary School	<i>The whole island of Fair Isle.</i>

Currently Mothballed

Papa Stour Primary School	<i>The whole island of Papa Stour</i>
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Secondary Schools (feeder Primaries)

Baltasound Junior High School	<i>Baltasound Junior High School Primary Department</i>
Mid Yell Junior High School	<i>Cullivoe Primary School, Mid Yell Junior High School Primary Department and Burravoe Primary School</i>

Skerries School	<i>Skerries School Primary Department</i>
Brae High School	<i>North Roe Primary School, Ollaberry Primary School, Urafirth Primary School, Mossbank Primary School, Olnafirth Primary School, Lunnasting Primary School and Brae High School Primary Department.</i>
Whalsay School	<i>Whalsay School Primary Department</i>
Aith Junior High School	<i>Sandness Primary School, Happyhansel Primary School, Skeld Primary School and Aith Junior High School.</i>
Anderson High School	<i>Bells Brae Primary School, Sound Primary School, Bressay Primary School, Fetlar Primary School, Foula Primary School, Fair Isle Primary School, Papa Stour Primary School, Scalloway Primary School, Hamnavoe Primary School, Nesting Primary School, Tingwall Primary School, Whiteness Primary School.</i>
Sandwick Junior High School	<i>Cunningsburgh Primary School, Sandwick Junior High School Primary Department, Dunrossness Primary School</i>

APPENDIX C

Children's Services-Admissions Policy
Early/Deferred Admission to Primary 1



Shetland Islands Council
Early Entry Form
Early/Deferred Admission to Primary 1

Child Details

Surname:.....

Forename(s):.....

Sex: Male/Female

Date of Birth:.....

Name of Parent/Carer

Title:.....Initial:.....Surname:.....

Home Address:.....

Town:.....Postcode:.....

Name of Pre-School Provision Attended:

.....

Name of Primary School Due to Attend:

.....

Please state your reasons for making this request:

.....

.....

.....

Signature of Parent/Carer:Date:

APPENDIX D

Children's Services-Admissions Policy
Placing Request Form



Shetland Islands Council
Placing Request Form

Child Details

Surname:.....

Forename(s):

Sex: Male/Female

Date of Birth:

Name of Parent/Carer

Title:.....Initial:.....Surname:.....

Home Address:

Town:.....Postcode:

Telephone No:

Name of Primary/Secondary School currently attended

Name of School:.....

Address:

.....Stage:.....

Name of Primary/Secondary School requested

Name of School:.....

Address:

.....Stage:.....

Please state your reasons for making this placing request.

.....

.....

Signature of Parent/Carer:Date:

Appendix E

Glossary of Terms

Catchment Area – the geographical area in a local authority which determines which children are entitled to attend which school.

Deferred Entry to Primary 1 – this is where a child is of age to enter Primary 1 but their parents make a request for them to remain in pre-school education for an additional year. This is usually requested because the parents feel their child may not be developmentally ready to start their primary education.

Early Entry to Primary 1 – this is where parents of a child whose birthday falls after the latest date in a year to make them eligible to start Primary 1 make a request for them to start Primary 1 a year earlier.

Placing Request – this is the formal request a parent makes if they wish their child to attend a school which is not their catchment area school.

School Capacity – the total number of pupils a school can take in to educate, based on space, staffing and budget allocated to it by the local authority.