



Schools, Learning and Education

Choosing a School

Including:

- **Placing Request Guidelines**
- **How a decision is reached on your request**
- **Why requests are sometimes not granted**
- **School Contact Information**

Useful Information

Please note that in recent years the following schools have experienced difficulty in accommodating placing requests.

Allan's Primary
Balfron Primary School
Braehead Primary School
Bridge of Allan Primary School
Cambusbarron Primary School
Cornton Primary School
Doune Primary School
Drymen Primary School
Dunblane Primary School
Killlearn Primary School
Kincardine in Menteith Primary School
Kippen Primary School
Newton Primary School
St Ninian's Primary School
Strathblane Primary School
St Mary's RC Primary School Bannockburn
St Mary's Episcopal Primary School Dunblane*

Balfron High School
Dunblane High School
Stirling High School
St Modan's High School

This list should not be seen as exhaustive but as an indication of schools where requests have been refused. As the ability to accommodate requests is dependent on the number of requests, and the number of catchment children, a schools ability to accept requests varies from year to year.

* The admission arrangements for St Mary's Episcopal Primary School, Dunblane are administered under the Council's specific policy for the school. Details and application forms for admission are available from Schools, Learning and Education, Municipal Buildings, Stirling. Applications normally outnumber the spaces available and applications are prioritised in line with the Council admission policy for St Mary's Episcopal Primary School.

Stirling Council – Schools, Learning and Education

Sending your child to school

Within Stirling Council there are 42 Primary Schools and 7 Secondary Schools.

Each school has its own geographic area called a catchment area.

Normally, your child will attend your local catchment school. To check which school this is you should contact Education on 01786 233185. School catchment maps are available on the Stirling Council website. You can check the catchment school for your house using the postcode search facility on the Council's homepage. If you wish your child to attend a school other than the catchment school you are required to make a placing request.

Placing requests can only be granted where surplus space exists. Education cannot deploy additional resources to accommodate placing requests. Some schools are unable to admit placing requests due to high numbers of catchment pupils.

Children normally start Primary 1 in August if their 5th birthday falls before 1st March of the following year.

All Children should enrol at their catchment primary school. Enrolment details will be available from your school/nursery. This applies even if you are making a placing request to another school. Even if your child attends a nursery class located within a primary school you must still register at the catchment primary school. Adverts and notices are placed in schools alerting parents to enrolment procedures. If your child is transferring to secondary school you will receive a letter from your current primary that will outline the arrangements. Unless you stay within the secondary school catchment area you will need to submit a placing request even if your child attends an associated primary school. If you wish your child to attend St Modan's High School please see the section on Roman Catholic provision.

As part of the enrolment process you are required to provide both a birth certificate and proof of residency. If you cannot prove residency within a catchment area you should submit a placing request.

Choosing a School

Many factors influence the choice of school. Your child would normally attend the catchment school. However you may prefer another school. Prior to making a placing request parents should consider some of the following factors:

- How will I arrange transport to the school? Transport is **NOT** provided if you make a placing request.
- If you have more than one child, you need to remember that there is no guarantee that a younger sibling would be successful in making a placing request. However if places are available we do prioritise such applications if an older sibling will still be in attendance at the same school.
- If you are providing documentation in support of an application, this should be from a professional who is supporting your child in a professional capacity, and they should state why they believe that only the requested school can make provision.

In choosing a school you may wish to look at a variety of schools in the event that your first choice cannot accommodate you. However, you can only submit one placing request at a time.

Placing Requests

If you do not wish to send your child to your catchment primary or secondary school, you may make a placing request. A placing request form is enclosed with this booklet. This form should be returned to Schools, Learning and Education, Municipal Buildings, Stirling FK8 2HU. Forms should **not** be returned to schools.

- If your child currently attends a nursery class in a primary school that is not your catchment school you are required to submit a placing request. Acceptance of the placing request is not guaranteed.
- If your child is due to start Primary One in August you must register him/her at the catchment primary school even if you intend to make a placing request. Failure to do so may result in a delay in processing your request.
- A placing request can only be made when your child is capable of accepting a place. As such you can only make a placing request in the academic session prior to the session you wish to be considered for admission to.

In effect a request may be made in August 2016 for admission in August 2017. In the case of admission to a secondary school a placing request can only be made when your child has commenced Primary 7. You cannot submit a request more than a year in advance.

- Due to immigration requirements we are only able to process placing requests where applicants are ordinarily resident within the UK.

How long the Placing Request Process takes

Normally a placing request for immediate admission will take between 4 to 6 weeks to process during term time. This allows all schools involved in your application to exchange information and respond to any points raised in your placing request. This process may take longer at certain times of the year. Please ensure that you allow sufficient time when submitting your request, especially prior to the school Summer holiday period. Requests submitted during, or near, the Summer holidays reduce our ability to put transition arrangements in place.

Roman Catholic Provision

If your child is baptised Roman Catholic and resides within the Stirling Council area they may enrol at the school. You will require a copy of your child's baptismal certificate and address evidence as part of the enrolment process.

If your child is not baptised Roman Catholic, or you live outwith the Stirling Council area, and you wish them to attend a Roman Catholic primary school you will require to submit a placing request.

If your child attends a Roman Catholic primary school in Stirling and is not baptised, or you are unable to provide a baptismal certificate, you will require to submit a placing request to attend St Modan's High School.

Additional Support for Learning

Most children and young people with additional support needs attend their local school or nursery and follow a curriculum that is adapted to their needs. In Stirling this is done through our Staged Intervention process (please see our leaflet "A Guide to Staged Intervention" for more information). Additional support may be provided by a support for learning teacher, support for learning assistants or other education staff such as outreach teachers, educational psychologists and inclusion support workers.

If your child has additional support needs it is important that you discuss making any placing request with the Head of your child's current establishment and that you provide as much information as possible on your request form to ensure that your child receives similar support if your placing request is successful. It should be noted that there is no guarantee that a placing request will be successful and as such, transition planning should continue with the catchment school and, where appropriate, raise it at staged intervention meetings. Where a placing request has not been previously discussed at a staged intervention meeting, the Education Authority will arrange one prior to a decision being reached.

Special Schools and Provisions

Our specialist provision is designed to meet the needs of those few children and young people who require a specialised environment in order to achieve their potential. In line with Section 15 of "The Standards in Scotland's Schools Etc. (Scotland) Act 2000", placement within a specialist setting would only be agreed under the following circumstances.

That to provide education solely within a mainstream setting:

- would not be suitable to the aptitude and ability of the child/young person
- would be incompatible with the provision of efficient education for the children with whom the child would be educated
- would result in unreasonable public expenditure being incurred, which would not normally be incurred

In most cases, referrals for placement to a specialist provision come through the staged intervention process by the team around the child, and are considered by Stirling Council's Specialist Transition and Educational Placement Group (STEP). This is a multi-agency group that reviews all applications for specialist placement and provides advice to the Chief Education Officer, Schools, Learning and Education, who makes the final decision.

Parents wishing to make a placing request directly to Stirling Council to the special school (Castleview) or specialist provisions (Ochil House, St Modan's ASD, Callander Primary ASD or Riverside Primary ASD) can do so by completing a placing request form.

Once the request is received, further information will be sought from the professionals who are working with the child or young person, and parental views will be sought and recorded.

The request for placement will be considered by the STEP Group, who will then make a recommendation to the Chief Education Officer, Schools, Learning and Education. Parents will be informed of the decision by letter.

Placing Requests for Independent /Grant Aided Schools

In order to consider a placing request for an independent school not managed by Stirling Council, parents must provide written confirmation that the school they wish to apply for has offered their child a place. A copy of this offer should be sent along with the completed placing request form.

Stirling Council staff will then ensure that an assessment process is carried out in conjunction with parents and the team around the child. All information will then be presented to the Authority Girfec Group (AGG) for consideration. All decisions on day placements to independent or Grant Aided schools must be agreed by the Chief Education Officer, Schools, Learning and Education. Decisions on residential placements will be agreed jointly by the Chief Education Officer, Schools, Learning and Education and the Chief Social Work Officer, Children and Families.

How a decision is reached on your placing request

Education receives in excess of 500 placing requests per year. As such, there is no guarantee of a placing request being accepted. High demand in some schools inevitably means that we cannot accept all placing requests. The list on page 1 of this booklet details schools at which requests have been refused in recent years.

All requests for admission to Primary 1 or Secondary 1 that are submitted before 15th March are considered and ranked on the Council priorities as detailed within this booklet. All requests received prior to 15th March will receive a response by 30th April.

Requests made after 15th March or for admission to any year stage other than Primary 1 or Secondary 1 are considered on an individual basis and Education has 2 months to notify you of a decision from receipt of your application.

If the placing request is granted, the child's enrolment at their catchment school will automatically be withdrawn by Education.

After accommodating catchment area pupils and reserved spaces Education will allocate any remaining spaces in line with the Council's criteria.

How we prioritise applications if we cannot accommodate all pupils

If the school cannot accommodate all placing requests we will prioritise all applications received prior to 15th March on the following basis. Requests received after 15th March may not be assessed with the same priorities.

Placing requests received prior to 15th March are split into 2 groups:

Group A : Pupils resident within the Stirling Council Area

Group B : Pupils resident outwith the Stirling Council Area

All applications within Group A are considered prior to looking at Group B.

The following criteria are then used in order to prioritise each group of applications.

- 1. Medical grounds relating to the child making the application, such that the chosen school is the only school that could provide for your child. These have to be supported by documentary evidence from your family doctor and a local health practitioner. The Service Manager, ASN and Wellbeing, will assess all applications seeking to receive recognition under this category.*
- 2. An older brother or sister will be attending the same establishment for the session the application is being made.*
- 3. The child is from a family that has exceptional family circumstances or is from a single adult household. You may be asked to support this by suitable documentation.*

Please note that we cannot accept solely childcare, transport to school or parental work arrangements under this category.

Under this category the individual circumstances of each application will be considered and a judgement reached by officers of Education.

Where it is not possible to accommodate all requests and 2 or more applications have equal criteria the final allocation will be by the distance from Ordinary Residence to the requested school, the nearest getting priority. Distance is measured by the shortest available route and not the shortest distance geographically.

Why requests are sometimes not granted

Education may refuse a placing request on several grounds.

Where:

- The school is already full and it would cost too much to extend the accommodation
- Granting a placing request would involve employing extra staff
- Such a move would seriously disrupt the child's education
- It is likely that the move would harm discipline or adversely affect the education of other children at the school
- Granting a placing request at the early stage of primary education would require the creation of an additional class or composite class in the future
- Granting a placing request at the early stages of primary education would involve employing extra staff in the future
- Granting a placing request for a child who is resident outwith the catchment area would prevent Education from reserving place/s at the specified school or at any particular school

Reserved places are places held for children moving into the catchment area during the academic year and are reserved by Council on an annual basis.

Specifically for placing requests to Special Schools, Independent or Grant-Aided schools

- Where the education in the school you want would not be suited to the ability or aptitude of your child
- If your child does not have the additional support needs requiring the education or specialist facilities normally provided at that school
- The education authority are able to make provision for the additional support needs of your child in another school
- It is unreasonable in respect of suitability and cost to place your child in the specified school where provision can be made in another school
- The specified school is not a public school
- The authority have offered a place to your child in another school

The above is intended purely as a guide to reasons for refusal.

If your placing request is refused we will detail the grounds for refusal in writing by 30th April or within 2 months if your placing request was submitted after 15th March. You can request a meeting with an officer of Education to answer any queries you may have.

What happens after a Placing Request is refused

If a placing request is refused the application is not held on a waiting list. A placing request is either accepted or rejected within 2 months of receipt.

Several choices are available at this stage

It is possible to:

Confirm attendance at your catchment school

You may also wish to consider the following options:

Submit a placing request for another school

OR

Submit another placing request for the same school

Between April and August, as families finalise their arrangements, places can sometimes become available in schools. You may choose to submit a new placing request for the same school in the hope that such a place becomes available. There is no guarantee that this will happen. Even if you choose to submit another placing request for the same school your child will not be able to participate in induction or transition arrangements until your request has been approved. It is strongly recommended that your child participate in induction and transition arrangements for your local catchment school while your subsequent placing request is being considered.

OR

Lodge an appeal against the refusal of the placing request

An appeal can be lodged against Education. This is heard by an independent panel who decide if the decision is justified and if Education has followed correct procedure. Further information on the appeals process is available from the Head of Governance. An appeal must be lodged within 28 days of a refusal letter being issued.

Prior to submitting an appeal it is strongly advised to seek a meeting with an officer of Education and to consider whether:

- The grounds for refusal are allowable
- the Council guidelines have been followed
- you agree with what the Council has said

Please note: Only one appeal can be lodged per year

It is not possible to process any other placing requests until an appeal is concluded

If your child has additional support needs, you have made a placing request to a special school or provision and your request is refused you have the right to make a reference to the Additional Support Needs Tribunal Service (ASNTS). This should be done instead of lodging an appeal to the Council Appeals Panel. You also have the right to access free and impartial advocacy, mediation and dispute resolution services to help you with your appeal. For more information please see our leaflet “Getting Help and Resolving Disagreements”

Further information is available on the Stirling Council website.

Information on individual schools:

Please contact the appropriate Headteacher
Details on back cover

The Scottish Executive publishes a useful booklet Called:
Choosing a School – A Guide for Parents

This is available online at: www.scotland.gov.uk

All enquiries regarding Placing Requests should be made to:

Relating to mainstream placements:	Relating to specialist placements:
Schools, Learning and Education Stirling Council Municipal Buildings STIRLING FK8 2HU	ASN Officer Education Stirling Council Municipal Buildings STIRLING FK8 2HU
Tel: 01786 233185/233220	Tel: 01786 233212

Establishment Information**Phone No**

Aberfoyle Primary School , Lochard Road, Aberfoyle	01877 382278
Allan's Primary School , Spittal Street, Stirling	01786 474757
Balfron Primary School , Moor Road, Balfron	01360 440027
Bannockburn Primary School , Quakerfield, Bannockburn	01786 813274
Borestone Primary School , Newpark Crescent, Stirling	01786 472800
Braehead Primary School , Springfield Road, Stirling	01786 462770
Bridge of Allan Primary School , Pullar Avenue, Bridge of Allan	01786 832050
Buchanan Primary School , Milton of Buchanan, Near Drymen	01360 870215
Buchlyvie Primary School , Station Road, Buchlyvie	01360 850311
Callander Primary School , Bridgend, Callander	01877 331576
Cambusbarron Primary School , Thomson Place, Cambusbarron	01786 472809
Cornton Primary School , Cornton Road, Cornton	01786 832051
Cowie Primary School , Main Street, Cowie	01786 813014
Crianlarich Primary School , Crianlarich	01838 300231
Deanston Primary School , Teith Road, Deanston	01786 841438
Doone Primary School , Castlehill, Doone	01786 841435
Drymen Primary School , Old Gartmore Road, Drymen	01360 660410
Dunblane Primary School , Doone Road, Dunblane	01786 822351
East Plean Primary School , Main Street, Plean	01786 813286
Fallin Primary School , Lamont Crescent, Fallin	01786 812063
Fintry Primary School , Culcreuch Avenue, Fintry	01360 860204
Gargunnoch Primary School , Station Road, Gargunnoch	01786 860291
Gartmore Primary School , Gartmore	01877 382343
Killearn Primary School , Crosshead Road, Killearn	01360 550430
Killin Primary School , Main Street, Killin	01567 820265
Kincardine In Menteith Primary School , Blair Drummond, Stirling	01786 841346
Kippen Primary School , Main Street, Kippen	01786 870372
Newton Primary School , Newton Crescent, Dunblane	01786 237920
Our Lady's Primary School , Raploch Community Campus, Drip Road, Stirling	01786 272324
Port of Menteith Primary School , Port of Menteith, By Stirling	01877 385225
Raploch Primary School , Raploch Community Campus, Drip Road, Stirling	01786 272320
Riverside Primary School , Forrest Road, Stirling	01786 474128
St Ninians Primary School , Torbrex Road, Stirling	01786 472024
Strathblane Primary School , Southview Road, Blanefield	01360 770608
Strathyre Primary School , Strathyre	01877 384223
Thornhill Primary School , Low Town, Thornhill	01786 850207
Trossachs Primary School , Brig O'Turk, By Callander	01877 376247
St Margaret's RCPS , Bannockburn Road, Cowie	01786 812293
St Mary's Bannockburn RCPS , Park Drive, Bannockburn	01786 812294
St Mary's Episcopal Primary School , Smithy Loan, Dunblane	01786 822740

Balfron High School , Roman Road, Balfron	01360 440469
Bannockburn High School , Bannockburn Road, Bannockburn	01786 813519
Dunblane High School , Old Doone Road, Dunblane	01786 823823
McLaren High School , Mollands Road, Callander	01877 330156
Stirling High School , Torbrex Farm Road, Stirling	01786 472451
St Modan's High School , Royal Stuart Way, Stirling	01786 470962
Wallace High School , Airthrey Road, Stirling	01786 462166