

**School Estate Capacity and Pupil Intake Limits - School Session 2020/21****Report by Dr Mary Smith, Director, Education, Communities and Economy****1 Purpose of Report**

This report provides Council with an update on the school estate capacity, confirms the requirement for additional school capacity to be provided by August 2020 and informs Council of the pupil intake limits required for the school session starting in August 2020 and the implications for pupil placement.

**2 Background**

- 2.1 In September 2017 Council agreed in principle the elements of the Learning Estate Strategy (LES) required to meet the essential learning estate requirements over the period through to 2023 and instructed officers to undertake further work on the financial implications of the strategy so that these could be considered as part of the Council's Capital Strategy and General Services Capital Plan report. This work is progressing but is not yet complete and in the meantime the LES has been updated to take account of a number of developments, the most significant of which are housing development masterplans and social housing sites which are not reflected in the Midlothian Local Development Plan.
- 2.2 Consequently we are now planning a third non-denominational primary school for Mayfield/Easthouses to be located on the former site of Newbattle High School, and a third non-denominational primary school for Dalkeith to be located on a site in Kippielaw. Planning for the Easthouses school is underway and it will provide additional capacity from August 2021. Planning for the Dalkeith primary school is progressing more slowly and could at best be built by August 2022 which leaves the Dalkeith area short of primary school capacity for a further three years.
- 2.3 As the financial governance for the overall Learning Estate Strategy is not yet in place a number of projects have been agreed in the interim to address immediate capacity requirements.
- 2.4 In June 2017 Council had approved provisions in the General Services Capital Plan to progress planning of the extensions to Cuiken and Sacred Heart Primary Schools and to allow the procurement and installation of modular units to provide additional early years' capacity at Mayfield Nursery School, Burnbrae and Danderhall Primary Schools, and to provide additional primary capacity at Lasswade and St David's Primary Schools. The provision of additional primary class space at St David's is to enable some of the existing school space to be converted to an Early Learning and Childcare setting.

- 2.5 In June 2018 Council approved provisions in the General Services Capital Plan for the extension of Cuiken Primary School and the extension and refurbishment of Sacred Heart Primary School including the expansion of Early Years provision at Sacred Heart. Both projects have now progressed to construction, the Cuiken extension is scheduled to be completed in November 2019 and Sacred Heart by the end of June 2020.
- 2.6 In December 2017 Council approved provisions in the General Services Capital Plan to provide:
- two additional classrooms using prefabricated units at Burnbrae Primary School, which are now in place;
  - space for three additional classrooms at the Mayfield School Campus by incorporating the library space and undertaking some refurbishment;
  - pre-school space at St David's Primary School by refurbishing part of the school.
- The work at the Mayfield Campus and St David's Primary School is underway but both projects have suffered numerous delays and it is difficult to predict with any certainty when these will be completed. Nevertheless the school capacity numbers used in this paper assume that the work will have been completed by August 2020.
- 2.7 A provision for the cost of adding two classrooms to Lawfield Primary School was included in the General Services Capital Plan by Council on 13 November 2018. Education Service subsequently decided that one additional classroom would suffice and this work is underway and scheduled to be completed this year.
- 2.8 The construction of the Hopefield School Campus is nearing completion and this will provide additional capacity for Burnbrae Primary School during the 2019/20 school year.
- 2.9 Since August 2017 the Council has provided home to school transport for pupils residing in the Loanhead area who choose to attend Beeslack High School rather than Lasswade, which is their catchment secondary school. This has had some success in easing the pressure of pupil numbers at Lasswade with approximately 20% of pupils attending Loanhead and 35% attending Paradykes Primary Schools opting to attend Beeslack in 2019/20. However, pupil numbers attending Lasswade remain above 1,500 and we intend to address the shortfall in some of the schools core facilities so the school can continue to accommodate its current pupil numbers.

### **3 Intake August 2020**

- 3.1 Pupil enrolment for the 2020/21 school session gets underway with pupil registration week commencing on 18 November 2019 and schools will complete the registration of catchment pupils in the first week of December. We have brought forward to 20 December Midlothian's closing date for receipt of placing requests, although the national deadline remains 15 March 2020, and decisions on those requests will be made and communicated by letter to parents/carers during April. The placing request appeal panel will meet in May to consider appeals in respect of placing requests which have been refused.

- 3.2 The progress of house building in parts of Midlothian is continuing to generate significant growth in pupil numbers. This combined with parental placing requests for certain schools with limited capacity means that pupil intake limits are required in order to safeguard places for pupils to be able to attend their catchment primary school.
- 3.3 The Council's approach to pupil placement is to provide a place for every pupil at one of their catchment schools and to grant placing requests for siblings whenever this is possible. Where catchment schools are over-subscribed the pupil placement process reserves places at neighbouring schools to ensure every pupil is afforded the opportunity to attend a local school. Maintaining this commitment is becoming increasingly challenging with the growth in pupil numbers we are experiencing and the consequent pressure on school capacities.
- 3.4 For August 2020, the primary schools where the number of P1 pupils residing in their catchment exceeds P1 intake capacity are Burnbrae, Cornbank, Danderhall, Glencorse, Gorebridge, Lawfield, Mayfield, Paradykes, Rosewell and Woodburn Primary Schools.

**Table 1: Primary non-denominational schools' catchment numbers & intake limits**

<b>School Name</b>	<b>Catchment P1s</b>	<b>P1 Intake Limit August 2020</b>
Bilston Primary School	24	30
Bonnyrigg Primary School	60	60
Burnbrae Primary School	101	90
Cornbank Primary School	61	50
Cuiken Primary School	39	60
Danderhall Primary School	57	47
Glencorse Primary School	17	14
Gore Glen Primary School	57	60
Gorebridge Primary School	64	60
Hawthornden Primary School	48	55
King's Park Primary School	72	75
Lasswade Primary School	46	60
Lawfield Primary School	83	60
Loanhead Primary School	24	30
Mauricewood Primary School	53	55
Mayfield Primary School	65	50
Moorfoot Primary School	8	14
Newtongrange Primary School	49	56
Paradykes Primary School	72	60
Rosewell Primary School	37	25
Roslin Primary School	25	38
Stobhill Primary School	33	33
Strathesk Primary School	48	55
Tynewater Primary School	21	33
Woodburn Primary School	149	100

<b>Total</b>	<b>1,313</b>	<b>1,270</b>
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**Table 2: Primary denominational schools' catchment numbers & intake limits**

<b>School Name</b>	<b>* Catchment P1</b>	<b>P1 Intake Limit August 2020</b>
Sacred Heart RC Primary School	219	20
St Andrew's RC Primary School	210	25
St David's RC Primary School	299	25
St Luke's RC Primary School	147	33
St Margaret's RC Primary School	146	14
St Mary's RC Primary School	255	33
St Matthew's RC Primary School	37	10
	<b>1,313</b>	<b>160</b>

**\*Total Number of Catchment – P1**

- 3.5 For most schools we anticipate that decisions to attend a denominational school, or to defer entry to primary school or make placing requests will bring the P1 intake numbers down to manageable levels. It is only at Woodburn Primary School that we estimate a shortfall in catchment places.
- 3.6 The estimated number of catchment P1 pupils for Woodburn is 149, allowing for a number of deferrals and a significant number choosing to attend St David's, and a number of placing requests, principally to King's Park and Tynewater, we estimate that there will be 102 catchment P1 pupils for Woodburn and a total pupil roll of 583 pupils. In order to accommodate this number of pupils in appropriately sized classes the school will operate at 24 classes and to do so will require two additional classrooms and ancillary spaces. In addition in order to timetable two hours per week of meaningful PE for each class the school requires a second activity hall.
- 3.8 The intake at denominational schools will be managed with the application of pupil intake limits and by giving first priority to those who have a declared affinity with the Roman Catholic faith. We do not anticipate that the number of qualifying pupils wishing to attend these schools will exceed their intake capacities.
- 3.9 The secondary schools where the number of S1 pupils residing in their catchment exceeds S1 intake capacity are Lasswade and Newbattle. This will be reduced by the numbers who choose to attend St David's and there is also capacity across the other three secondary schools. Pupil enrolment will be managed by use of intake limits, proactive management of placing requests and early engagement with parents and schools on the optimal placement of S1 pupils for August 2020.

**Table 3: Secondary schools catchment numbers & intake limits August 2020**

<b>School Name</b>	<b>Catchment S1</b>	<b>Register S1</b>	<b>S1 Intake Limit</b>
Beeslack High School	77	76	160
Dalkeith High School	246	180	200
Lasswade High School	311	291	300
Newbattle High School	244	228	240
Penicuik High School	148	148	180
St David's RC High School		103	160
	<b>1,026</b>	<b>1,026</b>	<b>1,240</b>

Pupils attending one of Midlothian's denominational schools in P7 are initially registered to attend St David's RC High School. No account has been made here for pupils residing in East Lothian for whom St David's is their catchment denominational school.

- 3.12 The 2020 pupil enrolment process is at an early stage, the full extent of the pressure on each school's capacity will not be known until mid-March, which is the national closing date for receipt of placing requests, and by which time decisions will have been taken about deferred entry. However we will have a better picture by the end of January when pupil registration should be completed and we will have a good indication of numbers of placing requests.
- 3.13 As in previous years pupil intake for August 2020 will be assessed regularly, ensuring effective management of the pupil placement process by taking account of placing requests and reserving places in neighbouring schools to provide places for pupils whose catchment school is over-subscribed. Intake limits based on schools' intake capacity will be applied as necessary in order to prevent schools from becoming overcrowded and we will if necessary bring an update report to a future meeting of Council.

#### **4 Pupil Placement Guidelines**

The policy guidelines on Admission to Primary and Secondary Schools have been updated to take effect for the process of admitting pupils for the forthcoming school session – Appendix 5.

#### **5 Works to provide additional capacity at Woodburn Primary School**

- 5.1 The plan to meet the growing demand for primary pupil places across Dalkeith is to provide a third non-denominational primary school. This is however at least three years away and in the interim additional capacity is required at Woodburn Primary School. All 22 classrooms at Woodburn are currently in use and the school is struggling to provide two hours per week of PE for every class with only one activity hall.
- 5.2 Midlothian's updated space requirements specifies a requirement for two activity halls in a three stream school in order to allow a school of this size to timetable two hours of PE per week for 22 classes. This is the standard that has been applied to the design of the new primary school buildings in Danderhall and Easthouses.
- 5.3 On the basis that the new school in Easthouses, which neighbours Dalkeith, will have available capacity from August 2021 we have assumed that we can limit Woodburn's intake for the subsequent two years. We have also assumed that the additional Dalkeith primary school will be in place by August 2023 and that Woodburn's intake numbers will reduce naturally for a number of years following that. Consequently we estimate that the school requires 3 additional teaching spaces for a period of eight years.
- 5.4 We have reviewed with the Head Teacher the availability of space and layout of the school and have concluded that the best option is to provide a separate building

with three classrooms and an activity hall, located close to the existing school building. The best location may be where the current multi use games area (MUGA) is located and if this is progressed the MUGA would need to be relocated.

- 5.5 Property Services provided an outline concept cost estimate for these works which comes to £2.2million, appendix 1. There is an allowance of £525,000 in the capital plan for the provision of two temporary classrooms at Woodburn Primary School. It is proposed to replace that with a budget of £2.2million for the provision of a unit which includes three classrooms and an activity hall.
- 5.6 Time is very short and at a minimum the school requires the additional teaching spaces to be available for the start of the 2020/21 school year. We therefore propose that plans for the extension are completed and submitted for planning permission immediately. At the same time the method of delivery is agreed and detailed costings submitted to the Capital Plan and Asset Management Board for approval in November.

## **6 Report Implications**

### **6.1 Resource**

Most of the resources required to provide the school capacity needed for the 2020/21 school session have been identified previously and budgets are in place. However, the requirements to address capacity at Woodburn Primary School are only now being finalised. There is an allowance of £525,000 in the capital plan for the provision of two temporary classrooms at Woodburn Primary School. It is proposed to replace that with a budget of £2.2million for the provision of a unit which includes three classrooms and an activity hall.

Resources will also be required in a number of schools in 2020/21 to fit out additional classrooms with ICT equipment. We will work with Property Services, Digital Services and Finance to complete specification of works and ensure that appropriate budgets are established as part of the development of the 2020/21 budget and if necessary bring a further report back to Council.

### **6.2 Risk**

There is a risk that the Council will not have a place for every pupil at their catchment school which is mitigated by the application of limits on pupil intake and the proposals to put in place additional capacity by August 2020.

There is a significant risk that the additional capacity identified in this report will not be delivered before the commencement of the coming school session in August 2020. Contingency plans will be developed once detailed delivery programmes for each school site are provided.

### **6.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

- ☐ Community safety
- ☐ Adult health, care and housing
- ☒ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☒ Sustainable growth
- ☐ Business transformation and Best Value
- ☐ None of the above

### **6.4 Key Priorities within the Single Midlothian Plan**

Key priority: Reducing the gap in learning outcomes.

GIRFEMC outcomes: Children and young people are supported to be healthy, happy and reach their potential; Inequalities in learning outcomes have reduced.

### **6.5 Impact on Performance and Outcomes**

The aim of this paper supports the priority to reduce the inequalities in learning outcomes by improving the quality of learning and teaching, leading to raised levels of achievement and attainment, by providing every child with the opportunity to attend school in their local community.

### **6.6 Adopting a Preventative Approach**

The Council's approach to pupil placement adopts a preventative approach by maximising the opportunities for pupils to attend school in their local community.

### **6.7 Involving Communities and Other Stakeholders**

This report informs Council of the potential impact on communities arising from pressure on school places.

### **6.8 Ensuring Equalities**

This paper informs Council of the impact of managing pupil admissions in line with national and local policy and procedure.

### **6.9 Supporting Sustainable Development**

The sustainability issues relating to this report relate to the sufficiency of schools places particularly in areas of housing development, the provision of additional capacity is being taken forward via the Delivery Plan for the School Estate coupled with the School Catchment Review Programme.

### **6.10 IT Issues**

There are no IT issues arising directly as a result of this report. The IT requirements arising in order to put in place the additional capacity for each school will be identified as part of the development of the project specifications. The budget required to fully equip the additional classes for August 2019 will be developed in liaison with Digital Services and presented in a future report to Council.



## 7 Recommendations

Council is requested to:

1. Approve the provision of an extension to Woodburn Primary School as detailed in paragraphs 5.4 and 5.5;
2. Note the intake limits for primary schools in Section 3 tables 1 and 2;
3. Note the intake limits for secondary schools in Section 3 table 3;
4. Note progress with the works underway to meet the school capacity required in 2020/21 and the importance of these being delivered in time.
5. Note the updated policy guidelines on admission to primary and secondary schools.

**24 October 2019**

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### Appendices

- Appendix 1 Woodburn Primary School Extension Concept Cost Plan
- Appendix 2 Projected Primary Pupil Numbers – August 2020
- Appendix 2 Projected Secondary Pupil Numbers – August 2020
- Appendix 3 Pupil Census 2019
- Appendix 4 Policy Guideline – Admission to primary and secondary schools

### Background Papers:

Learning Estate Strategy 2017-2047, Midlothian Council 26 September 2017

## Appendix 1

CONCEPT COST PLAN (v1) Option 1 PROPOSED INTERNAL ALTERATIONS AND EXTENSIONS WOODBURN PRIMARY SCHOOL						
<b>Date</b>	<b>12th April 2019</b>					
<b>Gross Internal Floor Area (m2)</b>						775
<b>Construction Period (months)</b>						12
<b>Baseline</b>	Q2 2019					326
<b>Projection</b>	Q4 2019					333
<b>Inflation Index</b>						0.02147
Baseline is Cost Plan date - Projection is mid-point construction						
<b>Project information (examples below - delete/amend as necessary):</b>						
1	New 4 classroom Teaching Unit extension in size approx 380m2					
2	New Activity Hall with associated changing rooms and circulation space new build					
ref	Description	Unit	Quantity	Rate (£)	Total Cost (£)	Cost Per m2 (£)
	<b>Facilitating Works</b>					
a	None	m2		120.00	-	0.00
	<b>Internal Alterations</b>					
b	Reconfigured Learning Support Area 58.5m2	Item	1	25,655.00	25,655.00	33.10
c	Internal Street Teaching Space	Item	1	21,000.00	21,000.00	27.10
d	New Library Space	Item	1	9,950.00	9,950.00	12.84
e	New Meeting Pod	Item	1	2,369.50	2,369.50	3.06
	<b>New Buildings &amp; Extensions</b>					
f	Construct New Activity Hall 395m2	m2	395	1,900.00	750,500.00	968.39
g	Procurement and Installation of 4 Classroom Teaching Units	m2	380	1,584.00	601,920.00	776.67
	3 classroom TU with office and toilet accom £1584.00 m2 (St David's)					
h	Hard playground area/paths	m2	1500	75.00	112,500.00	145.16
	<b>Non standard/extra over items/provisional allowances (if known)</b>					
1	Enhanced kitchen facilities - allowance for refurbishment already included in rates - based on advice from Margaret McK	item	1	20,000.00	20,000.00	25.81
4	Loose furniture & fittings (excl bleachers/sound stage eqt)	m2	395	50.00	19,750.00	25.48
5	Bleachers seating	item	0	10,000.00	-	0.00
6	Sound stage equipment	item	0	5,000.00	-	0.00
22	Enhanced T&C of M&E systems i.e. flushing of pipe work etc	item	1	5,000.00	5,000.00	6.45
	<b>Works Cost</b>			sub-total	<b>1,568,644.50</b>	<b>2,024.06</b>
i	Preliminaries		<b>12.00%</b>		188,237.34	242.89
				sub-total	<b>1,756,881.84</b>	<b>2,266.94</b>
j	Contingencies		<b>7.00%</b>		122,981.73	158.69
				sub-total	<b>1,879,863.57</b>	<b>2,425.63</b>
k	Design Development		<b>3.00%</b>		56,395.91	72.77
				sub-total	<b>1,936,259.48</b>	<b>2,498.40</b>
l	Professional Fees (standard design team fees incl internals)		<b>10.00%</b>		193,625.95	249.84
	Additional surveys, fees and charges etc:					
16	DS support costs - new build (check - to be based on DS advice)	m2	775	40.00	31,000.00	40.00
17	DS support costs - alteration and refurbishment (check - to be based on DS advice)	item	0	40.00	-	0.00
	<b>Total Cost</b>			total	<b>2,160,885.42</b>	<b>2,788.24</b>
m	Inflation Provision		<b>2.15%</b>		46,399.38	59.87
	<b>Concept Cost Plan Total</b>				<b>2,207,284.80</b>	<b>2,848.11</b>

## Appendix 2

## Projected Primary Pupil Numbers – August 2020

	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>	<b>P6</b>	<b>P7</b>	<b>Total</b>
Bilston Primary School	24	17	12	17	14	13	7	<b>104</b>
Bonnyrigg Primary School	56	60	55	60	58	63	64	<b>416</b>
Burnbrae Primary School	90	78	80	78	67	62	62	<b>517</b>
Cornbank St James Primary School	43	47	35	45	37	35	26	<b>268</b>
Cuiken Primary School	33	45	35	34	35	34	26	<b>242</b>
Danderhall Primary School	56	39	46	51	43	38	41	<b>314</b>
Glencorse Primary School	7	0	0	2	2	3	3	<b>17</b>
Gore Glen Primary School	47	48	39	34	23	12	14	<b>217</b>
Gorebridge Primary School	55	52	38	33	43	54	56	<b>331</b>
Hawthornden Primary School	35	31	39	56	46	52	37	<b>296</b>
King's Park Primary School	75	66	68	67	66	71	63	<b>476</b>
Lasswade Primary School	42	53	51	56	50	65	57	<b>374</b>
Lawfield Primary School	60	31	48	57	48	56	45	<b>345</b>
Loanhead Primary School	27	26	28	23	25	26	30	<b>185</b>
Mauricewood Primary School	53	54	39	43	52	44	51	<b>336</b>
Mayfield Primary School	50	36	44	40	47	41	39	<b>297</b>
Moorfoot Primary School	7	13	7	10	13	14	8	<b>72</b>
Newtongrange Primary School	40	51	58	45	41	51	56	<b>342</b>
Paradykes Primary School	64	46	39	40	42	39	31	<b>301</b>
Rosewell Primary School	28	15	17	12	16	23	24	<b>135</b>
Roslin Primary School	26	24	42	26	30	27	28	<b>203</b>
Sacred Heart Primary School	22	19	17	22	21	16	20	<b>137</b>
St Andrew's Primary School	25	21	18	25	24	22	23	<b>158</b>
St David's Primary School	25	25	25	26	31	29	31	<b>192</b>
St Luke's Primary School	36	31	29	31	33	27	26	<b>213</b>
St Margaret's Primary School	3	7	7	4	7	7	3	<b>38</b>
St Mary's Primary School	14	16	23	14	14	27	25	<b>133</b>
St Matthew's Primary School	5	6	5	13	6	9	12	<b>56</b>
Stobhill Primary School	27	32	29	30	28	28	23	<b>197</b>
Strathesk Primary School	38	35	38	50	50	52	44	<b>307</b>
Tynewater Primary School	33	45	27	29	27	32	19	<b>212</b>
Woodburn Primary School	102	98	88	79	79	72	65	<b>583</b>
	<b>1,248</b>	<b>1,167</b>	<b>1,126</b>	<b>1,152</b>	<b>1,118</b>	<b>1,144</b>	<b>1,059</b>	<b>8,014</b>

## Appendix 3

**Projected Secondary Pupil Numbers – August 2020**

	<b>S1</b>	<b>S2</b>	<b>S3</b>	<b>S4</b>	<b>S5</b>	<b>S6</b>	<b>Total</b>
Beeslack High School	125	130	144	116	107	77	699
Dalkeith High School	183	155	161	188	147	70	904
Lasswade High School	294	287	285	283	253	178	1,580
Newbattle High School	202	220	185	165	177	88	1,037
Penicuik High School	139	123	113	101	93	68	637
St David's RC High School	130	140	138	110	104	64	686
<b>Grand Total</b>	<b>1,073</b>	<b>1,055</b>	<b>1,026</b>	<b>963</b>	<b>881</b>	<b>545</b>	<b>5,543</b>

**Notes**

1. Pupils attending one of Midlothian's denominational schools in Primary 7 are assumed to be catchment for St David's RC High School.
2. St David's RC High School S1 catchment pupils include an estimate for East Lothian resident pupils.
3. The Beeslack and Lasswade estimated catchment pupil numbers assume 30% of pupils attending Loanhead and 40% attending Paradykes Primary Schools opt to attend Beeslack.

## Appendix 4

## Pupil Census 2019

	P1	P2	P3	P4	P5	P6	P7	Total
Bilston Primary School	17	12	17	14	13	7	10	90
Bonnyrigg Primary School	60	55	60	58	63	64	54	414
Burnbrae Primary School	78	80	78	67	62	62	60	487
Cornbank St James Primary School	47	35	45	37	35	26	32	257
Cuiken Primary School	45	35	34	35	34	26	37	246
Danderhall Primary School	39	46	51	43	38	41	41	299
Glencorse Primary School	0	0	2	2	3	3	2	12
Gore Glen Primary School	48	39	34	23	12	14	16	186
Gorebridge Primary School	52	38	33	43	54	56	41	317
Hawthornden Primary School	31	39	56	46	52	37	43	304
King's Park Primary School	66	68	67	66	71	63	60	461
Lasswade Primary School	53	51	56	50	65	57	62	394
Lawfield Primary School	31	48	57	48	56	45	23	308
Loanhead Primary School	26	28	23	25	26	30	30	188
Mauricewood Primary School	54	39	43	52	44	51	52	335
Mayfield Primary School	36	44	40	47	41	39	25	272
Moorfoot Primary School	13	7	10	13	14	8	12	77
Newtongrange Primary School	51	58	45	41	51	56	53	355
Paradykes Primary School	46	39	40	42	39	31	46	283
Rosewell Primary School	15	17	12	16	23	24	15	122
Roslin Primary School	24	42	26	30	27	28	25	202
Sacred Heart Primary School	19	17	22	21	16	20	12	127
St Andrew's Primary School	21	18	25	24	22	23	24	157
St David's Primary School	25	25	26	31	29	31	25	192
St Luke's Primary School	31	29	31	33	27	26	24	201
St Margaret's Primary School	7	7	4	7	7	3	5	40
St Mary's Primary School	16	23	14	14	27	25	16	135
St Matthew's Primary School	6	5	13	6	9	12	4	55
Stobhill Primary School	32	29	30	28	28	23	32	202
Strathesk Primary School	35	38	50	50	52	44	52	321
Tynewater Primary School	45	27	29	27	32	19	22	201
Woodburn Primary School	98	88	79	79	72	65	60	541
<b>Grand Total</b>	<b>1,167</b>	<b>1,136</b>	<b>1,157</b>	<b>1,127</b>	<b>1,150</b>	<b>1,073</b>	<b>1,021</b>	<b>7,834</b>

	S1	S2	S3	S4	S5	S6	Total
Beeslack High School	130	144	116	119	113	54	676
Dalkeith High School	155	161	188	163	71	67	805
Lasswade High School	287	285	283	281	263	184	1,583
Newbattle High School	220	185	165	197	113	74	954
Penicuik High School	123	113	101	103	97	61	598
St David's RC High School	140	138	110	116	85	59	648
<b>Grand Total</b>	<b>1,055</b>	<b>1,026</b>	<b>963</b>	<b>979</b>	<b>742</b>	<b>499</b>	<b>5,264</b>

## **POLICY GUIDELINES**

### ***Admission to Primary and Secondary Schools***

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## **PLACING IN SCHOOLS**

### **• 1.0 LEGAL BACKGROUND**

The admission of pupils to both primary and secondary schools is defined in terms of the Education (Scotland) Act 1980. Key points to note are:

- Parents/carers have the right to request admission to the school of their choice.
- Such a request must be in writing and is known as a placing request.
- The Council has a duty to accede to this request, except in certain circumstances specified in the Act.
- The Council has a duty to inform parents/carers of their right to make a placing request and to provide certain prescribed information in order to assist parents/carers in making their choice of school.

Catchment areas have been designated for all Midlothian primary and secondary schools. The parents/carers of all children known to the Council to be due to enrol for the first time in a primary school or transfer from a primary to a secondary school shall be given information about their catchment school options and notified of their right to request an alternative school.

For all other stages, the onus is on the parent to make enquiries regarding alternative school placement for their child(ren). A parent may submit a placing request for her/his child in a school at any stage.

### **1.1 Denominational Education**

In Midlothian all denominational schools are Roman Catholic.

A child does not need to be Catholic to enrol in one of our Roman Catholic primary schools or secondary school. However, in the event of a school being oversubscribed, priority will be given to applicants in the following order:

- catchment children who have a declared affinity with the religious beliefs of the school.
- children from other Midlothian catchments who have a declared affinity with the religious beliefs of the school.
- catchment children who have a sibling attending the school.
- all remaining catchment children.
- all other applicants.

Please note however, that while those who have a sibling who will be attending the school will be given priority over those who do not, a sibling attending the nursery class will not be taken into account.

Priority may be given to applicants, based on additional information provided, at the Council's discretion.

## **1.2 Parents wishing a Gaelic Medium Education**

Gaelic medium education for Midlothian resident pupils is currently provided by the City of Edinburgh Council. Midlothian Council will provide home to school transport for pupils enrolled in Gaelic medium education.

Currently parents wishing to have their child/ren educated in the Gaelic medium should make a placing request for the Gaelic medium primary school, Bun-sgoil Taobh na Pàirce, in Edinburgh. To apply for a place in P1 parents should complete a placing request form available on the City of Edinburgh Council website. Further information can be found at:

[www.edinburgh.gov.uk/info/20256/school\\_places/484/gaelic\\_in\\_schools](http://www.edinburgh.gov.uk/info/20256/school_places/484/gaelic_in_schools)

Parents can request that the Council carries out an assessment for the need for Gaelic medium primary education to be provided within the Council area. Further information and an assessment request form are available from the following website:

[www.gov.scot/Publications/2017/02/1442/downloads](http://www.gov.scot/Publications/2017/02/1442/downloads)

## **1.3 Children with Additional Support Needs**

In line with legislation we have a policy of including children with additional support needs in mainstream schools where possible. Some children may be educated in specialist schools/classes.

Further information about additional support needs is available from the Additional Support for Learning Officer, whose contact details are given at the end of this document.

## **1.4 Home to School Transport**

A pupil may receive free transport if they attend their catchment school and their home address is more than two miles from the school based on the shortest safe walking distance. A pupil may also receive free transport if the Council has placed them in a non-catchment school due to a catchment school being full. From August 2017 pupils resident in Loanhead who make a successful placing request for S1 at Beeslack High School will also be eligible for free transport.

A pupil will not receive free transport if they attend a non-catchment school as a result of a placing request being granted.

## **1.5 Composite Classes**

Composite classes are part of the normal organisation in many primary schools and can have a maximum of 25 pupils. Age is the main criterion for selecting pupils for composite classes. Normally composite classes will have a minimum of four pupils from each year stage.

Please refer to Professional Practice Paper 7 for further guidance.

## **1.6 Team Teaching**

Team teaching is where two teachers teach a class that has more than the maximum number of pupils for that particular stage. Where the number of pupils exceed this team teaching may be implemented.

The maximum size of a P1 class size is 25, a P2 or P3 class is 30 and a P4, P5, P6 and P7 class is 33 pupils.

## **1.7 Children living under shared care**

Where parents are separated the address of the parent with whom the child resides for the majority of their time per week and is in receipt of child benefit for the child, is used to determine the catchment area. If the shared care arrangement is a 50/50 split between the parents, the parents will be asked to provide proof such as a legal agreement. If the Council is satisfied that the care is equally shared, the parents will be given the opportunity to choose which of the catchment schools at which to register.

# **2.0 ARRANGEMENTS FOR PRIMARY SCHOOLS**

## **2.1 Enrolment procedures for entry to primary school**

Enrolment procedures commence at the beginning of November each year.

## **2.2 Press advertisements**

In October each year Pupil Placement will place an advertisement in the local press, advising parents/carers of any child eligible to begin primary education that they should, by a specified date, register their child at their catchment school. Registering a child does not automatically ensure that a place will be made available; this will be determined when all information is collated and examined.

Parents/carers will be advised that, even if they wish to make a placing request for a non-catchment school, they must first register their child at the catchment school.

## **2.3 Contact with parents/carers**

At the same time, Pupil Placement will contact the parents/carers of all children eligible to begin primary education and who attend a nursery school, nursery class or a children's centre in Midlothian by letter. Head Teachers should ensure that copies of the school handbook are available for any parent requesting one.



## **2.4 Eligibility**

Any child whose fifth birthday falls between 1 March in any year and the last day of the following February can start primary school on the first day of the autumn term, (known as the commencement date).

An exception to these procedures may be where children who have been admitted to primary education by another authority subsequently become resident in Midlothian. In such cases, the Head Teacher should consult her/his appropriate Schools Group Manager before deciding whether to admit the child.

## **2.5 Choosing a school**

Pupil Placement will issue information informing parents/carers of their rights to choose a school when they write to the parents/carers of eligible children. Any parent/carer wishing to make a placing request should obtain a Placing Request application form. It is not essential that parents/carers use the form but they must make the request in writing to the Pupil Placement Section within Education, Communities and Economy. It is essential, however, that parents/carers initially register their child at their catchment school.

See section 4 for information on placing requests.

## **2.6 Access to information**

Parents/carers should have access to information about the schools in which they are interested. This will generally be contained in the school prospectus or handbook, copies of which should be available from the school and on the school website. In addition, the Council produces guidelines on admission to Midlothian schools called Placing in Schools, which is available on our website at [www.midlothian.gov.uk/info/879/school\\_places/32/apply\\_for\\_a\\_school\\_place](http://www.midlothian.gov.uk/info/879/school_places/32/apply_for_a_school_place)

## **2.7 Registration of catchment children**

Primary Head Teachers may wish to publicise registration arrangements through their own local channels if they feel this is appropriate so that as many parents/carers as possible are encouraged to register their children at this time. During the registration period Head Teachers should only register those children who are normally resident in the catchment area.

Head Teachers should ensure that catchment children are correctly identified; a Council Tax bill, Child Benefit letter, Tax Credit Award notice or recent utility bill is normally adequate proof. If the pupil does not attend a Midlothian Council nursery class/school, their birth certificate or passport should be seen as well. It is the address of the parent or carer which is relevant; the address of other family members or a child minder with whom the child may occasionally reside is not relevant.

Please note that registration does not guarantee a place at a catchment school.

See section 1.7 for children living under shared care.

## **2.8 Enrolment of catchment children**

The Pupil Placement Section will collate the registration information obtained from each school and use this to determine whether there is sufficient capacity to accommodate all catchment children. Where there is insufficient capacity, priority will be given in the following order:

- children who have been prioritised based on individual circumstances.
- children with a declared affinity with the religious beliefs of the school (Denominational schools).
- children who will have siblings attending the school at the same time.
- then all remaining catchment children.

If there are more children than places available in any category, proximity of home to school and/or ease of travel will normally be used. A sibling attending the nursery class at the same time will not be taken into account.

Parents/carers will be advised by letter, sent by the Pupil Placement Section by 30<sup>th</sup> April, whether they have been granted a place at their catchment school. Those children who have been granted a place will be automatically enrolled at the school.

Once the place is offered it will not be withdrawn unless the place was obtained using false information or the family change address before the start of the school year.

Those who have not been granted a place at their catchment school will have a place allocated at the Midlothian school nearest to their home with places available. They will be given the option to make a placing request to another school, if they so wish. The pupil will be placed on a waiting list for the catchment school in order of priority and, should a place become available, parents/carers will be contacted by Pupil Placement.

## **2.9 Change of address**

Children who move, or are moving before the start of the school year, will have a place reserved in their non-denominational or denominational catchment school based on their address at the start of the school year. This is subject to places being available and where proof of change of address has been received by the end of February. Acceptable proof of change of address is a signed tenancy agreement or letter from a solicitor confirming missives have been concluded. The Council may ask for further proof following the move and pupil registration may be subject to this proof being provided.

## **2.10 Phased entry arrangements**

Head Teachers may wish to phase the P1 intake over a period. If this is done, all children eligible for admission should be admitted by the second week of the new

school session. However, a parent may require the authority to accept a child from the commencement date.

Head Teachers may also choose to limit P1 pupils to part day attendance in the early stages but such arrangements should not extend beyond the second week of the new school session. Any request from a parent for a child to be in full time attendance should normally be granted. Certain children may require special consideration to be in full time attendance, for example due to medical or family circumstances. In such cases, Head Teachers should consult their appropriate Schools Group Manager regarding arrangements for these children.

## **2.11 Deferred entry to primary school**

In Scotland, children usually start primary school in the year during which they have their 5th birthday. This means that in primary 1 classes, children are usually aged between 4½ and 5½ years. Where a child does not start school at the expected August start date for their year group, it is called deferred entry to primary school.

If your child's 5th birthday falls between mid-August (the day after the school commencement date) and December 31<sup>st</sup>, you have a legal right to defer their entry into Primary 1 until the following August when they are nearer 6 years old. However, this does not mean that your child is automatically entitled to a funded early learning and childcare place. If Midlothian Council agrees that deferring entry into Primary 1 is in your child's best interests, it can choose to provide a funded early learning and childcare place. Alternatively, the additional year of early learning and childcare can be funded by the parent where the Council does not agree that there will be significant educational benefit to the child from an additional year in nursery.

If your child has their 5<sup>th</sup> birthday between 1<sup>st</sup> January and 28<sup>th</sup>/29<sup>th</sup> February they are also entitled to defer entry to school, should their parents wish it and they are guaranteed to receive a funded early learning and childcare place. This is guaranteed because councils receive funding from the Scottish Government for places for these children.

The parent/carer should contact the nursery their child attends for information and advice about deferring their child. The child should register at one of their catchment area schools even if a deferral is going to be requested. The nursery will, in discussion with parents/carers, provide advice on the best starting date for the child.

## **2.12 Early admission**

The Council does not have a duty to educate a child who is not of school age. Parents/carers of these children may make a request for early admission. The professional view of the authority is that nursery education is the most appropriate form of education for children who have not reached school age.

The Council has delegated the responsibility of granting early admission to the Director, Education, Communities and Economy, but this will only be considered if it can be established that refusal would harm a child's education in the long term.

When applying for early admission, parents/carers should provide evidence to support their case, including written evidence wherever possible. Members of staff should not provide letters of support to parents/carers.

There is no right of appeal once a decision has been reached on requests for early admission as the child is not of school age.

### **3.0 ARRANGEMENTS FOR SECONDARY SCHOOLS**

#### **3.1 Eligibility**

Pupils will normally transfer to secondary school at the end of a seven year course of primary education. If, in the opinion of the Head Teacher or other professional advice, there are exceptional circumstances which would make it inadvisable to transfer a child, the appropriate Schools Group Manager should be consulted before a final decision is made.

Pupils attending a non-denominational primary school will be allocated a place at their catchment non-denominational secondary school, if they attend a denominational primary school they will be allocated a place at St David's RC High School. If the parents wish to request their other catchment secondary school they should complete a placing request form and return it to the Pupil Placement section.

#### **3.2 Transfer between primary and secondary schools**

Pupil Placement will provide Head Teachers with details of which school each child will be transferring from/to.

Head Teachers of primary schools should ensure that detailed information on each pupil is forwarded to the appropriate secondary school. This information will normally include:

- an assessment of the pupil's attainment in mathematics and language
- comments on ability and attainment in other curricular areas, e.g. science, art, music
- comments on special interests and aptitudes
- an indication of the pupil's personal attributes and information about their background which may influence their attitude and performance in school work
- the Pupil Progress Records (PPR), updated to the end of the last session of primary education
- the Pupil Profile, which is completed by the pupil.

### **3.3 Primary-secondary liaison**

Secondary schools will normally have an established liaison programme with their associated primary schools which will include other initiatives to ease the transition between primary and secondary stages.

### **3.4 Induction programmes**

Secondary Head Teachers should also arrange for parents/carers and incoming pupils to visit their school at an appropriate time, prior to transfer. Full information on the school should be sent at the start of the summer term to all parents/carers of pupils transferring to the school.

### **3.5 Enrolment procedures**

All parents/carers of P7 pupils resident in Midlothian, who attend a primary school in Midlothian, will receive written confirmation from Pupil Placement in November that a place has been reserved at their catchment secondary school, based on their home address. Parents/carers will also be advised of their right to make a placing request.

See section 4 for information on placing requests.

Midlothian pupils are enrolled in their destination secondary schools through the transfer of their details from their primary schools; secondary schools only need to enrol those pupils from outwith Midlothian whose placing requests have been granted.

### **3.6 Allocation of Catchment Secondary School Places**

The Council will normally give the highest priority to children living in the catchment area of a school. In the event of a school having more catchment children than places available, priority will be given in the following order:

- children who have been prioritised based on individual circumstances;
- children with a declared affinity with the religious beliefs of the school (Denominational schools);
- children who will have siblings attending the school at the same time;
- children who attend an associated primary school;
- all remaining catchment children.

If there are more children than places available in any category, proximity of home to school and/or ease of travel will normally be used.

If a place at a catchment school is not available, parents/carers will be offered a place at the nearest Midlothian secondary school to their home address with places available. They will be given the option to make a placing request to another school, if they so wish. The pupil will be placed on a waiting list for the catchment school in order of priority and, should a place become available, parents/carers will be contacted by Pupil Placement.

Once the place is offered it will not be withdrawn unless the place was obtained using false information or the family change address before the start of the school year. Children who are offered a place at their preferred catchment school will be enrolled automatically.

### **3.7 Parents wishing a Gaelic Medium Secondary Education**

Gaelic Medium Secondary Education for Midlothian resident pupils is currently provided by the City of Edinburgh Council. Midlothian Council will provide home to school transport for pupils enrolled in Gaelic Medium Education in Edinburgh.

Parents wishing to have their child/ren educated in the Gaelic Medium should make a placing request for the Gaelic Medium Unit at James Gillespie High School in Edinburgh. Further information can be found at:

[www.edinburgh.gov.uk/info/20256/school\\_places/484/gaelic\\_in\\_schools](http://www.edinburgh.gov.uk/info/20256/school_places/484/gaelic_in_schools)

### **3.8 Intake numbers**

Pupil Placement will inform secondary school Head Teachers of the number of catchment pupils that will be transferred from primary schools and any intake limits that may apply. They will also be informed on a regular basis of numbers of any non-catchment requests which have been received and catchment requests out to other schools.

Throughout this period, secondary school Head Teachers should discuss with the Pupil Placement Section any factors that may affect the school's ability to accommodate the projected S1 intake.

### **3.9 Issue of school handbooks**

- Head Teachers must arrange for the appropriate number of school handbooks to be forwarded to their associated primary schools for issue during November. Delays in issuing the handbook should be avoided as parents/carers are legally entitled to this information 28 days before the closing date for receipt of applications, which is in December each year. The handbook should also be made available on the school website.

### **3.10 Press advertisement**

In October each year Pupil Placement will place an advertisement in the local press, advising parents/carers of any Midlothian child eligible to begin secondary education that their child will be automatically enrolled in their catchment secondary school, unless a placing request is made for another school.

## 4.0 Making a Placing Request for a Non-Catchment Primary or Secondary School

All parents/carers have the right to request a place for their child in a non-catchment school; this is called a placing request. It is the Council's statutory duty to grant placing requests where there are places available, except in certain circumstances which are set out in The Education (Scotland) Act 1980.

If the child is starting primary or secondary school in August and the parent/carer wants them to attend a non-catchment school, they may make a request by completing a Placing Request. The form is available from the catchment school that you register your child at, for secondary school from the primary school your child is attending or from the secondary school you wish to request. Form is also available on our website at

[www.midlothian.gov.uk/info/879/school\\_places/145/apply\\_for\\_a\\_non-catchment\\_school](http://www.midlothian.gov.uk/info/879/school_places/145/apply_for_a_non-catchment_school).

If the child is at any other stage of their education parents/carers should contact the Head Teacher of the school of their choice.

If the child has additional support needs the right to make a non-catchment placing request includes the right to request a special school or special class. Parents/carers who wish to make this kind of placing request should discuss their choice of school with the child's lead professional before making their request.

### What will happen when a placing request is made to Midlothian Council?

The following information applies if a placing request is made for a child to a Midlothian Council school.

The closing date for placing requests for starting Primary 1 or Secondary 1 in August is December. The Council will still consider the request if it arrives after this date but before 15 March, the national cut off date. Placing requests received after 15 March will be considered but there may be no places left at the school of choice.

The parent/carer should receive acknowledgement of their application within fourteen days of receipt by Pupil Placement. The Council will keep the placing request form until the national closing date and will then consider it along with all the other placing requests received before the closing date.

Members of staff should not provide letters of support to parents/carers.

## 4.1 Restriction or limitation of places

The Council will give the highest priority to children living in the catchment area of a school. Places remaining after catchment children are enrolled will be available for non-catchment children.

### Placing Requests

When there are more placing requests than places available the Pupil Placement Panel will consider all requests along with supporting information and documentation. The Pupil Placement Panel have the authority to prioritise individual applications, therefore it is important that parents/carers provide all relevant information in support of their request. This may include, in no particular order, medical evidence and reports from other services or agencies involved with the child, additional support needs, bullying, racial harassment, child or parental medical conditions.

Priority will be given to applicants in the following order:

- children who have been prioritised based on individual circumstances
- children who are resident in Midlothian's catchment with declared affinity with the religious beliefs of the school (Denominational schools).
- children who are resident in Midlothian's catchment who will have siblings attending the school will be given priority over those who do not. A sibling attending the nursery class will not be taken into account.
- children who are resident in Midlothian's catchment and who do not have a sibling attending the school at the same time.
- children who are resident outside Midlothian's catchment with declared affinity with the religious beliefs of the school (Denominational schools).
- children who are resident outside Midlothian's catchment who will have siblings attending the school will be given priority over those who do not. A sibling attending the nursery class will not be taken into account.
- all other applicants.

### **Other relevant factors that may be taken into account**

The following relevant factors may be taken into account however they do **not** guarantee that a request will receive priority or agreement.

- attendance at an associated primary school (for requests in S1)
- attendance at the primary school nursery class (for requests in P1)
- proximity of home to school and/or ease of travel

If there is more than one placing request in any of the above groups then the shortest, safe walking distance from home to school is normally used to decide priority within each group.

Once a pupil has completed a proper admission to the school they will not be asked to transfer to another school against the wishes of their parents/carers in order to admit a pupil who has moved into the catchment area.

A proper admission is one made under the policy of the Council based on correct information from the parents/carers.

**Please note that, if a placing request is granted, the child's place at their catchment school may be allocated to another child. If, after a placing**



**request has been granted, a parent changes their mind and wishes their child to attend their preferred catchment school, a place may not be available.**

## **4.2 Refusing a placing request**

If the Council refuses a placing request a letter will be sent to the parent/carer which gives the reasons for the decision. The Education (Scotland) Act 1980 sets out the reasons why a placing request may be refused.

The main reasons are:

- an extra teacher would have to be employed.
- the Council would have spend a significant amount to extend or alter the accommodation at, or facilities provided in connection with, the school.
- an extra teacher would have to be employed, or additional class formed, at a future stage of the child's education.
- the number of children at the school would exceed the school's capacity.
- to reserve places at the school for children moving into the catchment area.
- the order and discipline in the school would be seriously affected i.e. through overcrowding.
- the educational wellbeing of pupils at the school would be seriously affected i.e. through overcrowding or exceeding the relevant maximum class size.
- the child's education would be affected because the education at the school requested is unsuitable.

## **4.3 What happens if the Council refuses a request?**

If a placing request is refused, the parent/carer has the right of appeal. Appeals must be lodged, in writing, no later than 28 days after the refusal letter being sent. Details of how to make an appeal will be in the refusal letter sent to the parent/carer.

In Midlothian appeals are heard by the Education Appeals Committee. The Education Appeals Committee is independent of the Education, Communities and Economy Directorate. This is a formal legal process and further information will be sent on receipt of the appeal.

### **Primary school placing request**

If a place at the requested primary school is not available, a place will be reserved at the preferred catchment primary school that the child has been registered at. However if no place is available at the preferred catchment school, then a place will be allocated at the nearest school with places available (if the preferred school was a denominational school then a place will be allocated at the denominational catchment school if possible). A waiting list will be formed for the requested school and/or catchment school and, should a place become available, the parent/carer be contacted. The waiting list will operate until the end of the summer term.

### **Secondary school placing request**

If a place at the requested secondary school is not available, a place will be reserved at the catchment secondary school. However if no place is available at the catchment secondary school, then a place will be allocated at the nearest

school with places available. A waiting list will be formed for the requested school and/or catchment school and, should a place become available, the parent/carer will be contacted. The waiting list will operate until the end of the summer term.

#### **4.4 Placing Requests for Children with Additional Support Needs**

The parents/carers of children recorded as having additional support needs also have the right to make a placing request. If the Council refuses the request, parents/carers are given a statement of the reasons for the decision and have the same rights of appeal as those previously mentioned.

Under the terms of the Education (Additional Support for Learning) (Scotland) Act 2009, if parents/carers have been refused a placing request for a child with a coordinated support plan (CSP) or to a special school, a mediation service is available to families of children with additional support needs and they have the right to appeal the decision. Appeals are dealt with by the Additional Support Needs Tribunal for Scotland. Details of who to send your appeal to will be in the refusal letter we send you.

#### **Contact Details**

Pupil Placement

Midlothian Council

Education, Communities and Economy

Fairfield House

8 Lothian Road

Dalkeith

EH22 3ZG

Telephone: (0131) 271 3733

Email: [pupil.placement@midlothian.gov.uk](mailto:pupil.placement@midlothian.gov.uk)

Additional Support for Learning Officer

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Education, Communities and Economy

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