

Intake Figures and Limits for Primary and Secondary Schools Session 2022/23

Report by Executive Director Children, Young People and Partnerships

Report for Noting

1 Recommendations

Council is requested to approve:

- The requirement to apply intake limits, as detailed in the report, at a number of schools in order to safeguard places for pupils to be able to attend their catchment school.

Council is otherwise requested to note:

- The estimated intake figures for primary and secondary schools in Section 3, tables 1 – 3.

2 Purpose of Report/Executive Summary

This report provides Council with an update on the enrolment of pupils and intake for the school session 2022/23. The report identifies a number of schools where there is pressure on school capacity and the need to apply intake limits to safeguard places for catchment children and to manage placing requests.

3 Intake August 2022

- 3.1 The Education (Scotland) Act 1980 (as amended by section 33 of the Education (Scotland) Act 1996) allows education authorities to reserve places for incoming pupils into catchment areas of schools. This helps education authorities to manage their schools and prevent them being at capacity at commencement of an academic year, and further more enabling them to accommodate incoming catchment pupils at their catchment schools when they move into the area during the academic year.
- 3.2 Section 28A (3A) of the Education (Scotland) Act 1980 (as amended) provides a general principle that, so far as is compatible with the provision of suitable instruction and training and the avoidance of unreasonable public expenditure, pupils are to be educated in accordance with the wishes of their parents. Acceptance of a placing request for a child who is resident outwith the catchment area of a specified school could prevent the education authority from retaining reserved places at a specified school or in relation to any particular stage of education at the school. It is for this reason that the education authority may refuse to grant a placing request that would impact on the ability to reserve places in schools.
- 3.3 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 school.
- 3.4 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.
- 3.5 The following factors are considered for both primary and secondary schools when determining the appropriate number of reserved places that are likely to be required for pupils moving into the catchment area of the school during 2022/23:
- The proposed level of capping at the school and number of expected pupils
 - Current and planned housing developments
 - Projected school rolls
 - Projected migration into the catchment area
 - Information about reserved places from previous years
 - School capacities
 - Information known to us, for example, families indicating a move into the area before/after commencement of the academic year.
- 3.6 Pupil enrolment for the 2022/23 school session is well underway. 1,300 primary pupils and 1,162 secondary pupils have been registered to date for the August 2022 intake. This includes 166 requests to defer entry to primary school. The national deadline for the submission of placing requests was 15 March 2022, 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 June to consider appeals in respect of placing requests which have been refused.

Primary Schools

3.7 For August 2022, the primary schools where the number of P1 pupils residing in their catchment exceeded P1 intake capacity and the schools which may have oversubscribed were:

- Bonnyrigg PS
- Burnbrae PS
- Cornbank PS
- Gore Glen PS
- Gorebridge PS
- Hawthornden PS
- King's Park PS
- Lawfield PS
- Mauricewood PS
- Mayfield PS
- Paradykes PS
- Stopbhill PS
- Woodburn PS
- Newtongrange PS
- St David's PS

Deferring the preparation of this paper until after the deadline for placing requests, has enabled us to provide a more accurate landscape of estimated intake, taking into consideration deferrals and placing requests.

While there may still be some movement, issues with oversubscribed schools is now currently limited to Cornbank, Kings Parks, Mauricewood, Paradykes, St David's, and St Mary's. However, we also have limited spare capacity at Loanhead and Newtongrange. Intake should, therefore, be capped at these schools to ensure we do not exceed capacity.

In February 2022, following consultation, Council decided to proceed with the closure of St Margaret's Roman Catholic Primary School. This decision is subject to potential call-in from the Scottish Government and as such, is still shown in the intake figures. As the registration process starts in November, one child had already registered at this school and they have made a subsequent placing request to another school.

This above information is presented in the next two tables.

Table 1: Primary non-denominational schools' catchment numbers, estimated P1 numbers and intake limits

Non-Denominational Primary Schools	Catchment P1s	P1s registered net of Deferrals	Estimated P1 Intake August 2022	P1 Intake Limit August 2022
Bilston Primary School	30	27	26	33
Bonnyrigg Primary School	62	51	57	60
Burnbrae Primary School	82	60	54	72
Cornbank St James Primary School	51	42	44	47
Cuiken Primary School	39	23	28	60
Danderhall Primary School	75	63	69	90
Gore Glen Primary School	64	45	45	60
Gorebridge Primary School	65	52	57	60
Hawthornden Primary School	60	38	40	54
King's Park Primary School	77	67	72	75
Lasswade Primary School	53	44	53	60
Lawfield Primary School	76	50	46	60
Loanhead Primary School	19	14	24	25
Mauricewood Primary School	68	61	56	58
Mayfield Primary School	53	36	35	50
Moorfoot Primary School	11	8	9	14
Newtongrange Primary School	66	54	54	56
Paradykes Primary School	71	64	58	60
Rosewell Primary School	33	26	25	33
Roslin Primary School	37	26	31	38
Stobhill Primary School	40	30	27	33
Strathesk Primary School	41	27	24	54
Tynewater Primary School	15	12	19	33
Woodburn Primary School	127	88	88	110
	1,315	1,008	1,041	1,295

Note: Includes all children who subsequently register for their catchment denominational school.

Table 2: Primary denominational schools' catchment numbers, estimated P1 numbers & intake limits

Denominational Primary Schools	P1s registered net of Deferrals	Estimated P1 Intake August 2022	P1 Intake Limit August 2022
Sacred Heart RC Primary School	21	20	25
St Andrew's RC Primary School	24	22	25
St David's RC Primary School	27	23	25
St Luke's RC Primary School	24	17	25
St Margaret's RC Primary School	1	0	0
St Mary's RC Primary School	25	23	25
St Matthew's RC Primary School	4	3	10
	126	108	135

- 3.8 When considering how to cap school rolls, Midlothian Council, as an education authority, must look at all schools and available resources. We also consider the total population of children who require places in our schools and how many are within each catchment area. We consider how each school will manage its resources and we then balance that with other schools' situations to ensure that resources shared equitably throughout Midlothian, thereby avoiding unreasonable public expenditure.
- 3.9 The intake at denominational schools will be managed with the application of pupil intake limits and by giving first priority to those who are baptised Roman Catholic. Intake limits will be set in the context of the number of applications from pupils who are baptised Roman Catholic, the availability of suitably qualified teachers and the capacity of all schools serving each catchment area. We do not anticipate that the number of qualifying pupils wishing to attend the denominational schools will exceed their intake capacities.

Secondary Schools

- 3.10 The secondary schools where the number of S1 pupils residing in their catchment exceeds S1 intake capacity are Dalkeith, Lasswade and St David's.
- 3.11 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 35% of pupils resident in Loanhead opting to attend Beeslack next year.

The table below shows the estimated S1 intake for August 2022.

Table 3: Secondary schools catchment numbers, estimated S1 intake & intake limits August 2022

School Name	Catchment S1	Estimated S1	S1 Intake Limit
Beeslack High School	107	129	160
Dalkeith High School	211	195	200
Lasswade High School	325	291	300
Newbattle High School	279	262	280
Penicuik High School	128	137	180
St David's RC High School	160	148	160
	1,210	1,162	1,280

- 3.12 Rolls at Dalkeith HS, Newbattle HS, St David's HS, and Lasswade HS need to be capped to ensure we do not exceed capacity. Pupil enrolment for these high schools 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 2022.

Pupil Placement Guidelines

- 3.13 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 3.

Summary

- 3.14 As in previous years, pupil intake for August 2022 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' capacity will be applied as necessary in order to prevent schools from becoming overcrowded.
- 3.15 The letters confirming P1 school places and the outcome of secondary placing requests will be issued to parents/carers during April.

4 Report Implications

4.1 Resource

There are no direct resource implications arising as a result of this report.

4.2 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, reviews of deferral and placing requests, and, in the case of denominational schools, by giving first priority to those who have a declared affinity with the Roman Catholic faith.

4.3 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

4.4 Key Priorities within the Single Midlothian Plan

Key priority: Reducing the gap in learning outcomes.

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

4.5 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.

4.6 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.

4.7 Involving Communities and Other Stakeholders

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

4.8 Ensuring Equalities

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

4.9 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 Learning Estate coupled with the School Catchment Review Programme.

4.10 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 additional classes for August 2022 will be developed in liaison with Digital Services.

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Appendices

Appendix 1 Primary School Pupil Census 2021

Appendix 2 Secondary School Pupil Census 2021

Appendix 3 Policy Guidelines - Admission to Primary and Secondary Schools

Appendix 1

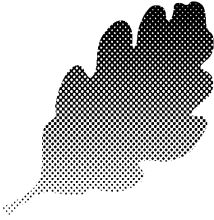
Primary Schools Pupil Census 2021

School	P1	P2	P3	P4	P5	P6	P7	Total	Capacity
Bilston Primary School	31	19	21	20	25	16	16	148	242
Bonnyrigg Primary School	56	58	61	55	62	57	61	410	459
Burnbrae Primary School	64	74	77	80	73	63	60	491	534
Cornbank St James Primary School	46	48	47	36	42	40	36	295	342
Cuiken Primary School	33	22	44	33	32	36	32	232	459
Danderhall Primary School	66	49	43	52	49	41	41	341	676
Gore Glen Primary School	59	51	49	40	35	25	13	272	459
Gorebridge Primary School	43	29	55	36	39	45	55	302	459
Hawthornden Primary School	39	35	30	40	53	37	49	283	392
King's Park Primary School	77	72	70	68	64	62	65	478	509
Lasswade Primary School	48	39	51	49	59	51	62	359	459
Lawfield Primary School	48	52	27	45	56	49	56	333	459
Loanhead Primary School	24	28	29	25	23	30	29	188	217
Mauricewood Primary School	52	48	57	42	48	63	44	355	392
Mayfield Primary School	39	39	34	40	36	45	38	271	392
Moorfoot Primary School	14	14	13	11	9	10	18	89	90
Newtongrange Primary School	55	56	52	57	45	43	50	358	392
Paradykes Primary School	53	53	44	36	40	41	41	308	429
Rosewell Primary School	28	34	18	18	15	19	25	157	175
Roslin Primary School	39	42	29	43	30	31	30	244	267
Sacred Heart Primary School	8	18	17	16	21	24	18	122	175
St Andrew's Primary School	16	22	22	20	23	23	23	149	175
St David's Primary School	26	27	26	25	26	30	28	188	217
St Luke's Primary School	25	32	32	24	30	33	25	201	242
St Mary's Primary School	24	20	20	25	20	18	33	160	242
St Matthew's Primary School	6	5	8	6	12	9	8	54	75
Stobhill Primary School	21	32	32	27	32	26	29	199	242
Strathesk Primary School	34	26	33	37	47	42	50	269	392
Tynewater Primary School	27	29	44	28	28	27	31	214	242
Woodburn Primary School	99	103	99	87	84	84	73	629	676
Total	1,200	1,176	1,184	1,121	1,158	1,120	1,139	8,098	10,481

Appendix 2

Secondary Schools Pupil Census 2021

	S1	S2	S3	S4	S5	S6	Total	Capacity
Beeslack Community High School	148	132	128	149	92	76	725	860
Dalkeith High School	176	171	161	162	147	95	912	1,050
Lasswade High School Centre	293	286	291	290	228	163	1551	1,600
Newbattle High School	240	195	223	189	133	100	1080	1,400
Penicuik High School	98	132	128	112	100	66	636	945
St David's RC High School	136	134	141	139	100	84	734	890
Secondary Schools	1,091	1,050	1,072	1,041	800	584	5,638	6,745



POLICY GUIDELINES
Pupil Administration: 1.2
(13th Revision)

Admission to Primary and Secondary Schools

PLACING IN SCHOOLS
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. Every residential address has a catchment denominational school and a catchment non-denominational school for both primary and secondary education. 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.

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. Where a Roman Catholic school is oversubscribed priority is given to catchment Roman Catholic children who are baptised, and where parents have provided the baptismal certificate.

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 or the Gaelic Medium Unit at James Gillespie High School in Edinburgh. To apply for a place in either school parents should complete a placing request form available on the City of Edinburgh Council website. Further information can be found at: <https://www.edinburgh.gov.uk/school-places/gaelic-schools-1/1>

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

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.

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 recommended walking route. 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.

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.

Team Teaching

Team teaching is where two teachers teach a class that has more than the maximum number of pupils per teacher for that particular stage.

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.

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.

ARRANGEMENTS FOR PRIMARY SCHOOLS

Registration procedures for entry to primary school

Registration procedures commence at the beginning of November each year.

If an applicant's catchment primary school is subject to a consultation review they should continue to register their child at that catchment school. As part of the consultation process Pupil Placement will keep applicants informed of the implications for their child and the options available. Further information on school consultations can be found at midlothian.gov.uk/consultations.

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.

Contact with parents/carers

At the same time, Pupil Placement will contact by letter the parents/carers of all children eligible to begin primary education and who receive funded early learning and childcare in Midlothian. Head Teachers should ensure that copies of the school handbook are available for any parent requesting one.

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.

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 Children, Young People and Partnerships. It is essential, however, that parents/carers initially register their child at their catchment school.

See the later section for information on placing requests.

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 midlothian.gov.uk/placingbooklet.

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, recent utility bill or driving licence is normally adequate proof. If the pupil does not attend a Midlothian Council early learning and childcare setting or receive funded ELC from a partnership provider, 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.

Due to COVID19 and the restrictions on visits to schools a new online registration process has been introduced. This includes registration and placing request forms and the facility to upload evidence: midlothian.gov.uk/schoolplace.

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

See the earlier section for children living under shared care.

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 who are baptised Roman Catholic (Roman Catholic 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 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.

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. For families who are renting, acceptable proof of change of address is a signed tenancy agreement. For families who are purchasing, a letter from a solicitor confirming missives have been concluded is not sufficient to enrol a child. The Council will ask for further proof by way of a council tax statement, utility bill e.g. gas, electric, landline telephone bill, HMRC child benefit letter or driving

licence to accompany the concluded missives letter following the move. Discretion can be used if the parent/carer is due to move a week prior to the new term commencing.

Phased entry arrangements

Head Teachers may wish to phase the primary 1 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 primary 1 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.

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 P1 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 a child's 5th birthday falls between mid-August (the day after the school commencement date) and December 31, the parent/carer has a legal right to defer their entry into P1 until the following August when they are nearer 6 years old. However, this does not mean that the child is automatically entitled to a funded early learning and childcare place and parents/carers must apply to the Council for funding. If Midlothian Council agrees that deferring entry into P1 is in the child's best interests and an additional year of early learning and childcare will be of significant educational benefit, 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.

If a child has their 5th birthday between 1 January and 28/29 February they are also entitled to defer entry to school, should their parents wish it. These children are entitled to receive a funded early learning and childcare place. Councils receive funding from the Scottish Government for places for these children.

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

Early admission

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

The Council has delegated the responsibility of granting early admission to the Executive Director, Children, Young People and Partnerships, 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.

ARRANGEMENTS FOR SECONDARY SCHOOLS

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. Pupils attending a denominational primary school will be allocated a place at St David's Roman Catholic High School. If the parents/carers wish to request their other catchment secondary school they should complete a placing request form and return it to the Pupil Placement section.

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.

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.

Induction programmes

Primary schools and their associated and neighbouring secondary schools have established procedures to ensure a smooth transition for all children. This includes transfer of information about each child's progress.

Secondary Head Teachers should also arrange for parents/carers and incoming pupils to visit their school at an appropriate time, prior to transfer (subject to COVID19 restrictions). 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.

Registration 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 their child has been registered for a place at their catchment secondary school, based on their home address. Places at secondary schools may be limited, so registration does not guarantee a place. Parents/carers will also be advised of their right to make a placing request.

See later section for information on placing requests.

Midlothian pupils are enrolled in their catchment secondary schools through the transfer of their details from their associated primary schools. Secondary schools need to enrol those pupils whose placing requests have been granted and who do not attend a Midlothian primary school.

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 who are baptised Roman Catholic (Roman Catholic 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.

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.

Issue of school handbooks

Head Teachers must ensure school handbooks are updated by November. Delays in updating the handbook should be avoided as parents/carers are legally entitled to this information. The handbook should be made available on the school website.

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.

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 P1 or S1 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 placing request form is available online at midlothian.gov.uk/placing, alternatively a paper version of the form is available on Midlothian Council's website or can be obtained from Pupil Placement at pupil.placement@midlothian.gov.uk.

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 Midlothian closing date for placing requests to start P1 or S1 in August is in the preceding December. The Council will advise parents and carers of the closing date in the letters sent out. The Council will still consider a request if it arrives after this date but before 15 March, the national cut-off date.

The parent/carer should receive acknowledgement of their application within fourteen days of receipt by Pupil Placement. The Council will notify parents/carers of the outcome of all placing request received before 15 March by the end of April.

Placing requests received after 15 March will be decided within two months of receipt and parents/carers notified.

The Placing Request forms for P2 to P7 and S2 to S6 are available to download on Midlothian Council's website or from the schools. These placing requests will be acknowledged within fourteen days of receipt and a decision made within two months.

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

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 for places

Priority will be given to applicants in the following order (catchment and non-catchment):

- children who have been prioritised based on individual circumstances;
- children who are resident in the school's catchment area and are baptised Roman Catholic (Roman Catholic schools);
- children who are resident in Midlothian and are baptised Roman Catholic (Roman Catholic schools);
- children who are resident in the school's catchment area who will have siblings attending the school at the same time. A sibling attending the nursery class will not be taken into account;
- children who are resident in the school's catchment area;
- children who are resident in Midlothian who will have siblings attending the school at the same time. A sibling attending the nursery class will not be taken into account;
- children who are resident in Midlothian;
- children who are resident outside Midlothian and are baptised Roman Catholic (Roman Catholic schools);
- children who are resident outside Midlothian who will have siblings attending the school at the same time. A sibling attending the nursery class will not be taken into account;
- all other applicants.

Other relevant factors that may be taken into account

Attendance at an associated primary school (for requests in S1) may be taken into account however it does **not** guarantee that a request will receive priority or agreement.

If there is more than one placing request in any of the above groups then the shortest, recommended walking route 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 successful, the child's place at their catchment school may be allocated to another child. If a parent/carer then changes their mind and wishes their child to attend their preferred catchment school, a place may not be available.

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 to 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.

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 Children, Young People and Partnerships 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 a denominational 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.

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
 Children, Young People and Partnerships
 Fairfield House
 8 Lothian Road
 Dalkeith
 EH22 3ZG

Email: pupil.placement@midlothian.gov.uk

Additional Support for Learning Officer
Midlothian Council
Children, Young People and Partnerships
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Telephone: (0131) 271 3689

Email: education.services@midlothian.gov.uk

Useful Websites

Midlothian Council Website: www.midlothian.gov.uk
Parent Zone Scotland: education.gov.scot/parentzone/
Education Scotland: www.education.gov.scot