

School Estate Capacity and Pupil Intake Limits - School Session 2019/20**Report by Maria Lloyd, Acting Head of Education****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 2019 and informs Council of the pupil intake limits required for the school session starting in August 2019 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 short term 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 is being 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. The financial governance for the Learning Estate Strategy is therefore not yet in place and in the interim a number of projects have been agreed in order to address immediate capacity requirements.
- 2.2 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.
- 2.3 The contract to provide the modular units was awarded to Portakabin and although we have experienced a number of delays the units are now in place on all five sites at Mayfield Nursery School and Burnbrae, Lasswade, Danderhall and St David's Primary Schools.
- 2.4 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 tender and detailed plans for the construction period, including decant arrangements, will be agreed after contractors are appointed. The additional capacity should become available at these schools during the course of 2019/20 but will not be available for the start of the school year in August 2019.
- 2.5 The pressure on schools' capacities in the 2018/19 school session was reported to Council on 19 December 2017. That report noted officers' intention to cap the pupil intake for August 2018 at Bonnyrigg, Burnbrae, Cuiken, Hawthornden, King's Park, Lasswade, Lawfield, Mayfield, Newtongrange, Sacred Heart, St Andrew's, St David's, St Luke's, Stobhill, Tynewater and Woodburn Primary Schools and Lasswade High School.

- 2.6 At that meeting Council approved provisions in the General Services Capital Plan to provide two additional classrooms using prefabricated units at Burnbrae Primary School, to provide space for three additional classrooms at the Mayfield School Campus by incorporating the library space and undertaking some refurbishment, and to create pre-school space at St David's Primary School by refurbishing part of the school. This additional primary school capacity is required to be in place by August 2019. At this meeting Council also instructed that further work be done to assess the feasibility and cost of providing additional capacity at Lawfield, Woodburn and Newtongrange Primary Schools and Lasswade High School.
- 2.7 PPP Services has confirmed that it is feasible to add two classrooms to Lawfield Primary School. A provision for the cost of this work was included in the General Services Capital Plan by Council on 13 November 2018, and has now been commissioned. We are awaiting confirmation of the completion date but this may be some time after August 2019.
- 2.8 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 50% of pupils attending Loanhead and 30% attending Paradykes Primary Schools opting to attend Beeslack in 2018/19. 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.
- 2.9 This summer Newbattle Campus opened, with capacity for 1,200 secondary pupils which will enable the pupil roll at Newbattle High School to grow by more than 30%. Secondary schools are designed with up to 15% flexibility in their class capacity so a total school capacity of 1,200 indicates an annual intake limit of 240 pupils. The current estimate is 220 S1 pupils, which allows for all the catchment pupils currently attending one of the associated primary schools to progress on to Newbattle High School.

3 Intake August 2019

- 3.1 Pupil enrolment for the 2019/20 school session is underway and schools will complete the registration of catchment pupils in the first week of December. The closing date for receipt of placing requests is 15 March 2019 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 2019, the schools where the number of P1 pupils residing in their catchment exceeds P1 intake capacity are Bonnyrigg, Burnbrae, Cornbank, Cuiken, Gore Glen, King's Park, Lawfield, Mauricewood, Mayfield, Newtongrange, Rosewell, Sacred Heart, St Andrew's, St David's, St Luke's, Stobhill, Strathesk, Tynewater and Woodburn Primary Schools.

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

School Name	Catchment P1's	P1 Intake Limit August 2019
Bilston Primary School	22	33
Bonnyrigg Primary School	63	60
Burnbrae Primary School	98	90
Cornbank St James Primary School	65	50
Cuiken Primary School	44	50
Danderhall Primary School	41	47
Glencorse Primary School	13	14
Gore Glen Primary School	61	60
Gorebridge Primary School	48	60
Hawthornden Primary School	50	55
King's Park Primary School	84	75
Lasswade Primary School	56	60
Lawfield Primary School	68	60
Loanhead Primary School	23	25
Mauricewood Primary School	56	55
Mayfield Primary School	49	50
Moorfoot Primary School	13	14
Newtongrange Primary School	67	56
Paradykes Primary School	57	60
Rosewell Primary School	29	25
Roslin Primary School	21	42
Stobhill Primary School	46	33
Strathesk Primary School	60	55
Tynewater Primary School	36	33
Woodburn Primary School	148	120
	1,318	1,282

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

School Name	Catchment P1	P1 Intake Limit August 2019
Sacred Heart RC Primary School	238	20
St Andrew's RC Primary School	235	25
St David's RC Primary School	309	25
St Luke's RC Primary School	117	30
St Margaret's RC Primary School	123	14
St Mary's RC Primary School	267	33
St Matthew's RC Primary School	29	10
	1,318	157

- 3.5 For a number of schools we anticipate that decisions to defer entry to primary school and placing requests will bring the P1 intake numbers down to manageable levels i.e. Bonnyrigg, Cornbank, Gore Glen, Lawfield, Mayfield, Mauricewood, Newtongrange, Rosewell, Strathesk and Tynewater.
- 3.6 At Burnbrae the two additional classrooms referred to in paragraph 2.6 need to be provided by August 2019 in order that the school will be able to operate 18 classes. The school will also need to continue to use their library as classroom space until the Hopefield School Campus is ready for occupation.

Cuiken and Sacred Heart are both operating over capacity this year by using general purpose space for an additional classroom. The additional space which will be provided by the extensions will only become available some way into 2019/20 and both schools will continue to operate over capacity in the interim.

- 3.7 The estimated number of catchment P1 pupils for King's Park is 84, allowing for a number of deferrals and a small number choosing to attend St David's, we estimate that there will be 74 catchment P1 pupils for King's Park. The school is already operating with 18 classes although it only has capacity for 17 classes and this will continue into the coming school year. This will give the school three P1 classes and a maximum intake of 75 pupils. In the meantime we are examining how to expand the school's capacity to three-stream with the intention of having additional space available by August 2020.
- 3.8 The estimated number of catchment P1 pupils for Woodburn is 148, allowing for a number of deferrals and a significant number choosing to attend St David's, we estimate that there will be 117 catchment P1 pupils for Woodburn and a total pupil roll of 572 pupils. In order to accommodate this number of pupils the school will operate 22 classes and to do so will use the room currently designated for community use. Another room in the school can be adapted to provide replacement space for community use and space will need to be found elsewhere for the Council staff currently using this area. In addition a number of adaptations to the internal courtyard and other areas of the school are required to provide smaller nurture and/or tutorial spaces.
- 3.9 The intake at St Andrew's, St David's and St Luke's 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.
- 3.10 The estimated number of catchment P1 pupils for Stobhill is 46 pupils, a number of whom are likely to defer or choose to attend St Andrew's. However, we anticipate that there will be a greater number of pupils wishing to attend Stobhill than can be accommodated in their maximum P1 intake of 33 pupils. There is sufficient capacity across the primary schools in Gorebridge, particularly at Gorebridge Primary School, and as it is nearest it will be nominated to provide alternative places for these pupils if the need arises.
- 3.11 The secondary schools where the number of S1 pupils residing in their catchment exceeds S1 intake capacity are Lasswade and Newbattle. There is capacity across the other four secondary schools and the 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 2019.

Table 3: Secondary schools catchment numbers & intake limits

School Name	Catchment S1	S1 Intake Limit August 2019
Beeslack High School	77	160
Dalkeith High School	173	200
Lasswade High School	278	300
Newbattle High School	244	240
Penicuik High School	136	180
St David's RC High School	130	160
Totals	1,038	1,240

Pupils attending one of Midlothian's denominational schools in P7 are assumed to be catchment for 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 2019 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 well progressed and we will have an indication of numbers of placing requests.
- 3.13 As in previous years pupil intake for August 2019 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 the next 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 4.

The main changes are a clarification of the factors which are taken into consideration when deciding priorities where a school is oversubscribed and the order in which the Council will normally apply those factors. In light of the growing number of denominational primary schools where there is pressure on capacity we will in future give priority to pupils with a declared affinity with the religious beliefs of the school, ahead of those who reside in the catchment area. In order to manage secondary pupil intake where numbers of pupils exceed intake capacities we will give priority to catchment pupils attending an associated primary school.

5 Summary of Works to meet School Capacity Requirements 2019/20

School	Works	Required by	Status
Burnbrae	2 additional classrooms	August 2019	Contract to provide modular units to be awarded
Woodburn	2 rooms & internal areas adapted to provide an additional classroom and smaller nurture and tutorial spaces	August 2019	Specification of adaptations nearing completion
Mayfield and St Luke's	Refurbishment of library and school spaces to create three additional classrooms	August 2019	Design brief completed Awaiting work programme
Lasswade High	Address shortfall in core facilities to meet requirements for a roll of up to 1,600 pupils	August 2019	Site visit to agree scope of works scheduled in December 2018
Cuiken	Extension to two-stream	2019/20	Tender process nearing completion
Sacred Heart	Refurbishment and extension to 7 classes	2019/20	Tender process nearing completion
Lawfield	Extension to add 2 classrooms	2019/20	Work commissioned Awaiting work programme

6 Report Implications

6.1 Resource

Most of the resources required to provide the school capacity needed for the 2019/20 school session have been identified previously and budgets are in place. However, although the requirements to address capacity at Woodburn Primary School and Lasswade High School were identified at this time last year, the detail of how to address these requirements is still being developed and budgets have not yet been allocated. Resources will also be required in a number of schools in 2019/20 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 2019/20 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 in the Bonnyrigg, Mayfield and Dalkeith areas by August 2019.

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 2019. 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. The policy guidelines on admission to primary and secondary schools have been changed and an Integrated Impact Assessment has been undertaken in respect of this.

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 revised policy guidelines on admission to primary and secondary schools
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 2019/20 and that plans are still being developed for work at Lasswade High School and Woodburn Primary School as summarised in Section 5.

6 December 2018

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Appendices

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| Appendix 1 | Projected Primary Catchment Pupil Numbers – August 2019 |
| Appendix 2 | Projected Secondary Catchment Pupil Numbers – August 2019 |
| Appendix 3 | Pupil Census 2018 |
| Appendix 4 | Policy Guideline – Admission to primary and secondary schools |

Background Papers:

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

Appendix 1

Projected Primary Catchment Pupil Numbers – August 2019

School Name	P1	P2	P3	P4	P5	P6	P7	Total
Bilston Primary School	20	11	15	14	12	5	10	87
Bonnyrigg Primary School	53	56	60	57	61	66	55	408
Burnbrae Primary School	86	79	71	66	58	63	56	479
Cornbank St James Primary School	52	33	41	38	35	25	32	256
Cuiken Primary School	38	36	35	36	31	28	37	241
Danderhall Primary School	36	45	51	41	39	39	41	292
Glencorse Primary School	11	0	2	2	3	3	2	23
Gore Glen Primary School	44	41	39	26	13	11	14	188
Gorebridge Primary School	36	38	32	40	57	52	37	292
Hawthornden Primary School	39	41	57	48	55	38	45	323
King's Park Primary School	74	68	69	70	72	68	62	483
Lasswade Primary School	46	53	56	51	63	53	57	379
Lawfield Primary School	56	49	55	54	55	47	22	338
Loanhead Primary School	20	29	22	28	24	32	30	185
Mauricewood Primary School	51	40	46	51	44	50	53	335
Mayfield Primary School	31	44	40	46	39	41	26	267
Moorfoot Primary School	12	8	10	13	15	9	12	79
Newtongrange Primary School	56	59	48	45	52	53	51	364
Paradykes Primary School	47	37	38	42	40	32	48	284
Rosewell Primary School	20	15	13	15	21	22	14	120
Roslin Primary School	19	41	26	27	25	25	26	189
Sacred Heart RC Primary School	20	16	22	22	20	19	14	133
St Andrew's RC Primary School	25	18	26	24	20	26	24	163
St David's RC Primary School	25	24	29	28	29	32	29	196
St Luke's RC Primary School	21	28	32	33	25	25	24	188
St Margaret's RC Primary School	5	10	4	9	8	8	6	50
St Mary's RC Primary School	18	20	14	13	26	24	15	130
St Matthew's RC Primary School	6	4	12	7	8	12	5	54
Stobhill Primary School	40	31	30	28	29	29	33	220
Strathesk Primary School	51	38	49	52	55	47	53	345
Tynewater Primary School	32	29	29	27	31	21	24	193
Woodburn Primary School	117	91	79	82	74	69	60	572
Total	1,207	1,132	1,152	1,135	1,139	1,074	1,017	7,856

Notes

P1 capacity in the table is based on 25 pupils per class, this can be increased by allocating an additional teacher to that class.

P1 capacity for a school operating with composite classes is dependent on the number of other pupils attending later stages (P2 to P7).

Appendix 2

Projected Secondary Catchment Pupil Numbers – August 2019

School Name	S1	S2	S3	S4	S5	S6	Total
Beeslack High School	120	141	109	114	117	75	676
Dalkeith High School	180	164	187	156	103	98	888
Lasswade High School	280	276	278	280	273	193	1,580
Newbattle High School	220	183	171	192	127	87	980
Penicuik High School	140	119	101	99	107	74	640
St David's RC High School	150	126	92	114	97	59	638
Totals	1,090	1,009	938	955	824	586	5,402

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 50% of pupils attending Loanhead and 30% attending Paradykes Primary Schools opt to attend Beeslack.

Appendix 3

Pupil Census 2018

School	P1	P2	P3	P4	P5	P6	P7	Total
Bilston Primary School	11	16	14	12	5	10	9	77
Bonnyrigg Primary School	57	59	57	61	65	54	60	413
Burnbrae Primary School	80	70	66	58	65	55	45	439
Cornbank St James Primary School	33	41	37	35	25	32	43	246
Cuiken Primary School	36	35	37	29	28	36	32	233
Danderhall Primary School	44	52	41	39	40	42	25	283
Glencorse Primary School	--	2	2	3	3	2	3	15
Gore Glen Primary School	40	40	27	12	12	14	12	157
Gorebridge Primary School	38	32	40	57	52	37	40	296
Hawthornden Primary School	41	56	48	58	38	46	52	339
King's Park Primary School	68	69	69	71	68	62	58	465
Lasswade Primary School	53	56	51	62	52	57	49	380
Lawfield Primary School	49	54	54	56	47	22	46	328
Loanhead Primary School	29	22	28	24	32	29	32	196
Mauricewood Primary School	38	43	51	43	49	54	49	327
Mayfield Primary School	44	40	43	39	41	25	43	275
Moorfoot Primary School	8	10	13	15	9	12	14	81
Newtongrange Primary School	59	48	45	52	52	51	47	354
Paradykes Primary School	37	38	42	40	31	47	32	267
Rosewell Primary School	15	13	15	21	22	14	19	119
Roslin Primary School	40	26	27	25	25	26	21	190
Sacred Heart Primary School	16	22	22	20	19	15	13	127
St Andrew's Primary School	18	26	24	20	26	24	25	163
St David's Primary School	24	30	27	27	32	29	26	195
St Luke's Primary School	28	32	33	23	25	24	28	193
St Margaret's Primary School	10	4	9	8	8	6	10	55
St Mary's Primary School	20	14	13	26	24	15	27	139
St Matthew's Primary School	4	11	6	8	10	5	1	45
Stobhill Primary School	32	30	28	29	30	33	25	207
Strathesk Primary School	38	47	52	53	45	52	49	336
Tynewater Primary School	29	30	27	31	22	24	28	191
Woodburn Primary School	91	79	82	73	67	59	56	507
Total	1,130	1,147	1,130	1,130	1,069	1,013	1,019	7,638

School	S1	S2	S3	S4	S5	S6	Total
Beeslack High School	141	107	114	128	81	81	652
Dalkeith High School	164	187	158	116	132	74	831
Lasswade High School	277	281	284	296	253	141	1532
Newbattle High School	183	170	189	146	130	81	899
Penicuik High School	119	101	100	113	97	56	586
St David's RC High School	145	106	114	106	76	66	613
Total	1,029	952	959	905	769	499	5,113

	Total
Saltersgate	103

Policy Guidelines – Pupil Administration 1.2

Admission to Primary and Secondary Schools

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

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

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 be given 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

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 initial registration period, November to March, 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 30th 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.

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

A child who turns five after the start of the new school session does not need to start school until the following year and can ask to defer. 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 should, 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 pupil's 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

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 December. 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 31 January 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 form available on our website at www.midlothian.gov.uk/info/879/school_places/145/apply_for_a_non-catchment_school or from Pupil Placement.

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 the end of January. 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 after the national closing date and will then consider it along with all the other placing requests received before the closing date.

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 with declared affinity with the religious beliefs of the school (Denominational schools).
- children 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 and who do not have a sibling attending the school at the same time.
- 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 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 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.

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 if the child has been registered there. 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

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Additional Support for Learning Officer

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