### THIS IS A CONSULTATIVE DOCUMENT

[](http://newintranet.west-dunbarton.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=87091)

**PROPOSAL PAPER**

### Proposal: The purpose of this consultation is to review the Primary 1 enrolment date for children/young people starting school from August 2025.The proposal document relates to all primary schools in West Dunbartonshire Council.

*This document has been issued by West Dunbartonshire Council for consultation in terms of the Schools (Consultation) (Scotland) Act 2010 as amended.*

### PROPOSAL

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1. **PROPOSAL**

**1.1** It is proposed that the Council’s Admissions and Placing Requests Policy (PP5.1) is changed to amend the current arrangements relating to the enrolment date for children/young people starting Primary 1 (P1) from August 2025.

**2.0 BACKGROUND / LEGISLATIVE REQUIREMENT**

**2.1** Children attend their local catchment-area school, and catchment schools are allocated in relation to the location of the permanent residence of the child/young person. Parents/carers are required to enrol their child/young person to start P1 for the August intake. Parents/carers can choose to defer their child under legislation but still require to enrol for P1.

**3.0 DETAILS OF PROPOSED CHANGE**

**3.1** The current position is that parents/carers are notified of the enrolment process through public notifications and social media posts issued in December, with the enrolment week normally taking place the second week in January, for enrolment into Primary 1 in August that calendar year. The proposed changes to the enrolment process detailed within the Policy are outlined below:

Date change for publicity from December to October

“Your child will be admitted to school in August if they are 5 between 1 March of that same year and the last day of the following February. Entry to schools is on a once a year basis at the start of the new session in August each year. Public notifications and social media posts will be issued in **October** providing details on how to register your child”.

Date change for Enrolment week from January to November

“Enrolment week normally takes place the second week in **November.** This is an online process and you can register your child by completing the online Registration Form by the set registration date. Further information on schools admissions and the link to the registration form can be accessed from our website: <https://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-admissions/>

**4.0 EDUCATIONAL BENEFITS STATEMENT**

**4.1** The enrolment process would commence earlier and provide the authority with earlier information in relation to P1 intake. The earlier information would enable decisions to be made in relation to class configurations, placing requests and identify required teaching posts at an earlier point in time. The proposal also gives earlier confirmation to parents of the school their child will attend. The following points contribute to the educational benefit of the proposal.

**Pupils**

**4.2** The revised enrolment date will have no direct negative impact on pupils commencing P1 in the August intake. The proposal continues to ensure that pupils attending their designated catchment schools are always afforded priority for school places, and parents/carers still retain the right to defer the start date for their child. If the proposal proceeds it will enable decisions and confirmation to be made at an earlier date in relation to the school the children will attend. Moving the enrolment date to make it earlier will provide a smoother transition for children preparing to attend school. It will make the window of transition activities that take place between nurseries and primary schools longer, and ensure that children are attending the visits and activities relating to the school they are planning to attend.

**Parents, Carers and Local Community**

**4.3** There is a need to ensure clear information for parents, in order that they can make informed decisions about their child’s education. The proposed new enrolment date will provide parents / carers with an earlier opportunity to enrol their child for commencing P1 in the August, and for earlier confirmation to parents/carers of school their child will attend. The proposal will not adversely impact on local, social or economic activities. The limited variation to the policy will have no effect on the sustainability of communities and there would be no impact on the existing arrangements for communities to use schools. Enrolling earlier and having an earlier decision on placing requests will make it easier for parents to plan for their child attending school, supporting them in the transition activities for their chosen school, and planning the purchase of school uniform earlier.

**Other users of the schools**

**4.4** There would be no detrimental impact on other users of the school as the establishment is not affected by the proposed change.

**Future Pupils (within 2 years of the publication of the proposal paper)**

**4.5** The proposal will affect children due to start P1 in August 2025 as the enrolment process would start 2 months earlier but would have no negative impact on pupils.

**Effect on Staff and School Management Arrangements**

**4.6** There will be no implications for any teaching or support staff in any schools nor any impact on school management arrangements as a result of the proposed changes.

**Other pupils in the council area**

**4.7** There will be no impact on other pupils in the council area.

**Any other likely effects of the proposal** **(if implemented)**

**4.8** Parents/carers would enrol their child at an earlier date, however we believe that making this earlier would provide the greater benefit by providing parents with certainty of their chosen school earlier.

**How we would intend to minimise or avoid any adverse effects that may arise from the proposal (if implemented)**

**4.9** Equitable application of the policy would ensure fairness and transparency, and ensuring equality for all.

**The benefits, which we believe, would result from implementation of the proposal**

**4.10** No children will be disadvantaged as the enrolment process and consideration for P1 places remains unchanged and the earlier enrolment date may provide parents/carers with earlier information in relation to P1 School. An earlier date will give children, parents and carers earlier confirmation of the school they will attend, and make transition activities and visits more effective. It will also allow families to spread the cost of school uniform over a longer period of time. The proposal, if accepted, would also allow the annual staffing exercise to be completed at an earlier stage with class configurations confirmed within schools at an earlier point in time, and identifying and filling of vacant teaching posts being undertaken before May.

**5.0 DATE OF CHANGE**

**5.1** If the proposal is agreed and implemented the changes will take effect for admissions for the August 2025/2026 intake and thereafter.

**6.0 CORRECTION OF THE PROPOSAL PAPER**

**6.1** If any accuracy or omission is discovered in this proposal document, either by the Council or any other person, the Council must investigate and decide what, if any action is required

**6.2** If relevant information has been omitted, or if there has been an inaccuracy, the Council will then take the appropriate action, which may include the issue of a correction notice, the publishing of a corrected Proposal Paper or the revision of the timescale for the consultation period, if appropriate. In that event, relevant consultees and Education Scotland will be advised. The Council must inform the person who made the allegation of what action has been taken.

**7.0 FORMAL CONSULTATION PROCESS AND THE PUBLICATION OF THE FORMAL PROPOSAL PAPER**

**7.1** The formal proposal paper will be published on the Council’s website (<https://www.west-dunbarton.gov.uk/>) and copies of the proposal document will be made available to the consultees below, free of charge as prescribed by the Act. Copies of the document will be placed in the Council Offices, 16 Church Street, Dumbarton, G82 1QL, all primary schools, early learning and childcare centres and libraries.

**7.2** Views on the proposals are being sought from a range of interested parties including:

* Parents of pupils and children, including those expected by the Council to attend primary schools within two years of the date of publication of the proposal paper;
* Parent Council(s) of those affected schools(s);
* All staff (teaching and support) at the school, including relevant trade unions and professional associations;
* Other interested bodies such as community councils;
* Archdiocese of Glasgow ; and
* Consultation with such other Councils as it considers relevant

**Consultation Period**

**7.2** The consultation period will run from Monday 25 March 2024 until midnight on Friday 31 May 2024, which includes a period of 30 school days.

**Advertisement**

**7.3** An advertisement will be placed in the relevant local newspapers.

**Public Meeting**

**7.4** A public meeting will be held to discuss the proposal. Officers of the Council will be present to discuss the proposal and there will be an opportunity for interested parties to hear more about the proposal and ask questions at the meeting. This meeting will also be available online, should interested parties wish to take part virtually. We appreciate, however, that there will be limited time at the meeting to discuss everything fully and not everyone is comfortable with speaking in a public meeting. To make sure all issues are covered and everyone gets the opportunity to contribute to the discussion, we are happy to accept advance notice of specific questions or issues individuals would like to raise at the meeting. Advance questions will be accepted in writing only up to 2 days in advance of the meeting and can be submitted by email. Individuals should let us how the proposal would affect them and their family whether they would like to be named at the meeting as asking the particular question submitted.

The Formal Public Consultation Meeting will take place as follows:

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| --- | --- | --- |
| **Date** | **Venue** | **Presentation and Question and Answer session – Time of Meeting.** |
| 24th April 2024 | Dumbarton Academy, Crosslet Road, Dumbarton, G82 2AJ | 6pm |

**Involvement of Education Scotland**

**7.5** When the Proposal Paper is published, a copy will also be sent to Education Scotland. Education Scotland will also receive a copy of any relevant written representations received by the Council from any person during the consultation period or, if Education Scotland agree, a summary of them. Education Scotland will further receive a summary of any oral representations made to the Council at the public meetings which will be held and, a copy of any other relevant documentation. A maximum period of 2 weeks will be set aside for this part of the process.

**7.6** Education Scotland will then prepare a report on the educational aspects of the proposal not later than 3 weeks after the Council has sent them all representations and documents as mentioned above. In preparing their report, Educational Scotland may arrange meetings or discussions with different consultees as they consider appropriate.

**Preparation of Consultation report**

**7.7** The Council will review the proposal having regard to the Education Scotland report, written representations that it has received and oral representations made by any person at the public meeting. The Council will then prepare a consultation report. The report will be published in electronic and printed format and will published on the Council website on the consultation page. It will be available from the Council Office, 16 Church Street, Dumbarton free of charge. The consultation report will be published and available for further consideration for a period of 3 weeks before the Council makes its final decision.

**Decision**

**7.8** It is anticipated that the Educational Services Committee will decide to approve or reject the final proposal at is meeting on 18 September 2024.

**8.0** **Responding to the Proposal**

**8.1** Interested parties are invited to respond by making online, electronic or written submissions on the proposal or any alternative proposal, no later than midnight on **Friday 31 May 2024**. For email or written submission the standard response form (Appendix 1) should be used.

Online – [https://forms.gle/m2C5TPASFMsYmU3w9](https://links.uk.defend.egress.com/Warning?crId=65e8c0d734141d8af9990109&Domain=west-dunbarton.gov.uk&Lang=en&Base64Url=eNrLKCkpKLbS10_LL8ot1kvPSdXPNXI2DQlwDHbzLY7MDTUutwQA3c0L2w%3D%3D&@OriginalLink=https://forms.gle/m2C5TPASFMsYmU3w9)

Email – [educationstaffingteam@west-dunbarton.gov.uk](mailto:educationstaffingteam@west-dunbarton.gov.uk)

In writing - Laura Mason

Chief Education Officer

Educational Services

West Dunbartonshire Council

16 Church Street

Dumbarton

G82 1QL

Queries: 01389 737391 - comments can be left via voicemail, which will be added to any other responses received.

**9.0 DATA PROTECTION**

9.1 Those sending in a response, whether by letter or electronically should note that personal information i.e. name, address and contact details will not be made available publicly. Only staff involved in the management and administration of the consultation exercise, including Education Scotland and the Elected Members of the Council will be given access to that information. An anonymised summary of responses will be published on the Council’s website for information.

APPENDIX 1

[](http://newintranet.west-dunbarton.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=87091)

### Proposed Amendments to School Admissions

### and Placing Request Policy

**WRITTEN RESPONSE SUBMISSION FORM**

|  |  |
| --- | --- |
| **YOUR DETAILS:**  Please complete | |
| Full Name: |  | |
| Home Address: |  | |
| Email or Contact Number: |  | |

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| --- | --- | --- | --- |
| **YOUR INTEREST:** please indicate below: | | | |
| Resident in West Dunbartonshire |  | Parent / Carer |  |
| Staff Member (WDC school or early years establishment) |  | Child / Young Person |  |
| Trade Union |  | Other (specify) |  |

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| **Proposal** (please refer to the proposal paper for full details).  It is proposed that the Council’s Admissions and Placing Requests Policy (PP5.1) is changed to amend the current enrolment date from January to November to enable the P1 intake and class configuration process to be completed at an earlier date, and for parents to receive confirmation of their child’s school. | | |
| **Q1. Enrolment Date** | | |
| Do you agree with the proposal to commence P1 enrolment in November instead of January? | Yes | No |
| **Comments:** | | |

**Data Protection and Freedom of Information**

We need your details for the purpose of collating responses to this consultation. The Council may check your details with other information held and may share these with other council services and Education Scotland. Consultation responses will be made publicly available on demand. Comments will not be attributed to individuals, and your personal details including name and address will not be shown on any consultation report. If you would prefer your comments not to be made public please ensure you have ticked the correct box below. Further information on how the Council handles your personal information can be found on our website.

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| **Please indicate whether you are happy for your comments to be made public.** | Yes | No |