

Sending Your Child to School

Information on arrangements for the:

Registration of Children in Primary and
Secondary Schools:

Placing Requests



General Information

Across West Dunbartonshire Council area there are 5 mainstream secondary schools, 34 mainstream primary schools and a range of other specialist support facilities and special schools.

In West Dunbartonshire, responsibility for the running of the Education Service lies with the Executive Director of Educational Services. The address and telephone number for Educational Services can be found on the back of this booklet.

The school nearest to you will be able to supply you with the names, addresses, telephone numbers and other relevant information of the schools within West Dunbartonshire Council. You can also obtain this information from Educational Services. Tel (01389) 737308 and on the website: www.west-dunbarton.gov.uk

Registering Your Child in Primary School

Entry to primary schools in West Dunbartonshire is on a once-a-year basis at the start of the new session in August each year.

Entry Ages

A child will be automatically admitted to school in August if his/her fifth birthday falls between 1 March of that same year and the last day of February of the following year. You can, however, make a request for early entry to school for a child whose fifth birthday falls after the above period. (A separate booklet is available by contacting Pupil Support on Tel (01389) 737308).

Deferred Entry

Parents/guardians of children aged between 4 ½ and 5 years at the start of the school session (those with September to February birthdays), have a choice about enrolling their child for primary school. Children of this age can start school before they are 5, or can defer their start until the following August.

Children with birthdays before 28th February of the relevant year, will continue to have the right to start school. However, the parents of children born in January or February **will have the right to defer entry and to have a free pre-school education place for an additional year**. For children with birthdays from September to December, the allocation of a free pre-school education place will not be automatic and is at the discretion of the local authority.

See “Information for Parents considering a deferred entry pre-school place for their child” leaflet. The link to the leaflet is <http://www.west-dunbarton.gov.uk/schools-and-learning/school-admissions/primary-school-places/>

Primary School Provision and Registering your Child for Primary School

Normally, a child will attend the local primary school. The school itself can provide details of the actual boundaries of the area it serves. If a child is due to start school in the August, he/she should be registered in your **local** primary school before the end of the preceding January. Local advertisements issued in December and January each year provide full details on how to register your child. You may also make a **placing request** for your child to attend a school other than the local school after registration has taken place.

Transfer from Primary to Secondary School

A group of primary schools in an area is normally associated with a single secondary school. Pupils normally transfer from the primary school to its associated secondary school between the ages of 11 and 12 years. The local primary school will be able to tell you the name of the secondary schools to which a child would normally transfer after the Primary 7 stage. You may also make a **placing request** for a child to attend a secondary school other than the one associated with the primary school. If your child/young person is attending their current primary school under the Council's placing request legislation, and you are residing outwith the catchment area for the associated secondary school you must complete and return a further application form.

Placing Requests

There are sound educational reasons for trying to ensure that the transfer or admission of children to a school take place at the start of a school session. The Educational Services Committee, therefore, advises all parents/guardians and young people who would like a placing request (other than those who are moving home to a new area) to seek this to take effect only at the start of the next school session. If you wish to make a placing request for more than one school for your child, the duty of the Education (Scotland) Act applies only to the first named school. Every effort will be made to try to meet the wishes of parents/guardians and young people, but you should note that it is not always possible to grant every placing request to a particular school.

You do not have to give a reason for making a placing request. If, however, there are more requests than places available, your case may well be strengthened if your reasons are known.

How to Make a Placing Request

If you wish to make a placing request you must complete a separate copy of the enclosed form Placing Request Form for each child/young person involved. Please ensure that all sections of the form are completed. You may also apply online on <http://www.west-dunbarton.gov.uk/schools-and-learning/school-admissions/primary-school-places/>

You should receive an acknowledgement from the Pupil Support Section within 5 working days of receipt of your application. If you do not receive an acknowledgment within this timescale, please contact Pupil Support to confirm whether your application has been received on Tel: (01389) 737308.

Medical Grounds

If you specify in your request that your child/young person has a medical condition, you should be aware that arrangements may be made for your child to be assessed by a Community Paediatrician but you should provide documentation from your GP or other health related professional to support your application for a place at that particular school. **Only complete this section if you are applying for the placing request on medical grounds.**

Information on Current School

You will be required to provide information on the child/young person's current school. An attendance report for the previous two school sessions must be supplied, unless the child/young person is entering P1. The attendance report must clearly show the attendance rate, exclusion history (if any) and any late comings. This can be obtained from the Head Teacher of the current establishment. Please ensure you enclose all relevant documents with your placing request application. Any incomplete applications or applications that do not have the relevant information attached will result in the application form being returned to you for full completion.

Timescale for Making Decisions and how decisions are made

The responsibility for decisions on placing requests lies with the Executive Director of Educational Services. The Executive Director follows the rules laid down in legislation and these are supported by the guidelines which set out the local authority's priorities for admission when considering placing requests.

If you wish your child/young person to start the school of your choice at the beginning of the school year in August and your application has been submitted by 15 March, you will be given an answer by 30 April. If you wish your child to start the school of your choice at the beginning of the school year in August and your application has been received by this office after 15 March, you will be given an answer within 2 months from the receipt of your application. If you wish your child to go to a different school in the middle of the school year, you will be given an answer within 2 months from the date your application has been received by this office.

If your Request is Refused

If West Dunbartonshire Council refuses your application it must explain the reason(s) why in writing. The Council may refuse an application for a place in one of its schools for one or more reasons as outlined in the Education (Scotland) Act 1980 – Section 28. If you wish to appeal against this decision you should do this in writing within 28 days of receiving the refusal letter. Details of the appeals procedure will be enclosed with all letters of refusal.

If you do not receive an answer within the above timescales, your request is treated as a refusal and you will have the right of appeal to an Appeal Committee. Every effort will be made to ensure this situation does not occur. The appeal should be sent in writing to Pupil Support, Educational Services, Council Offices, Garshake Road, Dumbarton G82 3PU. You will, by the time of the appeal, know the reasons why your placing request was refused and you will be given the opportunity to present your case in person or through a representative, whichever you prefer. If the Appeal Committee refuses your request, you have the right of further appeal to the Sheriff.

Guidelines and Criteria

Placing requests for primary and secondary schools will be considered against a set of guidelines which set out the council's priorities for admission. Placing requests for special schools are considered on the individual needs of the child or young person. As soon as a decision has been made you will be notified of the result, if your placing request is successful, the school will contact you to establish arrangements for enrolment.

The guidelines are summarised below:

Where there are more placing requests for primary or secondary schools than there places available, priority will be given to:

- Those children who are resident within West Dunbartonshire;
- Those cases which include medical grounds supported by the family doctor and by the Community Paediatrician.
- Those children transferring from a primary school within its delineated area of the secondary school, and
- Those children who have older siblings in the school.

Other Factors

After these criteria have been applied and there are more requests than places available, other factors which the Executive Director may wish to take account of include:

- Single parent families, where, for example proximity of school to the parent's place of work would be advantageous for the care and well-being of the child;
- Distance between home and school;
- The suitability of particular teaching methods to the child's needs of the availability of subjects which he/she was previously studying.

Where it is not possible to identify priority applications, the local Appeals Committee will be advised that the only reasonable solution is to draw lots. This may be done by the Appeals Committee of the Executive Director.

Transport Arrangements

West Dunbartonshire Council provides free home to school transport under the following criteria:

- For all primary pupils who live more than one mile from their catchment (by the recognised shortest safe walking route);
- For secondary pupils who live more than two miles from their catchment school (by the recognised shortest safe walking route).

This policy is more generous than that prescribed by statute and, therefore, may be reviewed at any time. If you wish to apply for free school transport please contact Educational Services on 01389 737313 for an application form.

Educational Services **does not** provide transport for those pupils in receipt of a placing request therefore, parents should make appropriate transport arrangements to ensure their child arrives at school safely.

Where a family change residence to a location outwith the catchment area of the school in which the child is enrolled and they wish their child to continue to attend their current school, this is called a “request to remain”, such requests will normally be granted provided the parent agrees to comply with the policy with regard to transport arrangements and costs.

School Catering

A midday meal or snack is provided in all primary, secondary and special schools. Freshly prepared, nutritional lunches are available. All Primary 1-3 pupils are currently entitled to a free school lunch. In most primaries and secondaries, a cafeteria service also offers an extended range of snacks. Pupils who wish to bring packed meals can also be accommodated in the school or children of parents receiving income support or income based job seekers allowance or pension credit (guaranteed credit) or child tax credit (dependant on annual income) are entitled to a free school meal at lunchtime. Information and application forms to apply for free school meals may be obtained from any school or by telephoning the Contact Centre on 01389 738282.

Further Information

West Dunbartonshire Council
Educational Services
Council Offices, Garshake Road
Dumbarton G82 3PU

Tel: 01389 737308

Other Local Authority addresses and telephone numbers

Argyll and Bute Council
Education Offices
Argyll House
Alexandria Parade
Dunoon
Argyll PA23 9AJ
Tel: 01369 704000

South Lanarkshire Council
Education Resources
Council Offices
Almada Street
Hamilton
ML3 0AE
Tel: 01698 454545

Renfrewshire Council
Education & Leisure Services
Council Headquarters
South Building
Cotton Street
Paisley PA1 1LE
Tel: 0300 300 0330

East Renfrewshire Council
Education Department
Eastwood Park
Rouken Glen Road
Giffnock
G46 6UG
Tel: 0141 577 3001

East Dunbartonshire Council
Department of Education
and Leisure Services
Boclair House
100 Milngavie Road
Bearsden
G61 2TQ
Tel: 0141 578 8707

West Dunbartonshire Council
Educational Services
Council Offices
Garshake Road
Dumbarton
G82 3PU
Tel: 01389 737308

North Lanarkshire Council
Department of Education
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT
Tel: 01236 812222

Glasgow City Council
Education Department
Wheatley House
25 Cochrane Street
Merchant City
Glasgow G1 1HL
Tel: 0141 287 2000

Although this information in this document is correct at the time of printing, it is possible that arrangements could change either before the commencement or during the course of the school year in question or in relation to subsequent school years. This information leaflet provides only general guidance about placing requests.

Specific Information may be found in:

Education (Scotland) Act 1981 (HMSO)

Education (School and Placing Information) Regulations 1982 and Amendment Regulations 1990/93 (S1 1982 No 95) (S. 1125)

Education (Appeal Committee Procedures) (Scotland) Regulations 1982 (SI 1982 No 1733)

Choosing a School – a Guide for Parents (Scottish Government, Victoria Quay, Edinburgh)

Standards in Scotland's Schools etc Act 2000

Education (Additional Support for Learning) (Scotland) Act 2004

Other formats

This document can be provided in large print, Braille, audio cassette, and can be translated into different languages.

Please contact:

Corporate Communications, Council Offices, Garshake Road, Dumbarton, G82 3PU

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔