

Sending your child to school



Information pack for parents and carers

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General information

Within Renfrewshire there are a number of primary and secondary schools. To get information on schools, you can contact your catchment school or:

Renfrewshire Council
Children's Services
Renfrewshire House
Cotton Street
Paisley PA1 1LQ

Phone number: **0300 300 0170**

E-mail: **admissionsandtransfers@renfrewshire.gov.uk**.

There is also information on our website at
www.renfrewshire.gov.uk

Normally, your child will go to the catchment primary or secondary school for their area.

The school or Children's Services
(phone 0300 300 0170) can give
you details of the area it covers.

Denominational and non-denominational schools

In most parts of Renfrewshire there are Roman Catholic schools (denominational). You must register your child either at the catchment denominational school or at the non-denominational school for your area.

Please note: You can register at only one school.

Additional support needs

If you are a Renfrewshire resident and you are making a placing request for an independent additional support needs school, you are advised to discuss this with the Education Manager with responsibility for ASN in Children's Services before submitting the application form.

Pupil travel

We provide free transport for all primary pupils who live more than 1.6 kilometres (one mile) from their catchment school and to secondary pupils who live more than 3.2 kilometres (two miles) from their catchment school. The distances are based on the recognised shortest, safe walking route (further details available in the department's policy on the provision of school transport). This policy may be reviewed at any time. We may provide transport for children with additional support needs. For more information, phone **0300 300 0170**.

Registering your child for primary education

Entry to primary schools is on a once-a-year basis at the start of the new session in August each year. Registration takes place in mid January in your catchment school. You will need your child's original birth certificate and proof of residence, to register them for school. Adverts appear in nurseries, schools and newspapers in early January providing details on how to register your child. You can register your child at only one school, either the denominational or non-denominational school in your catchment area. If you are unsure which school you should register at, please call **0300 300 0170** for advice.

Entry age

Your child will be admitted to school in August if their fifth birthday falls between 1 March of that same year and the last day of February of the following year.

You can, however, ask for your child to start school early if their fifth birthday falls after the last day of February. A separate leaflet, Early Entry, is available from Children's Services. Phone **0300 300 0170**.

Moving into Renfrewshire

If you are moving into Renfrewshire and your child has already been to a school elsewhere, you should contact Children's Services with proof that you now live in the area. To make sure that children resident in the catchment area of a particular school are able to attend their catchment school, we ask that parents provide the child's birth certificate and at least two proofs of residence which must include:

- a council tax notice for the property or proof that you have registered for council tax at that property, and
- a solicitor's letter confirming missives have been concluded, or a rent book for rented property, or a tenancy agreement, mortgage/bank statement. You will be asked to provide original documents, not copies.

Note: Missives are formal letters that the seller and buyer exchange which prove that you have entered into a legal agreement to buy the house.

Transfer from primary to secondary school

If your child is due to transfer from primary to secondary at the beginning of the new session in August, your child's primary school will give you a secondary school handbook and details of parents' meetings nearer the time.

A group of primary schools in an area are normally linked with a secondary school. All secondary schools have a catchment area which includes their linked primary schools. Pupils transfer from primary school to secondary school between the ages of 11 and 12 (in most cases). Children's Services can tell you the name of the secondary school to which your child should normally transfer after the primary 7 stage. Phone **0300 300 0170**.

Placing requests

You may ask for your child to go to a school other than your catchment school. This is called making a placing request. You do not need to tell us your reasons for making a placing request, but it may be helpful if you do.

There are strong educational reasons for making sure that the transfer or entry of children to a school happens at the start of a school session in August, so it is better to make placing requests before the start of a session. Parents who are moving to a new area may have to make requests at other times.

The school you ask for is referred to as the 'specified school'. You can apply for only one school at a time. If we grant your placing request, we will write to you to confirm this and advise you to contact the school to arrange to enrol your child. The place being held for your child, at their catchment school will no longer be available.

The council has a duty to grant placing requests, wherever possible. However, it is not always possible to grant every placing request to a particular school. The size of the school, the current roll, the number of children who already live in the catchment area and other factors will affect the council's ability to grant a placing request.

The law relating to placing requests covers children applying to change their school as well as those starting a primary or secondary school. If you want to make a placing request, please fill in the attached form. You must fill in one form for each child.

Please send to Children's Services (not the school) the filled-in placing request for each child. Please also tell the head teacher of your catchment school that you are making a placing request.

We will acknowledge placing requests within five working days of receiving the form. **If you do not receive an acknowledgement, please contact us, as we may not have received your application.** Please ensure all declarations are responded to, or we will be unable to process your application.

How decisions are made

The director of Children's Services makes decisions about placing requests that are received in Renfrewshire House by 15 March, for the new session which begins in August.

We will consider all requests. If there are more requests than places available for a particular

school, or a particular stage in a school, the director will make decisions based on our priorities for admission. **Please note**, granting a placing request for one child does not guarantee entry for brothers and sisters, should you wish to make another placing request to the same school at a later date.

Guidelines and conditions

By law we are allowed to produce guidelines on how we will decide admissions to schools.

If there are places available in a school, we will give first choice to those children who live in its catchment area. This includes children who are considered suitable for primary education before the normal entry age.

For placing requests we give priority in the order below.

- 1 Children who have older brothers or sisters at the school.

We then give children in Renfrewshire priority in the order below.

- 2 For Catholic schools, children from outside the catchment area who have been baptised in the Roman Catholic Church and whose parents have the same religious beliefs as the school.
- 3 Medical reasons, supported by the family doctor and a community medicine specialist, that say that the child could only be educated with difficulty in another school because of their medical condition.

- 4 In the case of secondary schools, those children transferring from an associated primary school in its catchment area.
- 5 In the case of single-parent families where refusing the placing request would seriously affect the child's care and wellbeing.
- 6 If the child's educational wellbeing would be affected in relation to the availability of subjects previously studied in another school.
- 7 All other children who live in the council area whose parents have made a placing request.

We then give children from outside Renfrewshire priority in the order of categories 2 to 7, which are numbered 8 to 13. We grant placing requests in the order of priority listed above. At the final stage, there may be more requests of the same priority than places available. Any available places will be allocated by using the department's ballot procedures. (Details of the ballot procedures are available from this department).

Transport

You should be aware that if we grant your placing request, we do not have to provide a school bus pass or any other help with transport.

Gaelic Medium Education

Gaelic medium education is now an established sector in Scottish education.

Gaelic medium education includes children who come from families where Gaelic is spoken and children from families with little or no background in the language.

Gaelic medium education is currently available in approximately half of the education authorities across Scotland.

Due to a low number of requests, and lack of availability of qualified staff, there is currently no provision within Renfrewshire itself, however, children from Renfrewshire currently have access to Gaelic medium education as a result of partnerships with Glasgow City Council (Glasgow Gaelic School) and Inverclyde Council (Whinhill School). When making a placing request to either of these provisions, the appropriate local authority placing request application form should be used.

Why we may not grant placing requests

Once you have told us, in writing, that you want your child to go to a particular school, we can only refuse your request for certain reasons set out by law in the Education (Scotland) Act 1980. We do not have to admit your child to the school of your choice in the following circumstances.

- If the school would have to employ an extra teacher or spend a lot of money, for example, if we would have to provide an extra classroom.
- If your child's education would suffer as a result of changing school.
- If education in the school you want would not be suitable to the age or ability of your child. This might apply if you want your child to be admitted to a stage of education that he or she is not ready for yet or to a school which cannot meet your child's needs.
- If the specified school you have requested is a special school and your child does not have additional support needs requiring the education or special facilities normally provided at that school.
- If we think that your child would be likely to disturb the order and discipline in that school, or the educational wellbeing of other pupils at the school.
- If the authority have already required the child to discontinue attendance at the specified school.
- If you want your daughter to go to a boys' school, or your son to a girls' school.
- If accepting the request would prevent us from reserving a place at the school for a child who is likely to move into the area.
- If accepting the request would make it necessary for us to create an extra class or employ another teacher at a future stage of your child's primary education.

If we refuse your placing request

If we refuse your placing request, or if we have not given you our decision on your request by 30 April (or within two months for requests made at other times of the year), you may make an appeal to an appeal committee.

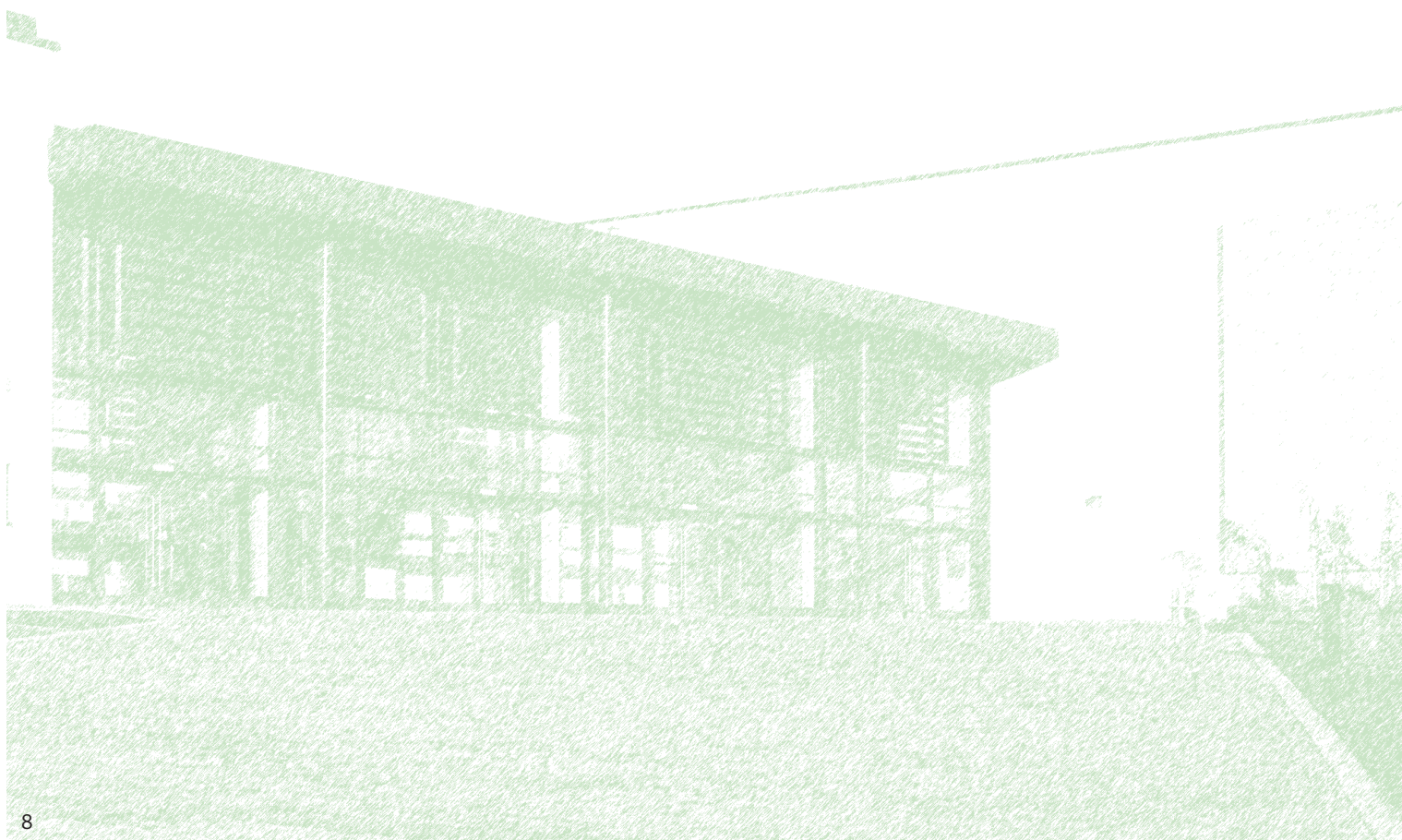
You can appeal against a placing request refusal only once in a 12 month period. This does not mean that you cannot make another placing request. It just means that if we refuse your first placing request and you lodge an appeal, you cannot appeal to the appeal committee again, on another placing request decision, within 12 months of the date of receipt of the original appeal letter.

You must appeal in writing to the director of Children's Services. By the time of the appeal, you will know why we refused your placing request. At the appeal hearing you will have the chance to present your case in person

If the appeal committee agree that we were right to refuse your child a place in the school you want, you have 28 days from receiving the appeal committee's decision to appeal to the Sheriff Court.

In case places become available in the school you want, we will keep your request open until 31 August of the year you made it unless you tell us you want to change your request to another school.

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





Placing Request Application Form

Please return to: Renfrewshire Council, Children's Services, Renfrewshire House,
Cotton Street, Paisley, PA1 1LQ.

1 Your child's details

Full name:

Is your child:

male?

female?

Date of birth:

d d / m m / y y

2 Your details

Title:

Mr

Mrs

Ms

Miss

Full name:

Address

Postcode

Home phone:

Work phone:

Mobile:

Email:

If you would like to discuss your application by telephone, please complete the security question answer below.

Security Question:

What was the name of your first primary school?

Answer:

3 School details

I would like my child to go to (specify school):

The catchment school for my area is:
(If P1 application – school my child is
registered to attend)

My child currently goes to (name of school/nursery):

My child should go into (please tick one box):

Stage in primary

P1

P2

P3

P4

P5

P6

P7

Stage in secondary

S1

S2

S3

S4

S5

S6



4 Priorities

We grant placing requests on the basis of the priorities set out below.
Please tick one box below that applies to your situation.

1	<input type="checkbox"/>	Your child has older brothers or sisters at the school. Please give details below.
		Name of brother or sister: <input type="text"/> Stage: <input type="text"/>
2	<input type="checkbox"/>	Your child has been baptised in the Roman Catholic Church and you have the same beliefs as the school.
3	<input type="checkbox"/>	Medical reasons, supported by the family doctor and a community medicine specialist, that say that the child could only be educated with difficulty in another school. Please give details below.
		<input type="text"/>
4	<input type="checkbox"/>	Your child goes to an associated primary school in the catchment area of the secondary school.
5	<input type="checkbox"/>	You are a single-parent family and if the request is refused your child's care and wellbeing will be seriously affected.
6	<input type="checkbox"/>	Your child's educational wellbeing would be affected in relation to the availability of subjects previously studied in another school (applicable for secondary schools only).
7	<input type="checkbox"/>	None of the above applies to your child but you have made a placing request.

Priorities 2 to 7 above are for children in Renfrewshire. We then re-apply them to children outwith Renfrewshire as priorities 8 to 13. If we grant your placing request, you must pay for transport.

You do not need to tell us your reasons for making a placing request, but it may be helpful if you do.

Data Protection

We need your details for the purposes of dealing with your application for a placing request and they will be used for the purposes of the Council's public functions. The Council may check your details with other information held and may share these with other council services and other local authorities to check the accuracy of the information and to prevent or detect fraud or crime or to protect public funds.

Further information on how the Council handles your personal information can be found on:
www.renfrewshire.gov.uk/article/2201/privacy-policy

If your child currently attends a school or nursery outside the Renfrewshire Council area, we would also seek access to the education records for your child from that education authority. By signing the declaration below, you consent to Renfrewshire Council Children's Services receiving a copy and access to your child's current educational record held by that education authority.

The Council would like to keep in touch with you about your experience of the placing request process and would like to send you a questionnaire to complete.

Please tick here if you would like us to do that

☐

If you require further information on how the Council will process your application, information on schools or help with completion of this application form, please contact: 0300 300 0170.



Please add any other relevant information here:

Declaration

1 Please tick appropriate box:

☐

I agree that if this placing request is granted,
it will apply at the start of the next session (August 20).

☐

Having considered the educational advice I have received about transferring my child
during a session, I want you to consider this placing request now.

2 Does your child have additional support needs?

☐

Yes (If yes, please provide details)

☐

No

Does your child have a co-ordinated support plan?

☐

My child has a co-ordinated support plan, or a co-ordinated support plan is being
prepared or considered in respect of my child, in terms of the Education (Additional
Support for Learning) (Scotland) Act 2004.

☐

My child does not have a co-ordinated support plan and no co-ordinated support plan is
being prepared or considered in respect of my child, in terms of the Education (Additional
Support for Learning) (Scotland) Act 2004, or

3

☐

I have read and understood the statement on transport.

4

☐

I have read and understood the statement under the Data Protection Act 1998.

Your signature:

Date:



