

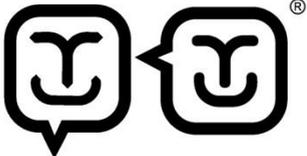
# ◆ EDINBURGH ◆ Placing in School Procedures for new P1 & S1 Intake

THE CITY OF EDINBURGH COUNCIL

This guide applies to all mainstream primary and secondary schools. To find out about applying for a place for a child with additional support needs, please see **Appendix 1**.

Before you read this guide, please take note of the following key messages.

- Each address has one non-denominational catchment school and one Roman Catholic catchment school for both primary and secondary stages. You should choose your preferred school of the two.
- School places are allocated to children based on their main residence. All parents must provide proof of residence for a catchment place when they register their child for primary school.
- All allegations of false addresses will be investigated, and places will be withdrawn if you have used a false address to gain a school place.
- The Council aims to provide places for P1 and S1 pupils at one of their catchment schools, if they are living in the catchment area by the end of February in the year they begin primary or secondary school and are still living at the same address at the start of session.
- Your child is only entitled to a place in the primary school where they attend nursery, if you live within the catchment area of that school.
- Where a Roman Catholic school is oversubscribed with catchment children, priority is given to catchment Roman Catholic children who are baptised, and where parents have provided the baptismal certificate, before the end of February in the year they begin primary or secondary school.
- If you make a placing request for a non-catchment school and it is successful for one child, this does not guarantee that requests for younger children will be successful. This could mean that your younger children would attend a different school to their older brother or sister.
- Places will be reserved for catchment children after the start of session throughout the year, where it is possible to do so.

 <p><b>HAPPY TO TRANSLATE</b></p> <p>ترجمے کے لئے حاضر آماندہر سہجے انوباد کررہ</p> <p>يسعدنا توفير الترجمة MOZEMY PRZETŁUMACZYĆ 很樂意翻譯</p>	<p>You can get this document on tape, in Braille, large print and various computer formats if you ask us.</p> <p>Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 or <a href="mailto:ITS@edinburgh.gov.uk">ITS@edinburgh.gov.uk</a> and quote reference number <b>20-6598</b></p> <p>ITS can also give information on community language translations. You can get more copies of this document by sending an email to <a href="mailto:school.placements@edinburgh.gov.uk">school.placements@edinburgh.gov.uk</a>.</p>
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Starting primary school and moving on to secondary school are two very important milestones both for children and their parents.

This guide details what action parents need to take and the procedures the City of Edinburgh Council follows.

All our schools offer a high-quality educational experience and contacting your local catchment school will give you a chance to find out more about the school, staff and the curricular and extracurricular opportunities available.

Most parents choose to send their children to one of their catchment schools.

You can download the Council's school admissions policy from our website at [www.edinburgh.gov.uk/schoolplaces](http://www.edinburgh.gov.uk/schoolplaces)

## **Section 1: Catchment areas**

Edinburgh is split into catchment areas for each primary and secondary school. Children living within a school's catchment area are given priority for a place.

Your address has:

- a **non-denominational** primary school
- a **Roman Catholic** primary school
- a **non-denominational** secondary school
- a **Roman Catholic** secondary school

A small number of addresses have two non-denominational catchment schools and your child has the right to go to either school.

Roman Catholic schools are open to all children regardless of faith. However, if there are more children in the catchment area than the number of places available, we will give priority to baptised Roman Catholic children (see Section 5).

The city also has a dedicated Gaelic primary school, Bun-sgoil Taobh na Pàirce. It is open to children living in the City of Edinburgh, Midlothian, East Lothian and West Lothian.

Find out your catchment schools at [www.edinburgh.gov.uk/catchmentmaps](http://www.edinburgh.gov.uk/catchmentmaps)

### ***Reserving Places***

In the Primary 1 year group, where possible, one place per class (and one place per teacher, where team teaching is in place) is reserved for incoming catchment children for the entire school year.

In the Secondary 1 year group, where possible, one place per 60 pupils is reserved.

However, where out of catchment places are granted by an Appeal Committee or a Sheriff, this may result in fewer reserved places being available.

### ***Children living in two homes***

As a rule, the address used to determine the appropriate catchment area for the child is the main address as held on the pupil's nursery or primary school record. This is normally the address of the parent the child resides with for most of the school week.

Where the child spends an equal amount of time with both parents, or if it is unclear where the child's sole or main residence is, we will allocate a place based on the main contact address held on the child's education record.

## **Section 2: Registering for primary school (P1)**

### ***When your child can start school***

In October each year, we post a letter to parents to the address held on the child's nursery record about the procedures for starting school, if the child attends a nursery school or class run by the City of Edinburgh Council or one of our partner nurseries.

The table below shows which year children will start primary school:

<i>Child born between:</i>	<i>Child will start school in:</i>
1 Mar 2016 – 28 Feb 2017	August 2021
1 Mar 2017 – 28 Feb 2018	August 2022
1 Mar 2018 – 28 Feb 2019	August 2023
1 Mar 2019 – 29 Feb 2020	August 2024
1 Mar 2020 – 28 Feb 2021	August 2025

### ***Delaying entry to P1 or starting school early***

If your child will not reach the age of 5 by the start of the new school year (normally mid-August), and you do not wish your child to start school in the year given in the table above, you can make an application to delay your child's entry into P1 for a year.

Find out more at [www.edinburgh.gov.uk/deferredentry](http://www.edinburgh.gov.uk/deferredentry)

### ***When to register your child***

If you want your child to go to a school run by the City of Edinburgh Council, you need to register using our online registration form for your preferred catchment school between **4 and 13 November 2020**.

The P1 intake limits are decided in January based on the number of catchment children registered at each school during the registration period, so it is important to register by 13 November 2020.

If you want your child to be taught in Gaelic, complete the online registration form to register at our Gaelic school, Bun-sgoil Taobh na Pàirce.

If you live in another local authority area, you can submit a placing request (see Section 4). No knowledge of the language is needed.

**It is important that you register your child for school, even if you do not want your child to attend the catchment school, or if you plan to defer for a year.**

The registration process is in place to check and confirm your child's age and address and helps the City of Edinburgh Council manage the expected intake figures.

Please note that you may only register at the catchment school for your **current address**. If you are going to move within the City of Edinburgh area or are moving to the city before the start of session, please see Section 9 for details.

You can visit the school's website to find out more about your catchment school.

### ***Roman Catholic schools***

If your child is not baptised in the Roman Catholic faith, you can still choose to register at your catchment Roman Catholic school, but a place is not guaranteed.

See Section 5 to find out how we deal with these requests.

### ***How to register your child for school***

Visit [www.edinburgh.gov.uk/p1registrationform](http://www.edinburgh.gov.uk/p1registrationform) and complete the online registration form between **4 and 13 November 2020**. You must save the following documents, so they can be uploaded with your online registration form:

- your child's birth certificate
- your Council Tax demand notice for the current year, in your name
- If you are not liable for Council Tax, we will ask you for further proof of address, e.g. tenancy agreement; benefits award letter; utility bill.

## **Section 3: Moving from primary to secondary school (S1)**

### ***Allocating a secondary school place***

If your child attends P7 at a primary school run by the City of Edinburgh Council, we post a letter to parents to the address held on the child's school record about the procedures for moving to secondary school. We send the letter in October.

If you live in the City of Edinburgh Council area, or within the catchment area of a school run by us, we will automatically reserve a place for your child at one of your catchment schools (see Section 1). The catchment school is based on the address held on your child's school record. **You do not need to register.**

The non-denominational catchment school is allocated unless your child attends a Roman Catholic primary school. Pupils at Bun-sgoil Taobh na Pàirce transfer to James Gillespie's High School to continue Gaelic study.

We have specialist provision for children who are highly able in dance, music or football. The application process is different for these schools, please see **Appendix 2** for more information.

### ***Changing your preferred catchment school***

You can ask us to change the allocated catchment school. If you are allocated a place at a Roman Catholic school and want to request a place in your non-

denominational high school, visit [www.edinburgh.gov.uk/placingrequest](http://www.edinburgh.gov.uk/placingrequest) and complete the online form.

If you live in an area with two non-denominational secondary schools, you will be asked to tell us your preferred school.

Any request to change to your preferred catchment school must be made by **24 December 2020**. Late requests will still be considered but there is no guarantee that we can make changes after this date.

If your child attends an independent school at primary level, you can ask us for a place in your preferred catchment secondary school by **24 December 2020**. You will be asked to provide your child's birth certificate and proof of address.

If you are going to move within the City of Edinburgh Council area or are moving to the area before the start of session, please see Section 9 for details.

### ***Roman Catholic schools***

Places at Roman Catholic schools are not guaranteed. If your child is baptised, you need to provide proof of this to receive priority for a place. If you are allocated a place at a non-denominational school and you want to request a place in your Roman Catholic high school, visit [www.edinburgh.gov.uk/romancatholicschools](http://www.edinburgh.gov.uk/romancatholicschools) and complete the online form by **24 December 2020**.

See Section 5 to find out how we deal with these requests.

## **Section 4: Making a placing request for a non-catchment school**

You can request a place in a school in another catchment area by completing the form at [www.edinburgh.gov.uk/placingrequest](http://www.edinburgh.gov.uk/placingrequest). Applications open in November and we post the first decision letters in early March 2021. The closing date for applications is **24 December 2020**.

Placing requests for non-mainstream and specialist provision are dealt with differently. See **Appendix 1** to find out how to apply for a non-mainstream place for a child with additional support needs. **Appendix 2** gives details about how to apply for our specialist dance, football and music schools.

### ***Making your request on or before 24 December 2020***

If you are applying for a non-catchment school, you can only apply for one school at first. This is always treated as your first preference. If you apply for more than one school, we will treat your earliest application as your first preference.

**It is very important that you give us all relevant information in support of your request, so it can be considered in full.** This may include medical evidence and reports from any other services or agencies that may have been involved with your child.

### ***How we deal with your request***

Non-catchment placing requests will be granted if there are places available after all children living in the catchment area have been accommodated and reserved places retained within the agreed intake limit.

The rising birth-rate means there has been a reduction in the number of successful placing requests in recent years. Additional classes will not be created for non-catchment children.

If there are more requests than places available, several factors determine which children can be offered places and we create a waiting list for children we cannot offer places to. If there are any exceptional cases, these are presented to the Committee on Pupil/Student Support for consideration. See Sections 6 and 7 to find out how we make these decisions.

The first decision letters will be posted in early March 2021.

### ***If your request is successful***

You will be sent a letter granting your request and at the same time we let the school know. Your child's place at your catchment school will then be withdrawn.

If you make a placing request and it is successful:

- you will not receive support with travel expenses
- a future placing request for the same school for a younger brother or sister is not guaranteed to be granted. **This could mean that your children will have to attend different schools.**

### ***If your request is unsuccessful***

You will be sent a letter telling you:

- the reasons for turning down your request (required by law)
- your child's place on the waiting list at that time and the allocated school
- your right of appeal against our decision

At this stage, you can make a second preference request for an alternative school which has available places. You should be aware that many schools will already be full by this time.

After your letter is issued there may be changes to your child's position on the waiting list. **Changes can often be frequent, so it is not possible to tell you each time the position changes.**

### ***Late requests / second preference requests received after 24 December 2020***

If you make a placing request after 24 December 2020, it will still be considered. However, after this date, exceptional reasons will not be considered by the

Committee on Pupil/Student Support. In most cases, your child will be placed on a waiting list below requests received on time.

Second preference requests are normally dealt with in May.

## **Section 5: Roman Catholic schools**

In January, we will know how many places are available in each school. Sometimes there are more registered children within the catchment area of a Roman Catholic school than the number of places available.

When this happens, we give priority to catchment children baptised in the Roman Catholic faith and do not create additional classes for other children if all baptised Roman Catholic children can be placed.

If we can't offer a place, we will reserve a place at their non-denominational catchment school.

### ***Baptised Roman Catholic children (P1)***

We aim to place all catchment children who are baptised in the Roman Catholic faith. This applies only if:

- you register your child for P1, and
- baptism has already taken place, and
- proof of baptism is provided,

before the end of February 2021.

### ***Baptised Roman Catholic children (S1)***

If your child is baptised in the Roman Catholic faith you must provide proof of this. Visit [www.edinburgh.gov.uk/romancatholicschools](http://www.edinburgh.gov.uk/romancatholicschools) and complete the online form by **24 December 2020**.

### ***Children not baptised in the Roman Catholic faith***

If your child is not baptised in the Roman Catholic faith you can still apply but a place is not guaranteed.

#### **P1 children:**

To apply you must register following the process detailed in Section 2. However if you have any exceptional grounds for consideration and you feel your child should be given priority over others, you need to complete an additional form to tell us – visit [www.edinburgh.gov.uk/romancatholicschools](http://www.edinburgh.gov.uk/romancatholicschools) and complete the online form by **24 December 2020**.

#### **S1 children:**

Visit [www.edinburgh.gov.uk/romancatholicschools](http://www.edinburgh.gov.uk/romancatholicschools) and complete the online form by **24 December 2020**, if:

- your child has been provisionally allocated a place in your non-denominational catchment school
- an older brother or sister is already attending
- you have any exceptional grounds for consideration, if you feel your child should be given priority over others

### ***Roman Catholic catchment school placements received on or before 24 December 2020***

If there are more requests than places available, several factors determine which children can be offered places and we create a waiting list for children we cannot offer places to. If there are any exceptional cases, these are presented to the Committee on Pupil/Student Support for consideration. See Sections 6 and 7 to find out how we make these decisions.

The first decision letters will be posted in early March 2021.

We will write to you again to tell you if your child has been given a place or not. If we cannot offer your child a place initially, your letter will tell you:

- the reasons for turning down your request (required by law)
- your child's place on the waiting list and allocated school
- your right of appeal against our decision

## **Section 6: Committee on Pupil/Student Support**

Where parents/guardians set out what they consider to be exceptional reasons in their applications, the Committee on Pupil/Student Support meet to consider these.

The Committee's role is to decide if there are exceptional circumstances which apply to each individual child. The Committee can determine the priority order on waiting lists for that child.

The Committee **cannot** grant individual requests even when they have decided that exceptional circumstances exist; places can only be awarded in these circumstances by the Placing in Schools Appeal Committee.

Children granted exceptionality by the Committee are given priority on waiting lists over children without exceptional grounds. **This gives these children a higher chance of being granted a place in the requested school by the start of the new school session but does not guarantee a place.**

## **Section 7: Waiting Lists**

A waiting list is created for the children who will not be granted places in the initial school allocations in March 2021

This section details how we prioritise requests to decide the order of each waiting list.

### ***Non-catchment placing requests***

The priority order on the waiting list is:

1. Children with exceptional circumstances (as agreed by Committee)
2. Non-catchment children who will have older brothers/sisters who are attending the requested school in the next session
3. Non-catchment children who are resident within the City of Edinburgh Council area but who **do not** have brothers/sisters who will be attending the requested school in the next session
4. Non-catchment children who are **not** resident within the City of Edinburgh Council area and who will not have brothers/sisters attending the requested school in the next session.

### ***Roman Catholic Schools***

The priority order on the waiting list is:

1. Catchment children who are baptised in the Roman Catholic faith
2. Catchment exceptional children
3. Catchment children who will have older brothers/sisters who are attending the requested school in the next session
4. Catchment children who **do not** have brothers/sisters who will be attending the requested school in the next session

### ***Ordering the waiting list***

If there is more than one placing request in any of the four categories above, the shortest, safest walking distance from each child's home to the nearest school gate is measured using an electronic mapping system. Children living closer to the school in each category are placed above those living further away.

## **Section 8: Confirming your child's place**

Schools normally contact parents before the end of June to confirm places and provide information about the school. However, children are not considered to be fully enrolled until the start of the school term.

If you have a catchment place and then move out of the area before the start of term, the place will normally be withdrawn, and an alternative place allocated in your new catchment school, dependent on availability (see Section 9).

**If you no longer require a place, please advise the school you've been offered a place at.**

In P1, when the school session begins in August, children are normally admitted gradually over the first few days. This helps the children to settle into their new life at school. The Head Teacher will advise on the arrangements for your child's school.

If placed at one of your catchment schools, assistance with travel is available if the distance between your home and the school gate is:

- two miles or over for primary schools
- three miles or over for secondary schools

Visit [www.edinburgh.gov.uk/schooltransport](http://www.edinburgh.gov.uk/schooltransport) for more information.

**Please note that assistance with travel is not awarded if you have chosen to send your child to a non-catchment school.**

## **Section 9: Change of address/moving to Edinburgh area**

This section tells you what will happen if you change address within the City of Edinburgh area or are moving to Edinburgh before the start of session in August.

### ***What to do if you know when and where you are moving***

Complete the Change of Address form – [www.edinburgh.gov.uk/changeofaddress](http://www.edinburgh.gov.uk/changeofaddress)

Where possible, we aim to offer a provisional place at one of your new catchment schools before you move, if:

- you provide proof of purchase for the new property or
- you provide your signed tenancy agreement for the new property

**before the end of February 2021.**

You may also be required to provide:

- your child's birth certificate (if not already provided)
- proof of Roman Catholic baptism (if the Roman Catholic school is preferred, and it has not already been provided)
- if you are moving within Edinburgh, confirmation that your previous tenancy agreement has ended, or your previous property has been sold

We will check that you are registered for Council Tax at your new property. If you are not liable to pay Council Tax at your new address, we will contact you to confirm the information we need you to send to us.

If you can't provide this information, let us know and we will contact you to tell you what we can accept.

If a place is not available, your child will be placed on a waiting list and we will contact you giving the reasons for turning down the place.

Your child will be given priority on the waiting list, even if there are already non-catchment children on a waiting list, as children living in the catchment area have priority over non-catchment children. We will also tell you the closest alternative school and reserve a place there.

If you move within the Edinburgh area and you would prefer your child goes to your **previous** catchment school, you will need to make a placing request (see Section 4).

### ***Moving address after the school has started***

If you are moving to Edinburgh after the start of session, you must apply to your catchment school directly, after this date.

## **Section 10: Fraud prevention**

The City of Edinburgh Council is obliged to make random spot checks as part of fraud prevention and we may ask you to provide proof of residence at any time before the school session begins.

The City of Edinburgh Council's Corporate Fraud Team will investigate all claims of false addresses being used to gain a school place and, if proven before the start of the school year, the place will be withdrawn.

**Please advise us if you are aware of a school place which has been obtained fraudulently at: [www.edinburgh.gov.uk/reportfraud](http://www.edinburgh.gov.uk/reportfraud)**

All claims will be investigated and dealt with appropriately.

## **APPENDIX 1: Children with additional support needs**

Children have additional support needs if they require something which is extra or different to what is normally provided for other children of the same age. **All our schools can provide for a wide range of additional support needs.**

The 2000 Standards in Scotland's Schools Act states that children should attend mainstream schools, unless there are exceptional reasons not to do so.

Most children with additional support needs attend mainstream schools but some attend special schools or special classes.

A list of special schools and special classes is contained in an information booklet, available online at: [www.edinburgh.gov.uk/inontheact](http://www.edinburgh.gov.uk/inontheact)

This list includes special schools not under the management of the Education Authority, to which it is the practice of this Education Authority to send pupils.

Further information about additional support needs is also available from the Parent and Pupil Support Manager – Additional Support for Learning, who can be contacted by telephone on **0131 469 3444** and by e-mail at [cf.asap@edinburgh.gov.uk](mailto:cf.asap@edinburgh.gov.uk)

## **APPENDIX 2: Children highly able in dance, music or football**

We offer the following specialist provision for talented children, allowing them to receive specialist tuition in their chosen field alongside their academic studies.

These are all based at Broughton High School, except for the Heart of Midlothian Performance School, which is based at Balerno Community High School.

**Applicants must follow the course application process to apply for a place, rather than following the placing process outlined in this guide.**

When a place is offered and accepted the school will inform the School Placements team to update the allocated school – a separate application form is not required.

### ***The City of Edinburgh Music School***

This is a national centre of excellence and entry is by audition only. Specialist music education is delivered in a range of musical styles. All instruments and all styles of music are considered equally. Applications must be made directly to the Music School at: [www.edinburghmusicschool.co.uk](http://www.edinburghmusicschool.co.uk)

### ***The City of Edinburgh Dance School***

Dance School entry is by audition only into the S1. Pupils will study Ballet, Jazz, Contemporary, Choreography, History of Dance and Dance Appreciation. Auditions take place in January and places are limited. Applications must be made directly to the Dance School at: [www.broughton.edin.sch.uk/specialist-schools](http://www.broughton.edin.sch.uk/specialist-schools)

## ***Football Performance Schools***

There are two Football Performance Schools in Edinburgh. Each programme is designed for elite young football players, both boys and girls, and runs from S1 to S4. It offers talented young footballers the opportunity to develop their physical, mental and technical ability within the daily curriculum.

The **Scottish Football Association (SFA) Football Performance School** is based at Broughton High School. Applicants must apply online to the SFA, who run trials in February and March. There is a maximum of 20 places available. You can find out more about the programme, the selection procedure and how to apply by visiting: [www.broughton.edin.sch.uk/specialist-schools](http://www.broughton.edin.sch.uk/specialist-schools)

The **Heart of Midlothian Football Performance School** is based at Balerno Community High School. The players involved in this programme are already working within the Heart of Midlothian Academy structure and are selected by them for the programme. For more information, please contact the school by emailing [admin@balernochs.edin.sch.uk](mailto:admin@balernochs.edin.sch.uk)