

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Strategic Management of School Places: P1 and S1 Intakes for August 2013

Item number	7.1
Report number	
Wards	All

Links

Coalition pledges	P2 , P3 and P4
Council outcomes	CO1 , CO2 and CO3
Single Outcome Agreement	SO3

Gillian Tee

Director of Children and Families

Contact: Lindsay Glasgow, Asset Planning Manager

E-mail: Lindsay.glasgow@edinburgh.gov.uk | Tel: 0131 469 3312

Executive summary

Strategic Management of School Places: P1 and S1 Intakes for August 2013

Summary

This report is an annual report which sets out accommodation and placement issues for the anticipated P1 and S1 intakes for the forthcoming school year, i.e. August 2013. The report recommends a series of strategies to manage intakes, including setting intake limits for some schools.

Recommendations

It is recommended that the Committee notes the content of this report and agrees the following recommendations:

1. Prioritise placing requests out of the following schools:
 - East Craigs Primary School
 - Liberton Primary School
2. Delegate authority to the Director of Children and Families to prioritise baptised Roman Catholics into the following schools:
 - Fox Covert RC Primary School
 - Holy Cross RC Primary School
 - St Catherine's RC Primary School
 - St Cuthbert's RC Primary School
 - St David's RC Primary School
 - St Francis RC Primary School
 - St John's RC Primary School
 - St Mark's RC Primary School
 - St Mary's RC (Edinburgh) Primary School

- St Mary's RC (Leith) Primary School
 - St Ninian's RC Primary School
 - St Peter's RC Primary School
 - St Thomas of Aquin's RC High School
3. Refer this report to the first meeting of the Estate Strategy and Rising Rolls Working Group of the Policy Development and Review Sub-Committee.

Measures of success

Implementation of a strategic approach to the management of school places which will result in a consistent and equitable approach to allocating places across the school estate;

Being able to accommodate catchment demand at all non-denominational schools;

Being able to provide sufficient places in the Roman Catholic sector to meet baptised Roman Catholic demand.

Financial impact

The revenue implications of P1 and S1 intakes and class organisations contained in this report have been included in budget planning provision for 2013/14. In the current financial climate the need to ensure efficient use of resources from the Children and Families budget is paramount. This means that there is a need to manage carefully the number of classes formed.

Equalities impact

This report sets out issues related to the accommodation provided by schools that may impact on the Council's ability to offer pupils the opportunity to attend their catchment school. By prioritising placing requests out at non-denominational primary schools that are experiencing accommodation issues, the Council is responding to the wishes of the parents concerned and ensuring places are available for those pupils wishing to attend their catchment school. No issues exist in the non-denominational secondary school estate.

The Council endeavours to make available places for all baptised Roman Catholic pupils who wish to attend a Roman Catholic primary school. By prioritising baptised Roman Catholic pupils into Roman Catholic schools, the Council can ensure that this is achieved. Accordingly, there will be no negative impact on equalities groups.

Sustainability impact

The P1 and S1 intake process is managed so that efficiencies are achieved in terms of the number of classes formed, staff allocated and the accommodation utilised. More efficient use of school accommodation will reduce the running costs of the estate and mitigate the impact of population growth.

Consultation and engagement

Proposed class organisations were shared with Head Teachers at the end of January, with Head Teachers encouraged to share the proposals with their Parent Councils.

Background reading / external references

Not applicable.

Strategic Management of School Places: P1 and S1 Intakes for August 2013

1. Background

- 1.1 This report identifies schools where accommodation issues may arise as a result of P1 and S1 intake numbers in August 2013. It is based on the findings of a Children and Families Working Group that meets in January each year as part of the annual P1 and S1 intake process. The report recommends strategies to address these issues and ensure a consistent and equitable approach is taken to accommodating catchment pupil numbers and, where possible, placing requests across the school estate. This report is based on the most up to date information available at the time, however the numbers will change prior to the August start of session.
- 1.2 In the current financial climate achieving efficiencies in terms of the number of classes formed, staff allocated and accommodation utilised remains critical as a means of protecting core school budgets and delivering best value for the city. The Council endeavours to respect parental choice wherever it can be achieved without additional cost.
- 1.3 This report illustrates a continuation of the growth reported in the 2012 Strategic Management of School Places report. It shows an increase in the P1 intake between 2011/12 and 2012/13 along with an increase in the overall P1-P7 roll during the same period. Increases in the birth rate since 2005 mean that a continuation of this pattern of growth in the primary sector is likely over at least the next 4 years. Accordingly, it is anticipated that the number of pupils entering P1 in August 2013 will be higher than in August 2012.

2. Main report

Intake Projections for August 2013

- 2.1 The start of session P1 intake for 2012 was 4,359 pupils. P1 intake projections, which are derived from previously recorded birth rates, show an increase in the P1 intake of 3.5% between 2012 and 2013. P1 registrations for August 2013 currently stand at 4,632 - a 3% increase on the equivalent time in the process last year – supporting the trend reported by the P1 intake projections. Accordingly, based on P1 registrations to date, a P1 intake of 4,489 is estimated for August 2013. Intakes always fall between this stage of the

process and the start of session; the degree to which the number of registrations will actually fall is determined by the number of deferrals yet to be notified, movement out of the city and loss to the private sector.

- 2.2 Despite increasing demand for places in the primary sector, room for growth in the primary school estate continues to exist in a number of areas of the city. However, it is recognised that spare places may not always be located conveniently for areas experiencing increased localised demand. This is illustrated in the 'Occupancy Levels' section of this report which follows below.
- 2.3 In the secondary sector, the number of S1 registrations suggests that, after over 5 years of constant decline, a small increase in the S1 intake for 2013/14 is likely. In August 2012 the S1 intake was 3,174 following 3,242 registrations at this time in 2012. The number of registrations for August 2013 is currently 3,336 with an estimated intake of 3,266. However, projections suggest a regular increase in the S1 intakes will not occur until 2017.

Occupancy Levels

- 2.4 Growth in the number of pupils entering P1 in the 2012/13 academic year and a change in the way that capacity is calculated has resulted in an increase in the percentage of primary schools with an occupancy rate of greater than 100% and a decrease in the percentage of schools with an occupancy rate of less than 60% (see Table 1 below).
- 2.5 However, 13% of schools remain less than 60% occupied and there are currently around 5,000 spare places across the primary school estate.

Table 1: Primary Schools Occupancy Levels Start of Session 2012/13

Occupancy Level	Primary Schools		Change on 2011/12
	Number	%	%
Over 100%	10	11.5%	+7.5%
81-100%	44	50.5%	-1.5%
61-80%	22	25%	-1%
60% and under	11	13%	-5%
Total	87	100%	

- 2.6 In the secondary sector, over half of schools are at least 80% occupied with 4 operating beyond their notional capacity (see table 2 below). However, the number of schools over 80% occupied was higher in 2011/12. Furthermore, in 2012/13, the number of schools under 60% occupied has seen a slight increase.

These patterns illustrate the fall in secondary school rolls experienced in recent years.

Table 2: Secondary Schools Occupancy Levels Start of Session 2012/13

Occupancy Level	Secondary Schools		Change on 2011/12
	Number	%	%
Over 100%	4	17%	-
81-100%	9	40%	-4%
61-80%	7	30%	-
60% and under	3	13%	+4%
Total	23	100%	

2.7 Occupancy levels for individual schools are listed in Appendix 1.

Provision of School Places

2.8 The Council manages provision of school places using principles and practices that have been applied since the inception of the City of Edinburgh Council and which are in line with the Education (Scotland) Act 1980, as amended and the Gaelic Language (Scotland) Act 2005. These fundamental principles are summarised below:

- Pupils living in the City of Edinburgh Council area have priority over incoming requests from outside the Council area;
- The Council will endeavour to accommodate catchment pupils at their catchment school;
- Placing requests for non-catchment pupils should be met, subject to available capacity;
- Adoption and implementation of legislation on class sizes; the Education (Lower Primary Class Sizes) (Scotland) Regulations 1999 (as amended) that introduced a class size maximum of 25 for P1 and 30 for P2 to P3;
- The most efficient arrangement of class size and provision of teaching staff is sought for each school after taking account of demand for catchment places;
- When considering an "additional teacher" the Council takes into account the global number of teachers required across the estate and not the historic number of teachers required at individual schools;

- Additional classes are not normally created to specifically cater for non-catchment placing requests in the primary sector. This includes the potential need to create additional classes in subsequent years beyond the P1 stage;
- First year intake limits, classroom size restrictions and limits on the overall pupil numbers will be applied where necessary to assist in managing school provision;
- Separate catchment boundaries are drawn for denominational and non-denominational schools at both primary and secondary school level (pupils have the option of attending either catchment school, subject to availability of places);
- The catchment boundaries for the City of Edinburgh Council's Gaelic Medium Education establishments covers the Edinburgh and Lothians area;
- In areas of the City falling outwith established catchment areas (for example, the new Waterfront development), the Council defines which establishment is an 'appropriate school' for pupils – normally judged on distance and geography;
- Where catchment pupils exceed the capacity of their non-denominational catchment school, priority may be given to pupils that have made a placing request to attend a school outwith their catchment area. Children who are prioritised out into a non-catchment school will be first to be allocated places in that school after all the registered catchment children for that school have places;
- Where catchment applications for denominational schools exceed capacity, priority will be given to baptised Roman Catholics;
- One place per class is normally reserved for incoming catchment pupils where possible until 31 July when granting placing requests (this number is higher where there is significant catchment movement);
- Team teaching arrangements may be implemented where catchment numbers are expected to exceed capacity based on P1 class sizes of 25. This normally involves raising the P1 intake to multiples of 30 so that they can meet class size maxima in P2 and P3;
- Composite classes, including at P1/2, are part of the normal organisation in many schools, and are generally formed according to the following principles:
 - i. Age is the main criterion for selecting pupils for composite classes;
 - ii. A composite would not normally be formed if there were fewer than five pupils coming from a particular year stage;

- iii. It is not policy to composite over three year stages except where there are very low numbers of pupils at particular stages;
 - iv. Reorganising and recompositing a class structure is sometimes allowed to make additional places available for pupils in an individual school; but significant reorganising or recompositing will not be used where to do so would give rise to a potential detriment to the existing pupils at the school;
 - v. Exceptional circumstances will be looked at on a case by case basis and will be agreed by the Head Teacher and relevant staff within the Children and Families Department.
- Positive Action schools receive additional funding which is sometimes used to create additional classes. Non-catchment pupils would not be restricted in these cases as they would not generate the need for the Department to employ an additional teacher;
 - Five places are reserved for pupils with additional needs at the following schools which are designated providers of support for children with additional needs:
 - Craigmount High School;
 - Drummond Community High School;
 - Leith Academy;
 - Oxfangs Primary School;
 - St Thomas of Aquin's High School.
 - The Authority has the flexibility to reserve places for inclusion in special classes at the following primary schools which are designated providers of support for children with additional needs:
 - Broughton
 - Craigentenny
 - Murrayburn
 - Royal Mile
 - St Cuthbert's RC
 - Stenhouse

- 2.9 The Committee on Pupil/Student Support, which includes a representative from each of the political parties and a church representative, meet to determine the order of pupils on waiting lists for individual schools.

Oversubscribed Roman Catholic Schools

- 2.10 It is proposed that where there are oversubscribed Roman Catholic (RC) schools the following points will be actioned:

- Priority will be given to catchment Baptised Roman Catholics (BRC) in allocating places.
- In the event that there are insufficient places for all catchment BRC then BRC may be prioritised into other RC schools.
- Non BRC, or BRC who choose not to be prioritised into another RC school, who do not obtain a place at their catchment RC school will not be prioritised out to other schools. Such children would be expected to first revert to their non-denominational catchment school.

- 2.11 None of the above affects a parent's statutory right to make a placing request to any school.

Catchment Registration and Placing Requests

- 2.12 Catchment registration and the handling of placing requests across the City is a major but routine organisational procedure undertaken by the Department on an annual basis. This process commences in November with schools being asked to register their catchment children, and parents being asked to make their placing requests by mid-December. Head Teachers are involved throughout the process and are asked to consult with parents in early February where necessary to share with them plans for P1 intakes and class organisations for August. Schools have been made aware that class organisations can change between now and the start of the session.

- 2.13 Local ward members are encouraged to attend these meetings. It is stressed at this stage that numbers of pupils do change, sometimes on a daily basis, as a result of parents making late registrations often requiring changes to class organisations. The initial figures are analysed during January to establish class organisations and identify any accommodation issues and identify where catchment pupil numbers might exceed school capacity. Proposed intakes are based on these figures. The process continues to be managed by the Department through to the start of session in August. Appendix 2 sets out the process.

- 2.14 The process is characterised by complex patterns of pupil flows across the city and a constantly evolving picture as late applications are made and pupils are withdrawn. Nearly all schools experience a drop between the number of

catchment P1 pupils registered in January and the number taking up a place in August. In many schools this drop can be significant, with nearly a third of schools in 2012 experiencing a drop of 20% or greater. This drop is explained by parents successfully making a placing request to another school, deciding to defer entry, choosing the private sector or moving house within the time-span.

- 2.15 These changes make it difficult not to over-plan for placements and many schools which initially appear to have more catchment pupils than can be accommodated in January 2013 are likely to have no difficulty in ultimately accommodating their catchment intake in August 2013. It also means that some placing requests refused in April will be successful by August. There can, however, be no guarantees and some schools require careful monitoring of their numbers throughout the process. The final organisation of the P1 classes may not be known until late in the process at some schools because of complex cross catchment movement of pupils.

Class Sizes

- 2.16 Council policy on class size is in line with class sizes originally prescribed by the SJNC (TSSE) Scheme of Salaries and Conditions of Service for Teaching Staff in School Education (1994), and the Education (Lower Primary Class Sizes) (Scotland) Regulations 1999 (as amended). These set out maximum class sizes of 25 at P1; 30 at P2-P3; 33 at P4-P7; and 25 for composite classes at any year stage.
- 2.17 In the August 2013 intake, P1 classes of up to 25 or composite classes with a mix of P1 and P2 pupils with a maximum of 25 will be the arrangement in most schools. Where the number of catchment pupils indicates that classes of 25 will not accommodate these pupils, it will be necessary to create larger teaching groups with additional teaching staff being allocated. In these cases, the additional teachers will, where accommodation allows, be used either to organise an additional class or to organise a team teaching approach.
- 2.18 In some primary schools with small classrooms, accommodation restrictions limit the scope for creating classes over 30 in P4-P7 or team teaching classes of greater than 30. Appendix 3 lists those primary schools where such limitations apply to some or all of the class bases, and Appendix 4 illustrates secondary school intake limits.

Parental Choice

- 2.19 Many schools across the city are experiencing increased demand from their own catchment population for P1 places. This, along with the implementation of a class size maximum of 25 pupils at P1 from August 2011, has had the effect of reducing the number of places available for non-catchment pupils. Accordingly, the percentage of non-catchment placing requests being refused rose from 37% in 2011 to 47% in 2012.

- 2.20 Communications with parents continue to encourage them to learn more about their catchment school by arranging a visit and talking to staff and other parents. Many schools conduct their own open day during the registration period and, in September 2012, a citywide open day was organised which gave parents the opportunity to visit their local school without prior arrangement.
- 2.21 While the number of non-catchment placing requests registered in January 2013 is approximately 14% lower than the equivalent time in 2012, it is anticipated that the percentage of requests being refused will continue to rise as demand from catchment populations continues to grow.
- 2.22 With regard to the secondary sector, falling rolls have resulted in the number of non-catchment placing requests refused not exceeding 10% since 2007. Refusals dipped to a low of 4.4% in 2011 before returning to 9% in 2012.

New Accommodation in the Estate

- 2.23 A report to the Education, Children and Families Committee on 9 October 2012 outlined the issue of a forecast rise in primary rolls of 20% by 2019. This report highlighted the need for additional accommodation at some schools to meet catchment demand in forthcoming years, and outlined an annual process of delivering new accommodation where required. The report highlighted five schools where projections suggested additional accommodation would be required for 2013; Balgreen, Granton, Trinity, Wardie and Victoria. Committee gave delegated authority to the Director of Children and Families to confirm whether the additional accommodation would be required for 2013 once pupil registration numbers were known at the end of January.
- 2.24 On the basis of low catchment numbers, it has been identified that Balgreen does not require additional accommodation for 2013. The Department has been proceeding with the remaining four projects, and planning approval for three of the school extensions has been achieved/is anticipated. Delivery of the new accommodation at these schools is still on schedule for August 2013. However the Department is currently in discussion with Planning about a solution for the fourth, Victoria. It should be noted that the catchment numbers for Victoria can be contained within a seven class organisation, and the current school building has capacity for seven classes. Accordingly, based on current numbers, the school does not require the additional accommodation for August 2013. The justification for continuing with the project was based on potential pupil numbers being generated from new housing in the area.
- 2.25 Providing additional accommodation for the primary school estate will continue on an annual basis, with immediate work focussing on which schools may need additional accommodation for August 2014. The outcome of assessment will be considered by the Estate Strategy and Rising Rolls Working Group of the Policy Development and Review Sub-Committee and reported to Committee in due

course. It is anticipated that the first meeting of the Working Group will be in May 2013.

Accommodation Issues at Individual Schools

- 2.26 The schools noted below are those that require a particular action to manage their intakes. It should be noted that placing requests will require to be refused at many other schools following normal procedures. Schools where placing requests may be refused are listed at Appendix 5.

Primary Schools

Liberton Primary School

- 2.27 Liberton Primary School currently has 71 registered catchment pupils, of whom 9 have requested other schools and a further 3 are expected to defer entry. Due to the physical size of all but the P1 classroom, class sizes at Liberton Primary school are limited to 30 pupils. Accordingly, as a double stream primary school, to allow the current P1 intake to be accommodated in future years, an intake limit of 60 P1 pupils with three teachers is proposed.
- 2.28 Given the normal trend of loss of pupils between now and the start of session, it is anticipated that the catchment numbers will drop to allow an intake of 60. It is recommended that priority be given to any placing requests out of this school to complement this natural drop. An intake of 60 pupils would require that a team teaching approach be in place for one year.

Action: Prioritise placing requests out of Liberton Primary School.

East Craigs Primary School

- 2.29 East Craigs Primary School currently has 74 registered catchment pupils, of whom 6 have requested other schools; no deferrals have yet been notified. The capacity of the school will allow a P1 intake limit of 60 pupils with three teachers is proposed. This is the same organisational arrangement as is currently in place.
- 2.30 The accommodation provided by the classrooms in the school is sufficient to allow a team teaching approach which would be in place for one year.
- 2.31 Given the normal trend of loss of pupils between now and the start of session, it is anticipated that the catchment numbers will drop to allow an intake of 60. It is recommended that priority be given to any placing requests out of this school to complement this natural drop.

Action: Prioritise placing requests out of East Craigs Primary School.

Roman Catholic Primary School Provision

2.32 In the past five years the number of pupils attending a Roman Catholic primary school has grown by 15% compared to growth of 3% in the non-denominational sector. Furthermore, P1 registrations for places at Roman Catholic primary schools have increased from 15.8% of all P1 registrations in January 2012 to 16.9% in January 2013. Accordingly, in January 2013, the number of P1 catchment registrations for places in 12 out of 15 Roman Catholic primary schools are generating a requirement for an additional teacher or placing pressure on the available accommodation.

2.33 Given the normal trend of loss of pupils between now and the start of session, it is anticipated that numbers will drop in all Roman Catholic schools to allow the majority of those who have registered to receive a place. However, catchment applications currently exceed places available. Accordingly, as a precautionary measure, the Department has requested that the following schools collect evidence of baptism from their applicants in case prioritisation of baptised Roman Catholic pupils should be necessary:

- Fox Covert RC Primary School
- Holy Cross RC Primary School
- St Catherine's RC Primary School
- St Cuthbert's RC Primary School
- St David's RC Primary School
- St Francis RC Primary School
- St John's RC Primary School
- St Mark's RC Primary School
- St Mary's RC (Edinburgh) Primary School
- St Mary's RC (Leith) Primary School
- St Ninian's RC Primary School
- St Peter's RC Primary School

2.34 However, at St Mary's RC (Leith) Primary School an estimated 49 of the 80 registered catchment pupils are baptised Roman Catholics and it is considered that, while this number may fall between January and August, with a P1 intake limit of 30 pupils, prioritisation alone may not be sufficient to allow all baptised Roman Catholics to be accommodated.

- 2.35 Accordingly, from August 2013, St Mary's RC (Leith) Primary School will be required to increase from its current 11 class organisation to a 12 class organisation by converting one of their three General Purpose spaces into a classroom. St Mary's (Leith) will be one of the schools considered as part of the wider estate expansion strategy referred to earlier in the report, to provide a solution to this issue.

Action: Delegate authority to the Director of Children and Families to prioritise baptised Roman Catholics into the schools listed in section 2.31;

Secondary Schools

St Thomas of Aquin's RC High School

- 2.36 St Thomas of Aquin's High School currently has 152 registered catchment pupils and an S1 intake limit of 140 pupils. 5 places are also reserved for pupils with Moderate Learning Difficulties. It is anticipated that numbers will drop to allow the majority of those who have registered to receive a place. However, catchment applications currently exceed places available. Accordingly, as a precautionary measure, the Department has requested that the school collect evidence of baptism from their applicants in case prioritisation of baptised Roman Catholic pupils is necessary.

Action: Prioritise baptised Roman Catholics into St. Thomas of Aquin's RC High School.

3. Recommendations

It is recommended that the Committee notes the content of this report and agrees the following recommendations:

- 3.1 Prioritise placing requests out of the following schools:
- East Craigs Primary School
 - Liberton Primary School
- 3.2 Delegate authority to the Director of Children and Families to prioritise baptised Roman Catholics into the following schools:
- Fox Covert RC Primary School
 - Holy Cross RC Primary School
 - St Catherine's RC Primary School
 - St Cuthbert's RC Primary School
 - St David's RC Primary School

- St Francis RC Primary School
- St John's RC Primary School
- St Mark's RC Primary School
- St Mary's RC (Edinburgh) Primary School
- St Mary's RC (Leith) Primary School
- St Ninian's RC Primary School
- St Peter's RC Primary School
- St Thomas of Aquin's RC High School

3.3 Refer this report to the first meeting of the Estate Strategy and Rising Rolls Working Group of the Policy Development and Review Sub-Committee.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	<p>P2. Hold the maximum P1 class size at 25 and seek to reduce class sizes in line with Scottish Government recommendations</p> <p>P3. Rebuild Portobello High School and continue progress on all other planned school developments, while providing adequate investment in the fabric of all schools</p> <p>P4. Draw up a long-term strategic plan to tackle both over-crowding and under use in schools</p>
Council outcomes	<p>CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed</p> <p>CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities</p> <p>CO3. Our children and young people at risk, or with a disability, have improved life chances</p>
Single Outcome Agreement	<p>SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential</p>

Appendices	1	School Occupancy Levels
	2	P1 Intake August 2013: Timetable
	3	Primary School Class Size Limits
	4	Secondary Schools Intake Limits
	5	Primary Schools: Potential Placing Request Status

Appendix 1

School Occupancy Levels

The occupancy levels in the following tables are based on the capacity and school roll as they were at the time of the September 2012 census.

Primary Sector

School	Occupancy Rate (%)	School	Occupancy Rate (%)	School	Occupancy Rate (%)
Abbeyhill	69	Ferryhill	89	Prestonfield	70
Balgreen	87	Flora Stevenson	97	Queensferry	88
Blackhall *	99	Forthview	85	Ratho	57
Bonaly	94	Fox Covert ND	96	Roseburn	91
Broomhouse	62	Fox Covert RC	79	Royal Mile	60
Broughton	105	Gilmerton	79	Sciennes	101
Brunstane	52	Gracemount	77	Sighthill	61
Bruntsfield	97	Granton *	82	South Morningside	92
Buckstone	94	Gylemuir	89	St Catherine's RC	97
Canal View	54	Hermitage Park	86	St Cuthbert's RC	73
Carrick Knowe	73	Hillwood	67	St David's RC	105
Castleview	49	Holy Cross RC	87	St Francis' RC	71
Clermiston	93	James Gillespie's	97	St John Vianney RC	109
Clovenstone	42	Juniper Green	95	St John's RC	91
Colinton	49	Kirkliston	79	St Joseph's RC	78
Corstorphine*	103	Leith	55	St Margaret's RC	83
Craigentiny	42	Leith Walk	59	St Mark's RC	75
Craiglockhart	74	Liberton	93	St Mary's RC (Edin)	87
Craigour Park	86	Longstone	82	St Mary's RC (Leith)	96
Craigroyston	45	Lorne	99	St Ninian's RC	76
Cramond	94	Murrayburn	87	St Peter's RC	97
Currie	84	Nether Currie	70	Stenhouse	68
Dalmeny	94	Newcraighall	84	Stockbridge	93
Dalry	84	Niddrie Mill	64	The Royal High	105
Davidson's Mains	93	Oxgangs	86	Tollcross	110
Dean Park	97	Parson's Green	85	Towerbank*	111
Duddingston	91	Pentland	90	Trinity *	111
East Craigs	89	Pirniehall	78	Victoria *	72
Echline	78	Preston Street	110	Wardie*	99

* Capacity expected to be expanded for August 2013/14 following capital works.

Secondary Sector

School	Occupancy Rate (%)	School	Occupancy Rate (%)	School	Occupancy Rate (%)
Boroughmuir	110	Trinity Academy	93	Queensferry	76
James Gillespie's	107	Craigmount	91	Liberton	75
The Royal High	103	Balerno	90	Forrester	73
St Thomas of Aquin's	102	Currie	86	Craigroyston	67
Firrhill	98	Holy Rood	85	Tynecastle	59
Gracemount	97	St Augustine's	79	Wester Hailes	40
Leith Academy	95	Broughton	77	Castlebrae	33
Portobello	93	Drummond	77		

Appendix 2

GRANTS, AWARDS & PLACEMENTS

P1 Intake August 2013: Timetable

1	w/c 29 October 2012	<p>Adverts notifying parents of registration week and of their right to make a placing request placed in the Scotsman, Evening News and Metro.</p> <p>Posters advertising registration week sent to nursery and primary schools, doctors' surgeries, leisure centres, libraries and all main council establishments</p>
2	w/c 5 November 2012	<p>Information booklets and application forms for non-catchment placing requests sent to all nursery and primary schools.</p> <p>Primary schools issued with proposed class organisation forms for 2013/14.</p> <p>Letter to Head Teachers alerting them that information on proposed P1 intakes and class organisations for 2013/14 will be sent to them on 25 January 2013 and recommending that Head Teachers provisionally organise Parent Council meetings for week commencing 28 January 2013 to discuss these.</p>
3	12 November 2012	Registration week commences for catchment pupils.
4	16 November 2012	Registration week ends for catchment pupils.
5	23 November 2012	Deadline for schools to return proposed class organisation forms to Devolved Resources and Support and to record all registered catchment pupils on SEEMIS.
6	24 December 2012	CEC closing date for receipt of all non-catchment placing requests.
7	December 2012 /January 2013	Non catchment placing requests recorded on SEEMIS.
8	16, 17 January 2013	Internal meetings held to discuss and assess the demand for places in all primary schools, propose intake limits and class organisations for 2013/14.

		Thereafter schools who may be included in the annual Education, Children & Families Committee report contacted.
9	W/c 21 January 2013	Preparation of report for Education, Children & Families Committee and additional short internal meetings held, as required, to clarify exact numbers/changing circumstances. Preparation of reports for the Committee on Pupil/Student Support. This Committee decides on an order of priority for all placing requests for oversubscribed schools.
10	25 January 2013	Information on proposed P1 intakes and class organisations issued to Head teachers
11	W/c 28 January 2013	Parent Council meetings take place, where appropriate.
12	28 January 2013	Application forms for Catchment Enrolment issued to parents, if required, for any primary schools oversubscribed for catchment pupils.
13	8 February 2013	Closing date for receipt of applications for Catchment Enrolment.
14	Mid February 2013	Letter on draft staffing allocations sent to schools.
15	27 February 2013	Final Education, Children & Families report published
16	Throughout February & March 2013	Home to school distances measured by the Information and Research Team for priority order for placing requests for all oversubscribed schools.
17	5 March 2013	Education, Children & Families Committee meeting
18	8 March 2013	Reports for the Committee on Pupil/Student Support sent to Committee Services
19	15 March 2013	Statutory deadline for parents to submit a placing request that must be responded to by 30 April 2013. For requests received after 15 March the authority has 2 months in which to respond.
20	19 & 20 March 2013	Meeting of the Committee on Pupil/Student Support to determine priorities for placing requests for all oversubscribed schools.

21	31 March 2013	CEC closing date for delayed entry to Primary 1
22	w/c15 April 2013	<p>Schools advised of catchment and non catchment intake. Decision on non-catchment placing requests issued to parents in writing.</p> <p>28 day period for parents to submit an appeal against the refusal of their request commences.</p> <p>Waiting lists for all oversubscribed schools now in operation.</p> <p>Preparation of reports for the Placing in Schools Appeal Committee commences.</p>
23	30 April 2013	Statutory deadline for issuing the outcome of placing requests, received by 15 March 2013, to all parents.
24	10 May 2013	CEC closing date for second choice non-catchment placing requests (where parents were refused their initial placing request).
25	24 May 2013	Decisions on second choice applications issued to parents and schools
26	Late May/June 2013	Placing in Schools Appeal Committee hearings.
27	14 August 2013	Responsibility for the allocation of places and maintenance of the waiting lists passed to Head Teachers.

Appendix 3

PRIMARY SCHOOLS CLASS SIZE INTAKE LIMITS

A number of primary schools have physical accommodation restrictions due to the size of their classrooms. This means that while it would be possible within the Regulations to form a class size of over 30 pupils (beyond P4/7 stage) or to deliver team teaching for a class of up to 41 pupils, the size of the classrooms within the school poses the main constraint. The table below identifies the schools that have a capacity restriction of 30 pupils on all or part of their class bases.

Primary Schools with Class Size Restrictions

Primary School	No of Class Bases Limited to 30
Balgreen	14
Echline	14
Granton	8
James Gillespie's	14
Liberton	13
South Morningside	6
St John's RC	12
St Mary's RC	10
Stenhouse	14
The Royal High	14
Towerbank	9
Victoria	5
Wardie	14

Appendix 4

SECONDARY SCHOOLS INTAKE LIMITS SET BY THE COUNCIL

Secondary School	S1 Intake Limit
Balerno Community High	160
Craigmount High	260
Firrhill High	220
Holy Rood RC High	240*
Leith Academy	180
St Thomas of Aquin's RC High	140
Trinity Academy	180
Boroughmuir High	200
Currie High	180
Gracemount High	120
James Gillespie's High	200
Portobello High	260
The Royal High	220

* subject to annual review

Note: The school intake limits are imposed to prevent a school from becoming overcrowded and exceeding its notional capacity. Some High Schools where over occupancy has not been an issue do not have S1 intake limits.

Appendix 5

PRIMARY SCHOOLS: POTENTIAL PLACING REQUEST STATUS

Schools listed below are where some non-catchment places will be available by August but not all placing requests will be granted:

Balgreen
Blackhall
Bonaly
Bruntsfield
Buckstone
Carrick Knowe
Clermiston
Corstorphine
Craiglockhart
Craigroyston
Cramond
Dean Park
Duddingston
Ferryhill
Flora Stevenson
Forthview
Gilmerton
Gracemount
Granton
Gylemuir
Hermitage Park
Juniper Green
Leith
Leith Walk
Murrayburn
Oxgangs
Pirniehall
Preston Street
Prestonfield
Roseburn
Sciennes
South Morningside
St Francis' RC
Stenhouse
The Royal High
Tollcross
Towerbank
Trinity
Wardie

Schools listed below are where all placing requests are likely to be refused:

Broughton
Craigour Park
Davidson's Mains
East Craigs
Fox Covert ND
Fox Covert RC
Holy Cross RC
James Gillespie's
Liberton
Pentland
Queensferry
St Catherine's RC
St Cuthbert's RC
St David's RC
St John's RC
St Mary's RC (Edin)
St Mary's RC (Leith)
St Ninian's RC
St Peter's RC
Stockbridge