

# Education, Children and Families Committee

10am, Tuesday, 4 March 2014

## Strategic Management of School Places: P1 and S1 Intakes for August 2014

Item number	7.3
Report number	
Wards	All

### Links

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Coalition pledges	<a href="#">P2</a> and <a href="#">P4</a>
Council outcomes	<a href="#">CO1</a> and <a href="#">CO2</a>
Single Outcome Agreement	<a href="#">SO3</a>

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# Executive summary

## Strategic Management of School Places: P1 and S1 Intakes for August 2014

### Summary

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This report is an annual report which sets out accommodation and placement issues for the anticipated P1 and S1 intakes for the forthcoming 2014/15 school year.

### Recommendations

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It is recommended that the Committee:

1. Notes the content of this report; and
2. Delegates authority to the Director of Children and Families to prioritise baptised Roman Catholics into the following schools for August 2014:
  - 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 Vianney RC Primary School
  - St Joseph's RC Primary School
  - St Mary's RC (Edinburgh) Primary School
  - St Mary's RC (Leith) Primary School
  - St Peter's RC Primary School

### Measures of success

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1. 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.
2. Being able to accommodate catchment demand at all non-denominational schools.
3. Being able to provide sufficient places in the Roman Catholic sector to meet baptised Roman Catholic demand.

### Financial impact

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The revenue cost implications of the P1 and S1 intakes and class organisations contained in this report have been included in the budget planning provision for 2014/15. 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. Minor capital works have been identified as being necessary at two primary schools the costs of which will be met from the Rising Rolls capital budget.

## **Equalities impact**

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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. Due to increasing demand from within school catchment populations, non-catchment placing requests are increasingly unsuccessful. However, the Council will endeavour to respond to parental preferences for a non-catchment placement where it is possible to do so. 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**

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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**

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

Where a requirement for the creation of an additional class space has been identified, officers have worked with the Head Teacher to identify how this may be achieved.

## **Background reading / external references**

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Strategic Management of School Places for August 2013 – [Report](#) to Education, Children and Committee on 5 March 2013

Primary School Estate Rising Rolls – [Report](#) to Education, Children and Committee on 8 October 2013

Primary School Roll Projections – [Report](#) to Education, Children and Families Committee on 10 December 2013

## Strategic Management of School Places: P1 and S1 Intakes for August 2014

### 1. Background

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- 1.1 This report identifies schools where accommodation issues may arise as a result of P1 and S1 intake numbers in August 2014. 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 start of session in August.
- 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 continued growth on that reported in the 2013 Strategic Management of School Places report. It shows an increase of 4.0% in the P1 intake between 2012/13 and 2013/14 together with an increase in the overall P1-P7 roll of 3.9% 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 five years; although the rate of growth is likely to slow. Accordingly, it is anticipated that the number of pupils entering P1 in August 2014 will be higher than in August 2013 but will not demonstrate the same degree of growth as that experienced between 2012/13 and 2013/14.
- 1.4 However, despite higher numbers of pupils entering P1, the successful delivery of additional accommodation in August 2013 provided the capacity necessary to allow all P1 catchment pupils a place at their catchment school. The delivery of additional accommodation in August 2014 will further mitigate against capacity issues in future years and has resulted in few accommodation issues for the August 2014 P1 intake.

### 2. Main report

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#### Intake Projections for August 2014

- 2.1 The P1 roll at the time of the census in September 2013 was 4,535 pupils. P1 intake projections, which are derived from previously recorded birth rates,

suggest that while the P1 intake in 2014 will exceed that experienced in 2013, the rate of growth has slowed. This is supported by P1 registrations for August 2014 which currently stand at 4,739 which represents a 2.3% increase on the equivalent time in the process last year compared to a growth of 4.0% in the actual P1 intake between 2012 and 2013.

- 2.2 Based on P1 registrations to date and applying a three year average of the percentage change in pupils registered in January versus actual P1 intakes the following August, a P1 intake of 4,648 is estimated for August 2014.
- 2.3 Total catchment registration numbers fluctuate considerably between January and August but follow a similar pattern each year: rising until mid-March before falling sharply in April with a more gradual drop-off until August. This fall is as a result of deferrals yet to be notified, movement out of the city, loss to the private sector and the processing of out of catchment placing requests. The degree to which the number of registrations within individual catchments will actually fall will vary considerably. Appendix 1 shows, for individual primary schools, how catchment registrations in January 2013 compared with the number of catchment pupils attending the school in August 2013.
- 2.4 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 Table 2 below. It should also be noted that the majority of spare places exist in upper stages of the school and may not be available to address growing accommodation issues in lower stages.
- 2.5 After five years of decline, as forecast in the Strategic Management of School Places Report for August 2013, the S1 intake in the city experienced an increase in 2013. However, in January 2014 the number of S1 registrations for August 2014 is 3,244 – 92 less than the equivalent time last year. This pattern is in line with projections which suggest that a regular increase in the S1 intakes will not occur until 2017. Accordingly, the S1 intake for August 2014 is forecast to be 3,174; a reduction of 3% on the actual intake in August 2013.

### **New Accommodation in the Estate**

#### ***August 2013***

- 2.6 New accommodation was provided at eight primary schools for August 2013, contributing to an increase in the capacity of the primary school estate of 476 places (+1.5%), allowing the successful placement of all demand for P1 catchment places at all non-denominational schools. In addition, a further 420 places were created at Bun Sgoil Taobh na Pairce; the new dedicated Gaelic Medium Education Primary School. Table 1 (below) lists the schools where new accommodation was delivered in August 2013 and provides a description of the new accommodation. These schools would not have been in a position to accommodate demand from their catchment P1 population if this

accommodation had not been provided and all now operate successfully beyond their 2012 class capacity level.

**Table 1: New Accommodation delivered in August 2013**

Schools	New Accommodation Description
Blackhall Primary	Refurbishment of a modular building to provide two new classroom spaces.
Corstorphine Primary	School extension including refurbishment and replacement of some existing accommodation and provision of two new classrooms.
Granton Primary	New two classroom building.
James Gillespie's Primary	Two new classrooms provided as part of the wider works to the school including a new gym and nursery. Two existing classroom spaces in a modular building were also refurbished.
Towerbank Primary	School extension including refurbishment and replacement of some existing accommodation and provision of three new classrooms and a General Purpose space. A new nursery was also provided.
Trinity Primary	New four classroom building.
Wardie Primary	New three classroom building.

2.7 The positive impact of the new accommodation delivered in August 2013 may be seen in occupancy level statistics for the 2013/14 session. Four of the ten primary schools reported in 2013's Strategic Management of School Places Report as exceeding 100% occupancy in 2012/13 no longer exceed 100% as a result of the successful delivery of this new accommodation. Had this new accommodation not been delivered in 2013/14, 15 schools (17%) would have exceeded a 100% occupancy level. Table 2 (below) illustrates that, despite the total primary school population increasing by 4% between 2012/13 and 2013/14, the number of schools operating with an occupancy level exceeding 100% has reduced during that same period.

2.8 Table 2 also shows a reduction in the number of schools in the 61-80% occupancy bracket with a corresponding increase in the number of schools in the 81-100% occupancy bracket. This further illustrates the continuing growth in the primary sector with rolls not projected to peak until 2019.

**Table 2: Primary Schools Occupancy Levels Start of Session 2013/14**

Occupancy Level	Primary Schools		Change on 2012/13
	Number	%	%
Over 100%	9	10.2%	-1.0%
81-100%	48	54.6%	+4.0%
61-80%	19	21.6%	-3.5%
60% and under	12	13.6%	+5%
<b>Total</b>	<b>88</b>	<b>100%</b>	

## August 2014

- 2.9 On 8 October 2013 the Education, Children and Families Committee approved a recommendation that new accommodation be provided at nine primary schools subject to a final decision regarding the necessity for such provision being delegated to the Director of Children and Families to be taken in January 2014. Following consideration of P1 intakes and an analysis of P1 projections, it has been determined that additional accommodation will be necessary for August 2014 at seven schools shown in Table 3.

**Table 3: New Accommodation to be delivered for August 2014**

Schools	New Accommodation Description
Fox Covert ND Primary	Sub-division of three very large classrooms to create one additional classroom.
Stockbridge Primary	Refurbishment of the nursery and school accommodation within the annexe building to provide two additional classrooms.
Flora Stevenson Primary	Sub-division of a double classroom space to form a nineteenth classroom
St David's RC Primary	New four classroom building (with possible expansion to eight classrooms in a future second phase if required).
Broughton Primary	New four classroom building.
Victoria Primary	New four classroom building.
Craigour Park Primary	New six classroom building (with possible expansion to eight classrooms in a future second phase if required).

- 2.10 The addition of this accommodation will increase the capacity of the primary school estate by a further 413 places (+1.3%).
- 2.11 In the secondary sector, over half of schools are at least 80% occupied with four operating beyond their notional capacity (see Table 4 below). The increase in the S1 intake experienced in 2013 has contributed to an increase in the number of schools which are over 80% occupied.

**Table 4: Secondary Schools Occupancy Levels Start of Session 2013/14**

Occupancy Level	Secondary Schools		Change on 2012/13
	Number	%	%
Over 100%	4	17%	-
81-100%	10	44%	+4%
61-80%	6	26%	-4%
60% and under	3	13%	-
<b>Total</b>	<b>23</b>	<b>100%</b>	

## Provision of School Places

2.12 The information leaflet “Placing in Schools – Session 2014/15” provides information for parents and carers on applying for school places; a copy of this document is included as Appendix 2. This highlights six key points that parents must consider when applying for school places:

- Places are allocated to children based on their residence and all parents must provide proof of residence for a catchment place when they register their child for school;
- All schools have two catchment schools, non-denominational and Roman Catholic. Parents must choose which of these their preferred school is;
- A child is only entitled to a place in the primary school where they attend nursery if they live in the catchment area of the school;
- Catchment places will only be guaranteed to children living in a primary school catchment by 28 February 2014;
- Where a denominational Roman Catholic school is oversubscribed with catchment children, priority will be given to catchment baptised Roman Catholics;
- If a placing request is successful for one child, it does not guarantee that requests for siblings will be successful. This could mean that siblings would attend different schools.

2.13 The “Placing in Schools – Session 2014/15” booklet summarises for parents the ways in which the Council manages provision of school places using principles and practices that are in line with the Education (Scotland) Act 1980, as amended and the Gaelic Language (Scotland) Act 2005. Further detail of how these fundamental principles are applied by the Council to the provision of school places are set out 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;
- 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;
- 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;
- 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 cover 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;
- 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. Where circumstances require that a class at a later stage exceed standard class size maxima, this requirement will be assessed on an individual basis;
- 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 class 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

2.14 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**

- 2.15 In January 2013 the number of catchment P1 registrations at Roman Catholic (RC) Primary Schools stood at 797. This represented a significant (19%) increase on January 2012 when 672 catchment registrations for P1 places at RC Primary Schools had been received. In addition, the number of registered pupils providing evidence of baptism in 2013 was more than double that of 2012.
- 2.16 In January 2014 the number of P1 registrations at Roman Catholic (RC) Primary Schools is 722. While this represents a fall since 2013, the number remains high and will escalate pressure on the RC primary school estate.
- 2.17 Where catchment applications for denominational schools exceed the available school capacity, or would cause accommodation issues at a future stage, priority will be given to baptised RC pupils. Furthermore, an additional member of staff would not, as standard practice, be applied to an RC school to provide places beyond that necessary to support a P1 intake from its baptised RC catchment population. The exception to this may be where the creation of a higher intake

at an RC school with sufficient capacity may resolve potential accommodation issues at another school.

- 2.18 Accordingly, where an RC school is oversubscribed the following actions will be taken:
- 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.
- 2.19 None of the above affects a parent's statutory right to make a placing request to any school.

### **Catchment Registration and Placing Requests**

- 2.20 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.
- 2.21 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, 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 3 sets out the process.
- 2.22 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. Appendix 1 illustrates that 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; in 2013 half of schools experienced 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 intervening period.

- 2.23 These changes make it difficult not to over-plan for placements and many schools which, in January 2014, initially appear to have more catchment pupils than can be accommodated are likely to have no difficulty in ultimately accommodating their catchment intake in August 2014. 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. For some schools the final organisation of the P1 classes may not be known until late in the process because of complex cross catchment movement of pupils.

### **Class Sizes**

- 2.24 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.
- 2.25 In the August 2014 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.
- 2.26 In some primary schools with small classrooms, accommodation restrictions limit the scope for creating classes of over 30 in P4-P7 or team teaching classes of greater than 30. Appendix 4 lists those primary schools where such limitations apply to some or all of the class bases, and Appendix 5 illustrates secondary school intake limits.

### **Reserving Places**

- 2.27 In previous years, where numbers have permitted, one place has been reserved in each P1 class for new pupils moving into the catchment area between the registration period in November and the end of the following July. In some areas of the city new housing developments mean that there is the potential for higher than normal movement into particular catchment areas. Where it is possible to do so, in these areas more than one place may be reserved in each class in order to try and ensure that pupils moving into the area between January and the end of July can obtain a place at their catchment school.
- 2.28 If they remain unused by pupils moving into the catchment area, reserved places are normally released the week before the start of the school year to the non-catchment pupil at the top of the waiting list. This means that if a pupil moves into a catchment area after the start of a school year they may not get a place at their catchment school. Whilst most reserved places will continue to be released

as normal, in some cases the extent of development in the catchment area may require that reserved places be retained beyond the start of the school year.

- 2.29 Increasingly, there may also be a requirement for reserved places to be retained beyond the start of the school year in schools that team teach in P1. This is because if a P1 class is full but an incoming catchment pupil is granted a place by the Appeal Committee there is a risk that this could necessitate the Council incurring the cost of an extra teacher when that year group moves into P2 and, potentially, P3. Retaining a reserved place for incoming catchment pupils will help guard against this possibility.

### **Parental Choice**

- 2.30 Many schools across the city are experiencing increased demand from their own catchment population for P1 places. This 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 has risen from 18% in 2009 to 37% in 2013. It is anticipated that the percentage of requests being refused will be maintained at a high level as demand from catchment populations continues to grow.
- 2.31 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. Open days during the registration period give parents the opportunity to visit their local school without prior arrangement.
- 2.32 With regard to the secondary sector, a rise in the S1 intake in 2013 resulted in the percentage of non-catchment placing requests refused reaching 18% for the first time since 2007.

### **Accommodation Issues at Individual Schools**

- 2.33 The schools noted below are those that require a particular action to manage their intakes and allow all catchment demand to be accommodated. It should be noted that, while these schools will require action to accommodate catchment demand and will not be in a position to accommodate placing requests, placing requests will require to be refused at many other schools following normal procedures.

### **Non-denominational Primary School Provision**

#### **Bruntsfield Primary School**

- 2.34 Bruntsfield Primary School currently has 85 registered catchment pupils, six of whom may defer entry. Given the normal trend of loss of pupils between now and the start of session, it is anticipated that the catchment numbers will reduce, however; it seems likely that a three stream intake will be required at Bruntsfield Primary for the fourth consecutive year. The school is already operating at its capacity of 18 classes and, with three P1 classes coming in and there being only two classes in the exiting P7, the school will require an additional classroom space.

2.35 Bruntsfield Primary School benefits from having some of the largest classrooms in the school estate; three of which exceed 105m<sup>2</sup> and a further four exceed 90m<sup>2</sup>. In order to provide the additional class space necessary to accommodate catchment demand school management have suggest that one of the larger rooms be sub-divided to provide an additional space allowing the school to reorganise its classroom and GP space as required. This work will be funded from the Rising Rolls capital budget; the costs are not expected to be significant.

#### Gylemuir Primary School

2.36 Gylemuir Primary School currently has 74 registered catchment P1 pupils and an intake limit of 90 has been applied as the number of registrations for Gylemuir is expected to rise. This represents a three stream P1 intake – the fourth time such a level of intake has been achieved in the past five years. The school is already operating at its capacity of 17 classes and, with three P1 classes coming in and there being only two classes in the exiting P7, the school will require an additional classroom space.

2.37 In order to provide the additional class space necessary to accommodate catchment demand discussions are taking place with Early Years managers to identify if one of the two spaces currently occupied by the Early Years hub may be returned to classroom use. The hub occupies two former classroom spaces and provides a range of support to staff working in Early Years. Currently these spaces serve as a 'cafe' area and as a class/seminar space that are accessed two days a week. Work required to convert this space and provide the school with the necessary resources will be funded from the Rising Rolls capital budget; the costs are not expected to be significant.

#### **Roman Catholic Primary School Provision**

2.38 The number of registrations for Roman Catholic primary schools is down by 9.4% from 797 in January 2013 to 722 in January 2014. However, the number of P1 registrations for places at Roman Catholic primary schools in August 2014 is up by 17% on the equivalent time in 2010 demonstrating that demand for available places remains high. Accordingly, in January 2014, the number of P1 catchment registrations for places in nine out of 15 Roman Catholic primary schools are generating a requirement for an additional teacher or placing pressure on the available accommodation.

2.39 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, prioritisation of baptised Roman Catholic pupils may be necessary at the following schools and Committee is asked to delegate authority to the Director of Children and Families to prioritise baptised Roman Catholics into the following schools for August 2014:

- 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 Vianney RC Primary School
- St Joseph's RC Primary School
- St Mary's RC (Edinburgh) Primary School
- St Mary's RC (Leith) Primary School
- St Peter's RC Primary School

### **Secondary Schools**

2.40 There are no secondary schools that require action to manage their S1 intakes for August 2014 and no accommodation issues. All secondary schools have capacity to support demand from their S1 catchment population.

## **3. Recommendations**

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3.1 It is recommended that the Committee:

1. Notes the content of this report; and
2. Delegates authority to the Director of Children and Families to prioritise baptised Roman Catholics into the following schools for August 2014:
  - 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 Vianney RC Primary School
  - St Joseph's RC Primary School
  - St Mary's RC (Edinburgh) Primary School
  - St Mary's RC (Leith) Primary School
  - St Peter's RC Primary School

**Gillian Tee**

Director of Children and Families

## Links

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<b>Coalition pledges</b>	P2. Hold the maximum P1 class size at 25 and seek to reduce class sizes in line with Scottish Government recommendations P4. Draw up a long-term strategic plan to tackle both over-crowding and under use in schools
<b>Council outcomes</b>	CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities
<b>Single Outcome Agreement</b>	SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential
<b>Appendices</b>	<ol style="list-style-type: none"><li>1. P1 Registrations (2013) and Actual P1 Catchment Pupils Retained</li><li>2. Placing in Schools – Session 2014/15</li><li>3. P1 &amp; S1 Intake August 2014: Timetable</li><li>4. Primary Schools Class Size Intake Limits</li><li>5. Secondary Schools Intake Limits</li></ol>



## Appendix 1 - P1 Registrations (2013) and Actual P1 Catchment Pupils Retained

	P1 Registrations (5 Feb 2013)	Peak Registrations (Jan '13 - July '13)	Catchment Pupils Attending (Sept '13 Census)	Change Since Peak	
Abbeyhill Primary School	32	33	27	-6	-18%
Balgreen Primary School	55	62	44	-18	-29%
Blackhall Primary School	86	86	73	-13	-15%
Bonaly Primary School	57	57	51	-6	-11%
Broomhouse Primary School	28	28	24	-4	-14%
Broughton Primary School	72	77	62	-15	-19%
Brunstane Primary School	31	36	27	-9	-25%
Bruntsfield Primary School	83	83	64	-19	-23%
Buckstone Primary School	49	49	45	-4	-8%
Bun-sgoil Taobh na Pàirce (Parkside Primary)	n/a	n/a	n/a	n/a	
Canal View Primary School	48	54	37	-17	-31%
Carrick Knowe Primary School	77	79	63	-16	-20%
Castleview Primary School	50	50	36	-14	-28%
Clermiston Primary School	68	69	58	-11	-16%
Clovenstone Primary School	35	40	21	-19	-48%
Colinton Primary School	41	41	24	-17	-41%
Corstorphine Primary School	72	73	67	-6	-8%
Craigentiny Primary School	56	58	39	-19	-33%
Craiglockhart Primary School	64	64	54	-10	-16%
Craigour Park Primary School	87	94	82	-12	-13%
Craigroyston Primary School	48	54	29	-25	-46%
Cramond Primary School	59	61	55	-6	-10%
Currie Primary School	74	74	53	-21	-28%
Dalmeny Primary School	4	6	7	1	17%
Dalry Primary School	39	42	28	-14	-33%
Davidson's Mains Primary School	67	68	68	0	0%
Dean Park Primary School	63	63	57	-6	-10%
Duddingston Primary School	45	47	39	-8	-17%
East Craigs Primary School	74	74	59	-15	-20%
Echline Primary School	33	33	32	-1	-3%
Ferryhill Primary School	49	54	40	-14	-26%
Flora Stevenson Primary School	81	84	64	-20	-24%
Forthview Primary School	68	68	47	-21	-31%
Fox Covert ND Primary School	38	40	36	-4	-10%
Fox Covert Roman Catholic Primary School	36	37	26	-11	-30%
Gilmerton Primary School	83	90	76	-14	-16%

	<b>P1 Registrations (5 Feb 2013)</b>	<b>Peak Registrations (Jan '13 - July '13)</b>	<b>Catchment Pupils Attending (Sept '13 Census)</b>	<b>Change Since Peak</b>	
Gracemount Primary School	74	85	69	-16	-19%
Granton Primary School	78	90	64	-26	-29%
Gylemuir Primary School	89	90	71	-19	-21%
Hermitage Park Primary School	46	46	40	-6	-13%
Hillwood Primary School	2	7	4	-3	-43%
Holy Cross Roman Catholic Primary School	70	73	53	-20	-27%
James Gillespie's Primary School	79	85	70	-15	-18%
Juniper Green Primary School	58	58	51	-7	-12%
Kirkliston Primary School	50	60	59	-1	-2%
Leith Primary School	43	54	45	-9	-17%
Leith Walk Primary School	41	50	34	-16	-32%
Liberton Primary School	71	73	57	-16	-22%
Longstone Primary School	24	28	26	-2	-7%
Lorne Primary School	38	41	33	-8	-20%
Murrayburn Primary School	45	47	38	-9	-19%
Nether Currie Primary School	15	15	14	-1	-7%
Newcraighall Primary School	4	4	1	-3	-75%
Niddrie Mill Primary School	50	50	35	-15	-30%
Oxgangs Primary School	50	52	45	-7	-13%
Parsons Green Primary School	38	39	34	-5	-13%
Pentland Primary School	71	71	58	-13	-18%
Pirniehall Primary School	38	40	24	-16	-40%
Preston Street Primary School	38	42	37	-5	-12%
Prestonfield Primary School	23	25	22	-3	-12%
Queensferry Primary School	71	72	59	-13	-18%
Ratho Primary School	29	29	22	-7	-24%
Roseburn Primary School	34	35	28	-7	-20%
Royal Mile Primary School	19	20	16	-4	-20%
Sciennes Primary School	93	95	80	-15	-16%
Sighthill Primary School	34	38	29	-9	-24%
South Morningside Primary School	96	98	86	-12	-12%
St Catherine's Roman Catholic Primary School	44	47	32	-15	-32%
St Cuthbert's Roman Catholic Primary School	42	44	25	-19	-43%
St David's Roman Catholic Primary School	71	72	48	-24	-33%
St Francis' Roman Catholic Primary School	60	61	44	-17	-28%
St John Vianney RC Primary School	43	46	39	-7	-15%
St John's Roman Catholic Primary School	73	73	47	-26	-36%
St Joseph's Roman Catholic Primary School	57	58	44	-14	-24%

	<b>P1 Registrations (5 Feb 2013)</b>	<b>Peak Registrations (Jan '13 - July '13)</b>	<b>Catchment Pupils Attending (Sept '13 Census)</b>	<b>Change Since Peak</b>	
St Margaret's Roman Catholic Primary School	20	21	19	-2	-10%
St Mark's Roman Catholic Primary School	29	29	22	-7	-24%
St Mary's RC Primary School (Edin.)	70	71	46	-25	-35%
St Mary's RC Primary School (Leith)	80	81	54	-27	-33%
St Ninian's Roman Catholic Primary School	49	51	24	-27	-53%
St Peter's Roman Catholic Primary School	71	74	59	-15	-20%
Stenhouse Primary School	53	53	41	-12	-23%
Stockbridge Primary School	45	46	41	-5	-11%
The Royal High Primary School	33	32	28	-4	-13%
Tollcross Primary School	18	19	18	-1	-5%
Towerbank Primary School	87	93	87	-6	-6%
Trinity Primary School	79	86	73	-13	-15%
Victoria Primary School	30	31	26	-5	-16%
Wardie Primary School	71	71	63	-8	-11%

## Appendix 2

### Placing in Schools – Session 2014/15

#### New P1 and S1 Intake

**When deciding the school you wish your child to attend, there are a number of important points you need to consider.**

**Places are allocated to children based on their residence. All parents must provide proof of residence for a catchment place when they register their child for school.**

**All schools have two catchment schools, non-denominational and Roman Catholic. You should choose your preferred school of these two.**

**Your child is only entitled to a place in the primary school where they attend nursery if you live in the catchment area of the school.**

**Catchment places will only be guaranteed to children living in a primary school catchment by 28 February 2014.**

**Where a denominational Roman Catholic school is oversubscribed with catchment children, priority will be given to catchment baptised Roman Catholics.**

**If your placing request 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.**

#### **Introduction**

Starting primary school and moving on to secondary school are two very important milestones both for children and their parents. The Council realises this and has a range of policies and procedures in place to make each transition as smooth as possible for all concerned.

This booklet provides information on registering your child for school. While all parents have a right to express a preference for a particular school, it is important to recognise that, due to the increasing birth rate, there are fewer places available for children living outside the catchment area and this means more placing requests are likely to be refused each year.

For the P1 Intake, even if you plan to request a place at another school we strongly recommend that you **visit your own local catchment primary school** on Primary Schools Open Day, **5 November 2013**, as you will be offered a place in your catchment school if your placing request is unsuccessful.

All our schools offer a high quality educational experience and visiting your local catchment school will give you an opportunity 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.

## **Section 1: Starting Primary School (P1)**

### ***What age should my child start school?***

The table below shows the school year when your child should start primary school:

<i>Child born between:</i>	<i>Child will start school in:</i>
1 Mar 2009 – 28 Feb 2010	August 2014
1 Mar 2010 – 28 Feb 2011	August 2015
1 Mar 2011 – 29 Feb 2012	August 2016
1 Mar 2012 – 28 Feb 2013	August 2017
1 Mar 2013 – 28 Feb 2014	August 2018

Parents of children due to start school, and who attend a City of Edinburgh nursery school or class, will receive a letter in October about starting school. This letter will tell you what your catchment schools are and how to register your child for P1.

If a child is of school age but has not reached age 5 by the start of the new school session, usually mid-August, their school place can be delayed until the start of the next school year. However, only children with January and February birthdays are entitled to receive a continued, funded nursery place at either a City of Edinburgh Council nursery or a partner nursery should their parents request this.

Continued funding for a nursery place for children whose birthdates fall between August and December is not an entitlement and is at the discretion of the child's resident local authority. This is the case even when a child has received just one year of pre-school funding. Applications for delayed entry have reduced considerably over the past two years and increasingly most children of this age are successfully supported in Primary 1.

**We recommend that you register your child for primary school even if you are planning to apply for delayed entry.**

If your child is not of school age, you may make an application for early admission if you feel your child is ready for school. Your child's nursery head teacher must support your request and an assessment of the child will be required.

Further information is available at [www.edinburgh.gov.uk/earlyyears](http://www.edinburgh.gov.uk/earlyyears).

### ***Which Primary School should my child attend?***

For every address in the city there is a catchment **non-denominational** primary school and a catchment **Roman Catholic** primary school. If you would like to check the catchment schools for your home address go to [www.edinburgh.gov.uk/catchmentmaps](http://www.edinburgh.gov.uk/catchmentmaps).

Most parents choose to send their child to a catchment school; however you have the right to express a preference for another school, although we cannot guarantee that we can meet these requests (see **Section 3**).

### ***How do I register my child for primary school?***

You must register your child at your preferred catchment school during registration week, 11 – 15 November.

It is important to recognise that if you live outside the school catchment area, attending the nursery class in a particular school does not entitle your child to a place in the primary school.

Our Roman Catholic schools are often oversubscribed with catchment children. We cannot therefore guarantee your child will get into your Roman Catholic catchment school. In the event of a Roman Catholic school being oversubscribed priority will be given to baptised Roman Catholics where evidence of baptism has been presented by **28 February 2014**.

### ***What paperwork do I need for registration?***

You must present the following documents when you register:

- your 2013/14 Council Tax demand notice;
- a current utility bill (in your name);
- your child's birth certificate;
- your child's proof of RC baptism (if your preferred catchment school is Roman Catholic).

Please note these are the **ONLY** accepted forms of proof. If you are unable to provide any of the above documents at the time of registration you will be referred to the School Placements team.

After you register you may be asked to provide this proof again at a future date. The Council is entitled to make random spot checks as part of fraud prevention. If false addresses are provided to gain a placement, the place will be removed.

### ***Do I need to register for my child's catchment school if I plan to make a placing request for another school?***

Even if you do plan to make a placing request, it is important that you also register with your catchment school to ensure that a place is available for your child if your placing request is unsuccessful.

### ***I don't currently live in the catchment area but plan to move into it. Will I get a place for my child?***

We will allocate your child a place if you move into the catchment area by **28 February 2014**. We do try to reserve places [one place in each class] for families who may move into the catchment area after this date but cannot guarantee this. If we are not able to give you a place immediately you will be placed on the waiting list for the school.

### ***What happens if I have bought or rented a house in another catchment area and have proof of this but will not move in until after 28 February 2014?***

We do not allocate a place at your new catchment school until you have actually moved into your new house. We cannot guarantee a place in your new catchment school if you move after **28 February**. As above we do try to reserve places [one place in each class] for families who may move into the catchment area after this date but cannot guarantee this. If we are not able to give you a place immediately you will be placed on the waiting list for the school.

If you are moving into the city from another Council area, or from outwith Scotland, and we cannot offer your child a place in your catchment school after you have moved address we will offer a place in the nearest school to your home with an available place.

### ***What happens after I have registered my child?***

Your catchment school will contact you in mid-April to confirm your place and provide information on induction visits to the school

When the school session begins in August, children are normally admitted gradually and attend mornings only for the first two weeks. This helps the children to settle into their new life at school. The Head Teacher will advise exactly what will happen for your child.

### ***Can I request a different school?***

You have the right to express a preference for a school in a different catchment area, and this is called a placing request (full details are in **Section 3**).

## **Section 2: Moving from Primary to Secondary School (S1)**

### ***Which secondary school will my child be allocated?***

Parents of children in P7 who attend a City of Edinburgh primary school will receive a letter in November about moving to secondary school.

Please note you will be allocated a place at your catchment secondary school based on your home address, not the primary school they currently attend. This means that if your child is attending a non-catchment primary and if you want them to attend the secondary school associated with that school you would need to make a placing request (see **Section 3**).

Every address within Edinburgh has a **non-denominational** catchment secondary school and a **Roman Catholic** catchment secondary school. If your child attends a non-denominational primary school, your child will be allocated a place in your non-denominational catchment area secondary school. Similarly, if your child is attending a Roman Catholic primary school, the Roman Catholic catchment area secondary school will be allocated. However, if you wish your child to attend your other catchment area school you can request this after you have received your letter in November.

In the event of a Roman Catholic school being oversubscribed with catchment children priority will be given to baptised Roman Catholics where evidence of baptism has been presented by **28 February 2014**.

Schools will normally contact parents in mid-April to confirm places for catchment children and offer invitations to an induction visit.

***What happens if I live in another local authority area?***

If your child attends a City of Edinburgh primary school, the Council informs each neighbouring local authority of such children, allowing a place to be reserved at the appropriate school in your area. If you wish your child to attend a secondary school in Edinburgh you will need to make a placing request (see **Section 3**).

If you live within the catchment area of Kirknewton Primary School in West Lothian, your non-denominational catchment school is Balerno Community High School. Your child will be allocated a place in this school.

***What happens if I live within the City of Edinburgh area, but my child attends a primary school in another local authority area?***

Local authorities will inform the Council of such children and a place will be allocated at your appropriate catchment secondary school. If you wish your child to attend a secondary in the same authority as the primary school, you must contact the relevant authority.

***What happens if I plan to move address?***

We will allocate you a place in your catchment school if you move into the area by **28 February 2014**. We do try to reserve places for families who may move into an area after this date but cannot guarantee this. If we are not able to give you a place immediately you will be placed on the waiting list for the school.

***What happens if I have bought or rented a house in another catchment area and have proofs of this but will not move in until after 28 February 2014?***

As above we do try to reserve places [one place in each class] for families who may move into an area after this date but cannot guarantee this. If we are not able to give you a place immediately your child will be placed on the waiting list for the school. Allocation of places is based on when you become resident in a house not when you buy or rent it.

If you are moving into the city from another Council area, or from outwith Scotland, and we cannot offer your child a place in your catchment school after you have moved address we will offer a place in the nearest school to your home with an available place. Your child will also be placed on the waiting list for the catchment school.

***Can I request a different school?***

You have the right to express a preference for a school in a different catchment area, and this is called a placing request (full details are in **Section 3** below).

**Section 3: Making a Placing Request for a Non-Catchment School**

Parents have a right to express a preference for another school and these will only be granted if places are available after places have been allocated to children living in the



catchment area. It is important to recognise that the rising birth-rate means there has been a reduction in the number of successful placing requests in recent years.

Our guidance on how we manage placing requests is outlined in the question and answer section.

You must complete an application form, available online at [www.edinburgh.gov.uk/schoolplaces](http://www.edinburgh.gov.uk/schoolplaces). Paper copies are also available at any nursery or primary school in the city. The closing date for applications is **24 December 2013**. Receipt will be acknowledged either by return letter or email within 14 days of your request. Please note if you are making a placing request and it is successful, you will not receive support with travel expenses.

### ***Can I apply for more than one school?***

You can only make one placing request initially. On the application form you are required to tell us your preferred catchment school – in the event of your request being refused the Council will try to reserve a place in your preferred catchment school. Please note that even if you are submitting a placing request for a primary school you must also register at your preferred catchment school.

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

### ***How do you decide which placing requests are successful?***

Classes are not normally created for non-catchment children. When there have been more placing requests received than there are places available in an individual school, they are considered by the Committee on Pupil/Student Support which meets in mid March each year. This is a committee of elected members of the Council, and they determine the priority order for all requests. This priority order will be used to allocate any available places, with the remainder being placed accordingly on a waiting list.

The Committee has the authority to prioritise individual applications where the reasons for the request are deemed exceptional. Otherwise, requests are normally prioritised in the following order:

1. Children who will have older brothers/sisters who are attending the requested school in the next session;
2. 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;
3. 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.

If there is more than one placing request in any of the 3 categories above, the priority order of requests is then determined by the shortest, safest walking distance from the child's home to the nearest school gate. This is calculated using an electronic mapping

system. Distances measured are based upon all geographic information that the Council has at its disposal at the time of measurement.

The Council will give their decision in writing by **30 April 2014** to all parents who submitted placing requests by **24 December 2013**.

If your placing request is granted, you will receive a letter confirming you have a place. At this time, if a place was reserved in your preferred catchment school, this will be withdrawn.

The granting of a placing request for one child does not guarantee that a future placing request, for the same school, for a younger brother or sister will be granted and this could mean that your children will have to attend different schools. You will be asked to sign a form to acknowledge this.

You will be responsible for all transport arrangements and costs which may arise.

If your request is refused you will receive a letter explaining the statutory grounds for refusal which the Council must use by law. It will also give you details about your right to appeal against our decision. A place will normally be reserved at your preferred catchment school (as indicated on your application form) and you will be given an opportunity to make a second preference request for an alternative school.

For all schools where placing requests are refused, a waiting list is created and your child will be placed on this.

## **Section 4: Management of Placements**

### ***Management Principles***

The City of Edinburgh Council manages the provision of school places using principles and practices outlined 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 and consistent with the efficient use of resources;
- 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;
- 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 level (*pupils having the option of attending either catchment school, subject to availability of places*).
- 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.

## **Section 5: Additional Information**

### **Supporting children with additional support needs**

#### ***My child has additional support needs. Will they get the support they need in a mainstream school?***

All children have the right to an education in a mainstream school where possible. If your child needs additional support to attend a mainstream school an assessment will be carried out to ensure their needs can be met. While we do try to support children in mainstream schools, a small minority of children with additional support needs may require a place in a special school or class.

*Further info:* [www.edinburgh.gov.uk/asn](http://www.edinburgh.gov.uk/asn)

#### ***I would like my child to attend a special school or class. Is this possible?***

Yes. If you wish to make this type of request please discuss this with an Educational Psychologist employed by the Council before making your request.

*Further info:* Tel: **0131 469 2800**

#### ***English is not my child’s first language. Will they get additional support?***

Throughout Edinburgh there are many pupils for whom English is an additional language. Some may require extra help to develop their English language skills and our English as an Additional Language Service (EAL) works in partnership with schools, homes and other agencies to support pupils.

*Further info:* [www.ealedinburgh.org.uk](http://www.ealedinburgh.org.uk)

### **Gaelic Education**

#### ***Can my child attend Edinburgh’s Gaelic School?***

Gaelic Medium Education is offered at nursery, primary and secondary levels. Edinburgh has a dedicated Gaelic Nursery and Primary School, Bun-sgoil Taobh na Pairce. Any parent who wishes their child to be taught in Gaelic can apply for a place at the primary school by contacting the headteacher. No previous knowledge of the language is required. Secondary Gaelic education is currently available at James Gillespie’s High School for pupils who have completed a Gaelic Medium primary education.

*Further info:* [www.edinburgh.gov.uk/gaelic](http://www.edinburgh.gov.uk/gaelic)

## **Specialist Education Provision for Talented Pupils**

The Council offers a range of specialist provision for talented pupils, allowing them to receive specialist tuition in their chosen field alongside their academic studies.

### ***I would like my child to attend the City of Edinburgh Dance School – how do I apply?***

The dance school is based at Broughton High School. Current P5/P6 pupils can audition for a place on the P6/P7 'Talented Young Performers' course at Broughton High School which runs for two hours every Friday afternoon throughout the academic year. The students will participate in ballet, contemporary and jazz dance classes.

Current P7 pupils can audition for a place at the dance school which means they will attend Broughton High School for their secondary education. Students who attend the dance school will be put through the Royal Academy of Dance Ballet exams and SQA National 5, Higher and HNC Professional Stage Dance as well as having the opportunity to study AQA A-Level Dance.

*Further info:* Email: [laura.mcadam@broughton.edin.sch.uk](mailto:laura.mcadam@broughton.edin.sch.uk)

Tel: 0131 332 7805

### ***I would like my child to attend the City of Edinburgh Music School – how do I apply?***

The music school, a national centre of excellence, is based at Flora Stevenson Primary School and Broughton High School. A specialist music education is delivered in a range of musical styles. Please contact the school to find out how to apply.

*Further info:* Web: [www.edinburghmusicschool.co.uk](http://www.edinburghmusicschool.co.uk)

Email: [bro-musicschool@ea.edin.sch.uk](mailto:bro-musicschool@ea.edin.sch.uk)

Tel: 0131 332 7805

### ***I would like my child to attend the Scottish Football Academy – how do I apply?***

The Scottish FA Performance School for South East Region is based at Broughton High School. It offers talented young footballers the opportunity to develop their physical, mental and technical ability within the daily curriculum. Application forms will be available to current P7 pupils prior to Christmas, with 1<sup>st</sup> stage trials taking place in February/March.

*Further info:* Email: [sportsacademy@edinburgh.gov.uk](mailto:sportsacademy@edinburgh.gov.uk)

## **Transport**

### ***Can I get transport for my child?***

The Children and Families Department will assist with travel if the distance between the home address and catchment area school is two miles or more for children attending primary school and three miles or more for children attending secondary school, based

on the most suitable walking route. This also applies if the Children and Families Department asks your child to attend a non-catchment school. Assistance with travel will not be given if you have chosen to send your child to a non-catchment school.

### **Further Information**

Further general information on placing children in schools can be found in the Scottish Government publication *Choosing a School: a Guide for Parents*. This is available online at [www.scotland.gov.uk](http://www.scotland.gov.uk).

### ***Useful contacts***

#### **School Placements**

Email: [school.placements@edinburgh.gov.uk](mailto:school.placements@edinburgh.gov.uk)

Tel: 0131 469 3033

#### **Early Years**

Email: [earlyyears@edinburgh.gov.uk](mailto:earlyyears@edinburgh.gov.uk)

Tel: 0131 529 2103

#### **School Catchment Areas**

Email: [school.catchments@edinburgh.gov.uk](mailto:school.catchments@edinburgh.gov.uk)

Tel: 0131 469 3351

## Appendix 3

### GRANTS, AWARDS & PLACEMENTS

#### P1 & S1 Intake August 2014: Timetable

	<b>What is happening?</b>
21 – 25 October 2013	<p>Publicity materials, forms and letters sent for printing.</p> <p><b>Primary schools:</b> P7 pupils address data to be verified on Click+Go by end of this week to allow Provisional Allocations Report to be populated.</p>
28 October – 01 November 2013	<p>Posters advertising transition procedures and P1 registration week distributed to all nursery and primary schools (including Partner Provider nurseries), doctors' surgeries, leisure centres and libraries. In addition all nursery and primary schools (including Partner Provider nurseries) receive a limited supply of Placing in Schools booklets and non-catchment placing request application forms.</p> <p>Letters issued to parents of N5 and P7 children advising of catchment school and intake procedures.</p> <p><b>Primary schools:</b> 1st Head Teacher seminar takes place on 1 November.</p>
04 November 2013	<p>Provisional Allocations Report populated for P7 pupils, based on address details held on Click+Go.</p> <p><b>Secondary schools:</b> appropriate supply of school handbooks to be issued to primary schools for onward distribution to P7 pupils (based on Provisional Allocations Report).</p>
05 November 2013	<p><b>Primary schools:</b> open day for parents of catchment P1 children.</p>
07 November 2013	<p>Press adverts to appear in Evening News and Metro publicising P1 and S1 procedures.</p>
08 November 2013	<p><b>Primary schools:</b> deadline for N5 pupil address data to be verified on Click+Go in preparation for registration week.</p> <p><b>Primary schools:</b> 2nd Head Teacher seminar takes place.</p>
11 – 15 November 2013	<p><b>Primary schools:</b> P1 registration week. RC baptismal certificates to be collated at time of registration (where relevant). Catchment pupil details to be recorded on SEEMiS.</p> <p>NEW online non-catchment placing request form goes live.</p>

	Paper copies to be issued from this week, only if necessary.
29 November 2013	<p><b>Primary schools:</b> closing date for return of proposed class organisation to Devolved Finance &amp; Resource Officer</p> <p><b>Primary schools:</b> closing date for recording all registered catchment P1 pupils on SEEMiS.</p>
Early-December 2013	<p>Non-catchment placing requests recorded by GAP on SEEMiS and receipt acknowledged to parents in writing or by automated email if using online form.</p> <p><b>Secondary schools:</b> Head Teachers to inform Devolved Finance &amp; Resource Officer of projected roll for 2014/15.</p>
24 December 2013	Closing date for receipt of non-catchment placing requests from parents to allow for accurate projection of requests citywide.
06 January 2014	<p>Home to school route measurement calculations requested from Statistics &amp; Information team for placing requests to schools likely to be oversubscribed.</p> <p><b>Nursery &amp; Primary schools:</b> investigate N5 children not yet registered on SEEMiS and advise parents to register as soon as possible.</p>
13 – 17 January 2014	<p>Internal meetings held involving Senior Education Manager (Inclusion &amp; Pupil/Parent Support), GAP, Devolved Finance &amp; Resources, Asset Planning and Communications Service to assess demand for places citywide, propose intake limits and class organisations for 2014/15.</p> <p>Oversubscribed Roman Catholic schools identified. Baptised Roman Catholic children prioritised.</p> <p>Preparation of reports to Committee on Pupil/Student Support.</p>
By 31 January 2014	Proposed intakes and class organisations issued to Head teachers by Devolved Finance & Resource Officer.
Early-February 2014	Parent Council meetings take place, where appropriate.
Mid-February 2014	Draft staffing allocations notified to schools by Devolved Finance & Resource Officer.
28 February 2014	Children registered up to this date are <b>guaranteed</b> a place in their catchment school. Any children registered after this date will be regarded as 'late catchment' and are <b>NOT</b> guaranteed a place at their catchment school.
04 March 2014	Meeting of the Education, Children & Families Committee to

	discuss and agree a series of recommended strategies to manage intakes, including setting intake limits for some schools.
15 March 2014	<p>Statutory deadline for placing requests which must be responded to by 30 April. All requests for oversubscribed schools received by this date are considered by the Committee on Pupil/Student Support.</p> <p><b>Primary schools:</b> SEEMiS New Intake Registration screen and Delete Registration screen locked – details of new P1 registrations after this date to be emailed to GAP.</p> <p><b>Important note for all schools:</b> data on SEEMiS subject to change after this week as GAP manage admissions. Changes notified to affected schools by email as required.</p>
18 & 19 March 2014	Meeting of the Committee on Pupil/Student Support to consider all placing requests for all oversubscribed schools received by 15 March, and schools unable to accommodate all catchment children. The committee will determine priority order where waiting lists are to be created.
31 March 2014	Deadline for receipt of requests to delay entry to P1.
11 April 2014	<p>Decisions on all placing requests received by 15 March finalised and waiting lists become operational.</p> <p>Catchment children unable to be accommodated in their preferred catchment school placed elsewhere.</p> <p>Parents notified of decisions in writing, and those refused places invited to submit a 'second-preference' placing request.</p>
14 April 2014	<p>Statutory 28-day period commences allowing parents to appeal against refusal to Placing in Schools Appeal Committee.</p> <p>Preparation of reports to the Placing in Schools Appeal Committee commences.</p>
Mid-April 2014 <i>onwards</i>	<p><b>Primary &amp; Secondary schools:</b> using Intake Registration Details report (P1) or Provisional Allocations Report (S1) on SEEMiS, parents of children allocated places to be contacted to confirm acceptance of place, and invite to induction visit. Inform GAP if places are declined.</p> <p>Decisions on 'late' placing requests begin to be dealt with and will be responded to within a two-month statutory period.</p>
12 May 2014	<p>End of statutory appeal period for placing requests received by 15 March.</p> <p>Deadline for receipt of requests for second-preference schools</p>



	(where initial request has been refused).
16 May 2014	Decisions on second-preference placing requests issued to parents in writing.
Mid-May – June 2014	Placing in Schools Appeal Committee hearings take place.
17 – 19 June 2014	P7/S1 transition days.
04 – 08 August 2014	Any remaining reserved places offered to children on waiting lists.
11 August 2014	Waiting lists passed to relevant schools. Responsibility for subsequent allocation of places and maintenance of waiting list devolved to Head Teacher.
13 August 2014	<b>Primary &amp; Secondary schools:</b> parents of children who have not attended as expected should be contacted by telephone. If unable to contact parent letter issued by recorded delivery giving seven days to respond advising place will be given up if necessary.
22 August 2014	<b>Primary &amp; Secondary schools:</b> places held by children who have not attended as expected can be offered to those on the waiting list.
13 October 2014	Pupil data cleared from both Intake Registration Details & Provisional Allocations Report in preparation for next session's intake.

## Appendix 4

### 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 5

### 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. The remaining High Schools where over occupancy has not been an issue do not have S1 intake limits.