

Education, Children and Families Committee

10am, Tuesday, 3 March 2015

Strategic Management of School Places: P1 and S1 Intakes for August 2015

Item number	7.5
Report number	
Executive/routine	
Wards	All

Executive summary

This is the latest in a series of annual reports which sets out accommodation and placement issues for the anticipated P1 and S1 intakes for the forthcoming school year, on this occasion for 2015/16. Although growth rates have started to slow down the P1 intake levels and overall P1-P7 school rolls continue to increase.

Despite this growth, the planned delivery of additional accommodation through the rising rolls programme has resulted in there being few accommodation issues for the August 2015 P1 intake. However, this report notes that priority will be given to baptised Roman Catholic pupils in 12 Roman Catholic Primary Schools and highlights solutions to potential accommodation issues at Liberton Primary School and Bruntsfield Primary School.

In the secondary sector, the number of registrations for S1 in August 2015 is the highest in four years. This includes an unexpectedly large number of catchment registrations for Boroughmuir High School where it is recommended that placing requests out should be prioritised.

Links

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

Strategic Management of School Places: P1 and S1 Intakes for August 2015

Recommendations

- 1.1 Note the content of this report.
- 1.2 Agree to prioritise placing requests out of Boroughmuir High School.

Background

- 2.1 This report provides an analysis of capacity and identifies any accommodation issues that may arise across the primary and secondary school estates as a result of the anticipated P1 and S1 intake numbers in August 2015. 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 any issues identified and ensure that 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.
- 2.2 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. The Council endeavours to respect parental preference wherever it can be achieved without additional cost.
- 2.3 This report illustrates that, while growth in the primary sector has slowed in comparison to previous years, P1 intakes remain at a high level and exceed those reported in the 2014 Strategic Management of School Places report. Accordingly, while the actual P1 intake increased by 1.2% between 2013/14 and 2014/15 this was considerably lower than the 4.0% increase recorded between 2012/13 and 2013/14. Forecasts suggest that the final P1 intake in 2015/16 will be 0.7% higher than in 2014/15.
- 2.4 The impact of larger P1 intakes entering the primary school system with smaller P7 classes exiting has maintained significant growth in the overall P1-P7 roll. The increase of 4.1% between 2013/14 and 2014/15 is the highest recorded since 1985. Increases in the birth rate since 2005 mean that a continuation of this pattern of growth in the primary sector is likely; although as the larger

intakes progress through the schools the rate of growth in the total P1-P7 roll is likely to slow.

- 2.5 Despite higher numbers of pupils entering P1 and increasing pressure at upper stages, the successful delivery of additional accommodation for August 2013 and August 2014 provided the capacity necessary to allow P1 catchment pupils a place at their non-denominational catchment school. The delivery of additional accommodation in August 2015 will further mitigate against capacity issues in future years and has resulted in few accommodation issues being anticipated for the August 2015 P1 intake.
- 2.6 In the secondary sector, while the S1 intake in August 2014 was the lowest recorded since 1980 and the overall S1-S6 roll was the lowest since 1993, the number of registrations for S1 in August 2015 is the highest in four years and does provide evidence of growth.

Main report

Intake Projections for August 2015

- 3.1 The P1 roll at the time of the census in September 2014 was 4,590 pupils. P1 intake projections, which are largely derived from previously recorded birth rates, suggest that while the P1 intake in August 2015 is expected to show only marginal growth over that experienced in 2014, it would represent a pattern of sustained growth which actual birth data suggests is likely to be maintained in future years.
- 3.2 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 in the following August, a P1 intake of 4,635 is estimated for August 2015.
- 3.3 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 2 shows, for individual primary schools, how catchment registrations in January 2014 compared with the number of catchment pupils attending the school in August 2014.
- 3.4 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. 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.
- 3.5 The Strategic Management of School Places Report for August 2014 forecast that the S1 intake in August 2014 would be 3,174. The actual intake was slightly

lower at 3,157 pupils which represented the lowest S1 intake in Edinburgh since 1980. However, projections suggest that August 2015 will be a turning point for S1 intakes and, with the number of registrations recorded in January 2015 being higher than for the equivalent time in each of the past four years, there is evidence that growth is beginning. Accordingly, the S1 intake for August 2015 is forecast to be 3,321; an increase of 5.2% on the actual intake in August 2014.

New Accommodation in the Estate

August 2014

- 3.6 New accommodation was provided at seven primary schools for August 2014, contributing to an increase in the capacity of the primary school estate of 462 places (+1.5%) and allowing the successful placement of all demand for P1 catchment places at all non-denominational schools. Table 1 lists the schools where new accommodation was delivered in August 2014 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 new accommodation had not been provided.

Table 1: New Accommodation delivered in August 2014

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

- 3.7 Overall primary school rolls grew by 4.1% between the 2013/14 and 2014/15 sessions. Table 2 shows an overall increase in the number of schools exceeding a 100% occupancy level together with a significant reduction in the number of schools in the 60% and under occupancy bracket. This illustrates that the effects of rising rolls are being felt across the whole primary school estate and demonstrates the growing challenge faced by the Council and the value in maintaining a responsive rising rolls programme.

Table 2: Primary Schools Occupancy Levels Start of Session 2014/15

Occupancy Level	Primary Schools		Change on 2013/14
	Number	%	%
Over 100%	11	12.5%	+2.3%
81-100%	49	55.7%	+1.1%
61-80%	21	23.9%	+2.3%
60% and under	7	7.9%	-5.7%
Total	88	100%	

August 2015

- 3.8 On [20 May 2014](#) the Education, Children and Families Committee approved 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 2015. Committee also approved that a feasibility study to assess opportunities at Bruntsfield Primary School be carried out with a view to delivery for August 2016.
- 3.9 Following consideration of P1 intakes and an analysis of P1 projections, it was determined that additional accommodation will be necessary for August 2015 at eight of these schools. In addition, it was determined that the works required at Bruntsfield Primary School should be brought forward to August 2015. A summary of the accommodation to be provided is shown in Table 3.

Table 3: New Accommodation to be delivered for August 2015

Primary School	New Accommodation Description
Clermiston	New four classroom building.
Bruntsfield	Internal reconfiguration to create one additional classroom.
Flora Stevenson	New three classroom building.
Gilmerton	New four classroom building.
James Gillespie's	New four classroom building.
Pentland	New three classroom building.
Ratho	New four classroom building.
Wardie	New two classroom extension (Phase 2) of the previous Rising Rolls Building.
South Morningside	Establishment of a P1 and P2 annexe at the former Deanbank Resource Centre building.

- 3.10 The addition of this accommodation will increase the capacity of the primary school estate by a further 546 places (+1.7%).
- 3.11 In the secondary sector, nearly two thirds of schools are at least 80% occupied with four operating beyond their notional capacity - see Table 4 below. While the S1 intake in August 2014 was low, occupancy levels at secondary level have remained largely unchanged as a result of higher stay on rates at S5 and S6.

Table 4: Secondary Schools Occupancy Levels Start of Session 2014/15

Occupancy Level	Secondary Schools		Change on 2013/14
	Number	%	%
Over 100%	4	17%	-
81-100%	11	48%	+4%
61-80%	5	22%	-4%
60% and under	3	13%	-
Total	23	100%	

Review of Primary School Capacity

- 3.12 The [Children and Families Asset Management Plan 2014](#) considered by Education, Children and Families Committee on 9 December 2014 sets out the intention to undertake a review of primary school capacity in light of the new guidance for Local Authorities which was issued by the Scottish Government in October 2014.
- 3.13 The guidance sets out the Scottish Government's recommended method of calculating primary school capacity which Local Authorities should endeavour to follow as far as possible in order to increase consistency across the country. The proposed method is designed to be flexible to allow Local Authorities to apply it to suit their existing systems and needs. It remains a Local Authority responsibility to choose how they calculate capacity in their areas. However, the Scottish Government recommends that Local Authorities begin to consider implementation of this guidance from January 2015 so that it is in place, where possible, for the start of the new school session in August 2015.
- 3.14 As set out in the Children and Families Asset Management Plan, a full review of the primary school estate will be required to fully assess the impact of the Scottish Government's recommendations. The outcome of this review will be reported to Committee in May 2015.

Review of Secondary School Capacity

- 3.15 While school rolls at secondary level are currently at their lowest point since 1993, the rising rolls currently being experienced in the primary sector will begin to impact on S1 intakes by 2019. Increases at S1 come at a time when stay-on rates at S5 and S6 are increasing. The average stay-on rate between S4 and S5 has increased from 80% in 2008 to 90% in 2014 while the stay-on rate

between S5 and S6 has increased from 64% to 76% over the same period. With higher numbers arriving at S1 and an increase in the number of pupils choosing to stay on at S5 and S6, pressure on the available accommodation across the secondary school estate is expected to grow significantly in the next decade.

- 3.16 As reported to Committee on 9 December 2014 in the [Children and Families Asset Management Plan Report](#), throughout 2015 detailed analysis and engagement with schools will be progressed on the issue of rising rolls in the secondary sector. Potential solutions to the issues will be identified and investigated; however, the initial focus of this work is to review the capacity methodology employed in assessing schools to ensure that it is fair and robust and provides an accurate reflection of the maximum S1 intakes and rolls which may be achieved within existing school accommodation.
- 3.17 A report providing an update on the work being undertaken to address rising rolls in the secondary sector will be taken to Education, Children and Families Committee in December 2015.

Accommodation Restrictions – Capped Classes

- 3.18 The City of Edinburgh Council has historically applied a cap of 30 pupils in Primary School classrooms where, while it is would be possible within the Regulations to form a class size of over 30 pupils (P4 to P7 stages), the physical size of the classrooms has been considered a constraint. In some schools where the majority of classrooms have required to be capped at 30 pupils, this restriction has simply been applied to the whole school. These restrictions have then been reported to Committee on an annual basis in the Strategic Management of School Places Report.
- 3.19 The Council has historically based its assessment of the need to cap a classroom at 30 pupils on the basis of a classroom not exceeding a certain floor area. However, application of this cap has been inconsistent as historically an assessment to cap a classroom or classrooms has only been undertaken following a direct request from a school.
- 3.20 The Scottish Government's primary school capacity guidance for authorities released in October 2014 requires that authorities assess the physical capacity of all classrooms and that this be recorded for all schools. Accordingly, a review of the school estate will be undertaken which will include an assessment of the 'standard' physical capacity of each classroom. This will be reported to Committee in May 2015 as part of the wider capacity review.
- 3.21 However, the guidance does allow authorities to increase the 'standard' capacity of a room or rooms within certain limits should circumstances require it. Where this is a requirement to accommodate classes of a particular size this should be considered on a case-by-case basis in discussion with school management as part of the P1 intake process. Where it is known by February that a non-standard capacity will require to be applied to a classroom at a particular school

this will be reported to Committee within the annual Strategic Management of School Places Report.

Provision of School Places

- 3.22 The Council manages the 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 in the [Admissions P1, S1 Mainstream Schools Policy](#).

Oversubscribed Roman Catholic Schools

- 3.23 In January 2014 the number of catchment P1 registrations at Roman Catholic (RC) Primary Schools stood at 722. This represented a decrease of over 9% on the previous year. However, in January 2015 the number of catchment P1 registrations at RC Primary School stood at 772 – a 7% increase on January 2014. Whilst there has been an increase in the number of registrations at RC Primary Schools between January 2014 and January 2015, the number of those registrations providing evidence of baptism has seen little change.
- 3.24 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.
- 3.25 Accordingly, where an RC school is oversubscribed the following actions will be taken:
- Priority will be given to baptised RC catchment pupils in allocating places.
 - In the event that there are insufficient places for all baptised RC catchment pupils then they may be prioritised into other RC schools.
 - Non baptised RC pupils, or baptised RC pupils 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.
- 3.26 None of the above affects a parent's statutory right to make a placing request to any school.

Catchment Registration and Placing Requests

- 3.27 Catchment registration and the handling of placing requests across the city is a major but routine organisational procedure undertaken by Children and Families 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 to share with them the proposed P1 intakes and class organisations for the following August. Schools and Parent Councils have been made aware that class organisations can change between February and the start of the session.

- 3.28 Throughout the process pupil numbers can change, sometimes on a daily basis, as a result of parents making late registrations and 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 Children and Families through to the start of session in August. Appendix 1 sets out the process.
- 3.29 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 2 illustrates that nearly all schools experience a drop between the number of catchment P1 pupils registered in January and the number of catchment pupils taking up a place in August. In many schools this drop can be significant; in 2014 the average drop was 21%. 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.
- 3.30 These changes make it difficult not to over-plan for placements and many schools which, in January 2015, might 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 2015. 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 very late in the process because of complex cross catchment movement of pupils.

Class Sizes

- 3.31 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.
- 3.32 In the August 2015 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 projected 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.

- 3.33 S1 intakes are set as multiples of 20. This is because practical classes in secondary are restricted to 20 pupils and to set limits that did not allow the formation of full classes of 20 would be inefficient. General classes in secondary schools are restricted to maximum class sizes of 33 pupils. These limits are also prescribed by the SJNC (TSSE) Scheme of Salaries and Conditions of Service for Teaching Staff in School Education (1994).

Reserving Places

- 3.34 As school rolls rise across the city many schools will be operating from the outset of the school year with classes at, or approaching, the class size maxima. Where spaces are available at the start of the year, with all known catchment pupils accommodated, spare places are normally made available to non-catchment pupils making a request to that school until the class size maxima is reached. The implications of this, at all stages, is that pupils moving into the catchment area after the placing process has been completed or later in the school year may be unable to gain a place at their catchment school. This has led to the creation of catchment waiting lists at some schools and is contrary to the Council's aim of trying to ensure children can attend their local catchment school.
- 3.35 This has also lead to a significant increase in the number of appeals being heard. This is time consuming and stressful for parents; for the Head Teachers and Council Officers defending these appeals and, where an appeal is lost, may mean the authority incurring the additional cost of a teacher at a future stage or stages. For example, in August 2015 there will be four additional teaching staff required due to appeals lost in the 2014/15 session for just five pupils who would have received a place at their catchment schools had spare places not been relinquished for non-catchment pupils. This represents a significant cost that could be avoided by retaining reserved places beyond the start of the school year.
- 3.36 The Education (Scotland) Act 1980 allows an authority to reserve places at any stage in a school for incoming catchment children. 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, at which point the reserved places are allocated to non-catchment children. This approach will be extended from August 2015 allowing schools to reserve, where possible, one space in each class beyond the start of the school year, until such time as they are taken up by catchment pupils.

- 3.37 It will not be possible to reserve places at every school due to pressure of catchment numbers. In some schools reserved places may require to be released, at the discretion of the Director of Children and Families, to non catchment pupils to relieve pressure on other schools where there are difficulties in accommodating their catchment numbers. The aim, where possible, would be to retain reserved places to ensure pupils moving into a catchment area can obtain a place at their catchment school.
- 3.38 In some areas of the city new housing developments result in 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.

Parental Preference

- 3.39 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 21% in 2014. 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.
- 3.40 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.
- 3.41 With regard to the secondary sector, the lowest S1 intake since at least 1980 resulted in the number of S1 non-catchment placing requests being refused falling from 18% in 2013 to 7% in 2014.

Accommodation Issues at Individual Schools

- 3.42 The schools noted below are those that require a particular action to manage their intakes and allow all anticipated 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

Liberton Primary School

- 3.43 The number of registrations for P1 places as at the start of February 2015 has exceeded projections and there is a risk that, if the number of P1 registrations does not drop to 70 pupils or less, there may be a requirement for the school to create a classroom in an existing GP space for August 2015.
- 3.44 Even if the number of registrations were to fall by August 2015 to a level that could be accommodated within two classrooms it appears unlikely that it will

drop sufficiently to avoid creating a 15th class in August 2016 when that P1 class moves into P2.

- 3.45 During 2013, as part of phase 2 of the Rising Rolls programme a design for a five classroom extension at Liberton Primary School was developed for which planning consent was secured. This was not delivered for August 2014 as it was not required. Whilst the delivery of this extension for August 2016 would deal with the requirement for a 15th class, the latest roll projections suggest that the high intake in August 2015 will not be sustained. Accordingly, there is a risk that delivering a five classroom extension would be excessive and, in the long-term, unnecessary.
- 3.46 Under the new capacity guidance issued by the Scottish Government in October 2014, Liberton Primary School has been assessed as having a 15 class capacity although some minor adaptations would be required to the existing accommodation to create that additional classroom. Options to create that additional space will be explored with school management.
- 3.47 Additional accommodation requirements for August 2017 and beyond will be reassessed and reviewed in January 2016. At that point, should the actual intake in August 2015 and registrations for August 2016 suggest that new accommodation will be required for August 2017 a Working Group will be established with the school to review those requirements and how they could best be addressed.

Bruntsfield Primary School

- 3.48 In May 2014 Committee approved that a feasibility study be undertaken to identify how additional classroom space could be provided at Bruntsfield Primary School for August 2016. However, P1 registrations for August 2015 are higher than anticipated and suggest that a three stream intake (75 pupils) will be required for a fifth consecutive year. The school is already operating at its capacity of 19 classes and, with three P1 classes coming in and there being only two and a half classes in the exiting P7, the school will require an additional classroom space. Accordingly, the preferred option developed by the Rising Rolls Working Group at the school will be delivered a year earlier than was originally forecast.
- 3.49 Bruntsfield Primary School benefits from having some of the largest classrooms in the school estate; two of which exceed 105m² and a further four exceed 90m². In order to provide the additional class space necessary to accommodate catchment demand the Rising Rolls Working Group have identified that one of the larger rooms may be sub-divided to provide an additional classroom space allowing the school to reorganise its classroom and GP space as required.

Roman Catholic Primary School Provision

- 3.50 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 catchment pupils will be necessary at the following schools for August 2015:

- 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 Vianney RC Primary School
- St Joseph'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 Peter's RC Primary School

Secondary Schools

- 3.51 In August 2015 intake limits are applicable at a number of secondary schools to ensure that the S1 cohort is appropriate to the overall capacity of the school. These intake limits are set out in Appendix 3.
- 3.52 However, Boroughmuir High School is the only secondary school where the number of S1 catchment registrations for August 2015 currently exceeds the intake limit for the school and requires that measures be taken to ensure all catchment pupils may be accommodated.

Boroughmuir High School

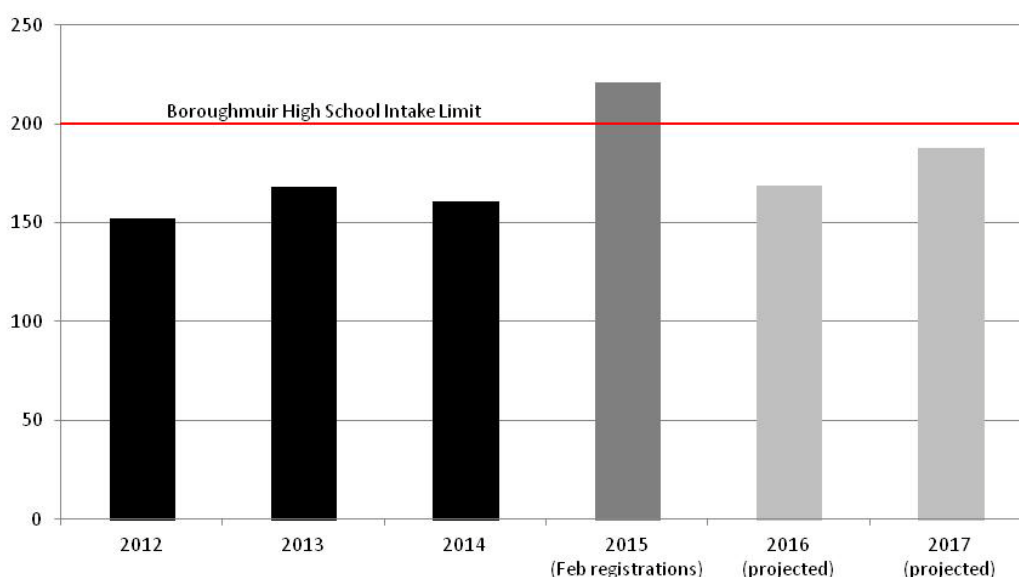
- 3.53 At the start of February 2015 there were 221 catchment registrations for Boroughmuir High School. The intake limit appropriate to the capacity of the current school building and the current S5 and S6 stay on rates is 200. This limit will also be applicable to the new Boroughmuir High School when it opens in August 2016 however the new building will have a capacity of 1,165 compared to a current capacity of 1,050 allowing greater flexibility.
- 3.54 The number of catchment pupils in an S1 intake at Boroughmuir High School has not exceeded 168 pupils in the last 10 years and the sharp increase in 2015 is attributable to three factors:
- (i) there has been an increase in the percentage of pupils transferring from P7 to S1 within the Boroughmuir High School catchment area. For example, in 2010 there were 187 P7 pupils registered at a Council run primary school residing in the Boroughmuir catchment area. In 2011 there were 163 S1

pupils residing in the same area. This represented a drop of 12% in the population between P7 and S1 and is principally attributed to loss to the private sector. Between 2007 and 2011 the average drop off of between P7 and the following year S1 was 12% however in 2012 the drop off fell to 6% and by 2013 and 2014 this drop off had disappeared.

- (ii) the percentage of the available S1 population within the Boroughmuir catchment choosing to attend Boroughmuir High School has increased. This is as a result of a drop in the number of pupils either applying to, or gaining a place at, James Gillespie's High School and a fall in the percentage of pupils from the Boroughmuir catchment area choosing to attend St Thomas of Aquin's RC High School. Between 2008 and 2014 the percentage of the Boroughmuir S1 catchment population attending James Gillespie's High School fell from 7.2% to 1.7% while the percentage attending St Thomas of Aquin's RC High School fell from 10.8% to 4.6%.
- (iii) there is a particularly high P7 population in the Bruntsfield Primary School catchment area, rising from 55 pupils in 2013/14 to 83 pupils in 2014/15.

3.55 The total number of P7 pupils in Council primary schools (denominational and non-denominational) within the Boroughmuir catchment area rose from 175 in 2013/14 session to 224 in the 2014/15 session. This growth was forecast to create a particularly high catchment intake at Boroughmuir for August 2015. However, combined with the factors set out above, the number of registrations has exceeded expectations. The graph below illustrates how the actual number of catchment pupils attending Boroughmuir High School compares with the number of registrations for August 2015 and that projected for the years that follow in which the S1 intake is expected to reduce to the levels experienced in previous years.

Graph 1: Boroughmuir High School Catchment Demand; Actual 2012-2014, Registrations for August 2015 as of February 2015; Projected 2016 and 2017.



- 3.56 As is the case in the primary sector at P1, there is a drop between S1 registrations in January and the actual S1 catchment intake in August. However, at Boroughmuir High School this drop has historically not been significant. Accordingly, in order to further reduce the number of catchment registrations it is proposed that during the placement process priority be given to those pupils from the Boroughmuir catchment area who have made a placing request to another school. There are currently nine such requests out of the Boroughmuir catchment area. Any remaining catchment pupils will be accommodated.

Measures of success

- 4.1 Measures of success are as follows:
- 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

- 5.1 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 2015/16. 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.
- 5.2 The capital costs of any minor internal reconfiguration works required at Liberton Primary School or Bruntsfield Primary School will be met from the Children and Families rising rolls capital budget. Estimated costs for these two schools have been included in the latest rising rolls financial forecast, details of which are provided in the Primary School Estate Rising Rolls report which is a separate item on the agenda for this Committee.

Risk, policy, compliance and governance impact

- 6.1 The Council manages the 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. 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).
- 6.2 All Children and Families capital projects are delivered in line with the Council's Risk Management Policy and Framework. Ensuring sufficient accommodation for

catchment pupils to secure a place at their catchment school is the key objective of the primary school rising rolls programme and there is a significant reputational risk to the Council if this is not achieved.

Equalities impact

- 7.1 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.
- 7.2 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

- 8.1 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

- 9.1 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.
- 9.2 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

[Strategic Management of School Places for August 2014](#) – Report to Education, Children and Committee on 4 March 2014

[Rising Rolls](#) – Report to Education, Children and Committee on 9 December 2014

[Children and Families Asset Management Plan](#) – Report to Education, Children and Families Committee on 9 December 2014

[Admissions P1, S1 Mainstream Schools](#) – policy approved 4 March 2014

Gillian Tee

Director of Children and Families

Contact: Crawford McGhie, Asset Planning Manager

E-mail: crawford.mcghie@edinburgh.gov.uk | Tel: 0131 469 3149

Links

Coalition pledges	P2 and P4
Council outcomes	CO1 and CO2
Single Outcome Agreement	SO3
Appendices	<ol style="list-style-type: none">1. P1 and S1 Intake August 2015 Timetable2. P1 Registrations (2014) and Actual P1 Catchment Pupils Retained3. Secondary School Intake Limits

Appendix 1

P1 and S1 Intake August 2015 Timetable of Events

Date	What is happening?
	<p>All N5 & P7 pupil address data verified and UPRN allocated on Click+Go. Catchment schools identified and initial information letters sent to parents.</p> <p>Posters advertising registration week distributed to all nursery & primary schools (including Partner Provider nurseries), doctors' surgeries, leisure centres and libraries.</p>
<p>Wednesday 05 November 2014</p>	<p>Primary schools open day for parents of catchment P1 children.</p>
<p>Thursday 06 November 2014</p>	<p>Advert in Evening News & Metro publicising P1 & S1 procedures.</p>
<p>Monday 10 November 2014</p>	<p>P1 registration week. RC baptismal certificates to be collated at time of registration (if applicable). Catchment pupil details to be recorded on SEEMiS.</p> <p>Provisional Allocations Report populated for P7 pupils, based on address details held on Click+Go. Secondary schools send appropriate supply of school handbooks to primary schools for onward distribution to P7 pupils.</p> <p>Online non-catchment placing request form goes live. From this date requests are recorded by GAP on SEEMiS each day and acknowledge letter or automated email sent to parents confirming receipt.</p>
<p>Friday 28 November 2014</p>	<p>Closing date for return of primary school proposed class organisation to Devolved Finance & Resource Officer.</p> <p>All catchment P1 pupils registered during registration week to be recorded on SEEMiS by this date.</p>
<p>Late-November/ Early-December 2014</p>	<p>Primary Head Teacher seminars take place (dates TBC). Secondary Head Teachers to inform Devolved Finance & Resource Officer of projected roll for 2015/16.</p>
<p>24 December 2014</p>	<p>Closing date for registration and non-catchment placing requests to allow for accurate projection of requests citywide.</p>

Date	What is happening?
Monday 05 January 2015	Nursery & Primary schools to investigate N5 children who are not yet registered on SEEMiS and encourage parents to register.
Monday 12 January 2015	<p>Meeting held involving Senior Education Manager (Inclusion & Pupil/Parent Support), GAP, Devolved Finance & Resources, Asset Planning and Communications Service to assess demand for places citywide, propose intake limits and class organisations for 2015/16.</p> <p>Oversubscribed Roman Catholic schools identified and letters sent to affected parents.</p> <p>Preparation of reports to Committee on Pupil/Student Support.</p> <p>Home to school route measurements requested to prepare for the creation of waiting lists.</p>
By 30 January 2015	Proposed intakes and class organisations issued to Head Teachers by Devolved Finance & Resource Officer.
Early to Mid February 2015	<p>Parent Council meetings take place, where appropriate.</p> <p>Draft staffing allocations notified to schools by Devolved Finance & Resource Officer.</p>
Thursday 26 February 2015	Meeting of the Committee on Pupil/Student Support to consider exceptional reasons submitted for placement in all oversubscribed schools. Waiting lists to be created based on committee decisions.
28 February 2015	<p>Catchment guarantee date. All children who are resident in the catchment area by this date are guaranteed a place in their non-denominational catchment school unless they move address before the start of the 2015/16 session.</p> <p>New Intake Registration screen and Delete Registration screen locked from this date – send new P1 registrations after this date to P1.registrations@edinburgh.gov.uk.</p>
Friday 13 March 2015	<p>Decisions on oversubscribed schools sent to parents. Waiting lists become operational.</p> <p>Preparation of reports to the Placing in Schools Appeal Committee commences.</p>
31 March 2015	Closing date for requests to delay entry to P1.
17 April 2015	Closing date for submission of placing in school

Date	What is happening?
	appeals and second-preference requests.
Monday 20 April 2015	<p>Primary & Secondary schools to confirm places with parents and invite to induction visit. Inform GAP if places are declined.</p> <p>Decisions on late and second-preference placing requests sent to parents in writing from this date onwards.</p>
Late-April to Late-May 2015	Placing in Schools Appeal Committee hearings take place.
16 – 18 June 2015	P7>S1 transition days.
Monday 17 August 2015	<p>Waiting lists passed to relevant schools. Responsibility for subsequent allocation of places devolved to Head Teacher from this date.</p> <p>Primary & Secondary schools to contact parents of children who have not attended as expected 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.</p>
Monday 31 August 2015	Places held by children who have not attended as expected can be released to those on the waiting list (if applicable).
Monday 07 September 2015	Pupil data cleared from SEEMiS in preparation for next session's intake.

Appendix 2

P1 Registrations (2014) and Actual P1 Catchment Pupils Retained

	P1 Registrations (27 Jan 2014)	Peak Registrations (Jan' 14 - July ' 14)	Catchment Pupils Attending (Sept '14 Census)	Change Since Peak	
Abbeyhill Primary School	30	31	21	-10	-32%
Balgreen Primary School	63	68	58	-10	-15%
Blackhall Primary School	60	60	52	-8	-13%
Bonaly Primary School	59	60	54	-6	-10%
Broomhouse Primary School	18	31	24	-7	-23%
Broughton Primary School	66	85	56	-29	-34%
Brunstane Primary School	34	35	18	-17	-49%
Bruntsfield Primary School	91	96	85	-11	-11%
Buckstone Primary School	35	39	40	1	3%
Bun-sgoil Taobh na Pàirce (Parkside Primary)	67	67	65	-2	-3%
Canal View Primary School	56	64	35	-29	-45%
Carrick Knowe Primary School	75	77	67	-10	-13%
Castleview Primary School	47	63	37	-26	-41%
Clermiston Primary School	71	73	60	-13	-18%
Clovenstone Primary School	32	43	23	-20	-47%
Colinton Primary School	28	30	21	-9	-30%
Corstorphine Primary School	74	77	66	-11	-14%
Craigentiny Primary School	47	50	26	-24	-48%
Craiglockhart Primary School	59	60	43	-17	-28%
Craigour Park Primary School	72	80	64	-16	-20%
Craigroyston Primary School	49	52	38	-14	-27%
Cramond Primary School	57	60	52	-8	-13%
Currie Primary School	56	59	45	-14	-24%
Dalmeny Primary School	10	11	10	-1	-9%
Dalry Primary School	45	49	33	-16	-33%
Davidson's Mains Primary School	74	75	66	-9	-12%
Dean Park Primary School	63	63	54	-9	-14%
Duddingston Primary School	35	37	29	-8	-22%
East Craigs Primary School	74	75	60	-15	-20%
Echline Primary School	51	52	45	-7	-13%
Ferryhill Primary School	62	66	50	-16	-24%
Flora Stevenson Primary School	91	102	81	-21	-21%

	P1 Registrations (27 Jan 2014)	Peak Registrations (Jan' 14 - July '14)	Catchment Pupils Attending (Sept '14 Census)	Change Since Peak	
Forthview Primary School	56	62	48	-14	-23%
Fox Covert ND Primary School	40	40	34	-6	-15%
Fox Covert Roman Catholic Primary School	25	25	20	-5	-20%
Gilmerton Primary School	84	95	79	-16	-17%
Gracemount Primary School	70	85	70	-15	-18%
Granton Primary School	68	81	67	-14	-17%
Gylemuir Primary School	73	85	76	-9	-11%
Hermitage Park Primary School	58	62	48	-14	-23%
Hillwood Primary School	7	7	4	-3	-43%
Holy Cross Roman Catholic Primary School	52	53	45	-8	-15%
James Gillespie's Primary School	98	100	86	-14	-14%
Juniper Green Primary School	62	64	52	-12	-19%
Kirkliston Primary School	80	82	79	-3	-4%
Leith Primary School	70	95	70	-25	-26%
Leith Walk Primary School	44	50	37	-13	-26%
Liberton Primary School	63	68	55	-13	-19%
Longstone Primary School	34	35	31	-4	-11%
Lorne Primary School	27	29	17	-12	-41%
Murrayburn Primary School	54	58	49	-9	-16%
Nether Currie Primary School	20	20	18	-2	-10%
Newcraighall Primary School	16	16	13	-3	-19%
Niddrie Mill Primary School	40	60	40	-20	-33%
Oxgangs Primary School	66	67	53	-14	-21%
Parsons Green Primary School	54	54	46	-8	-15%
Pentland Primary School	73	78	64	-14	-18%
Pirniehall Primary School	24	31	17	-14	-45%
Preston Street Primary School	48	50	36	-14	-28%
Prestonfield Primary School	20	20	18	-2	-10%
Queensferry Primary School	66	68	54	-14	-21%
Ratho Primary School	45	46	42	-4	-9%
Roseburn Primary School	42	43	35	-8	-19%
Royal Mile Primary School	25	27	18	-9	-33%
Sciennes Primary School	80	80	74	-6	-8%
Sighthill Primary School	49	51	43	-8	-16%
South Morningside Primary School	104	110	96	-14	-13%
St Catherine's Roman Catholic Primary School	41	41	34	-7	-17%

	P1 Registrations (27 Jan 2014)	Peak Registrations (Jan' 14 - July '14)	Catchment Pupils Attending (Sept '14 Census)	Change Since Peak	
St Cuthbert's Roman Catholic Primary School	36	36	35	-1	-3%
St David's Roman Catholic Primary School	48	52	41	-11	-21%
St Francis' Roman Catholic Primary School	48	55	34	-21	-38%
St John Vianney Roman Catholic Primary School	48	49	49	0	0%
St John's Roman Catholic Primary School	48	53	45	-8	-15%
St Joseph's Roman Catholic Primary School	61	63	53	-10	-16%
St Margaret's Roman Catholic Primary School	12	12	10	-2	-17%
St Mark's Roman Catholic Primary School	27	27	18	-9	-33%
St Mary's Roman Catholic Primary School (Edin.)	70	71	46	-25	-35%
St Mary's Roman Catholic Primary School (Leith)	72	78	66	-12	-15%
St Ninian's Roman Catholic Primary School	47	49	43	-6	-12%
St Peter's Roman Catholic Primary School	95	98	78	-20	-20%
Stenhouse Primary School	62	67	47	-20	-30%
Stockbridge Primary School	35	39	32	-7	-18%
The Royal High Primary School	29	30	24	-6	-20%
Tollcross Primary School	29	29	22	-7	-24%
Towerbank Primary School	100	117	101	-16	-14%
Trinity Primary School	79	86	64	-22	-26%
Victoria Primary School	49	50	40	-10	-20%
Wardie Primary School	74	77	65	-12	-16%

Appendix 3

S1 Intake Limits 2015

Secondary School	S1 Intake Limit
Boroughmuir High School	200
Broughton High School	220
Holy Rood RC High School*	220
James Gillespie's High School	200
Portobello High School	220
The Royal High School	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 do not have an intake limit as potential over occupancy has not been an issue.