

# Education, Children and Families Committee

10am, Tuesday, 24 May 2016

## Strategic Management of School Places: P1 and S1 Intakes for August 2016

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|-------------------|-----------|
| Item number       | 7.5       |
| Report number     |           |
| Executive/routine | Executive |
| Wards             | All       |

### Executive summary

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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 2016/17. A previous version of this report was due to have been considered by Committee on 1 March 2016 but was withdrawn.

Although the P1 intake in August 2015 was lower than the previous two years it remains at a high level and this continues to cause the overall P1-P7 school rolls 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 2016 P1 intake. However, this report notes that priority will be given to baptised Roman Catholic pupils in 13 Roman Catholic Primary Schools.

In the secondary sector, the number of registrations for S1 in August 2016 is comparable with the equivalent time in August 2015.

### 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>                         |

## Strategic Management of School Places: P1 and S1 Intakes for August 2016

### Recommendations

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- 1.1 Note the content of this report.
- 1.2 Note that baptised Roman Catholic pupils are being prioritised into 13 primary schools and into St Thomas of Aquin's RC High School.

### Background

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- 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 2016. It is based on the findings of a Communities 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 This is the latest in a series of annual reports which are ordinarily presented to Committee in March with year to year comparative data being based on the information prevailing at the beginning of February. A previous version of this report was due to have been considered by Committee on 1 March 2016 but was withdrawn. The year to year comparative position reflected in this report has been updated to use the data at the middle of March being the point of the first placement allocations for which comparative data from 2015 was available.
- 2.3 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.
- 2.4 This report illustrates that, while the total P1 intake in August 2015 was lower than intakes in the previous two years and was lower than predicted in the Strategic Management of School Places report in March 2015, P1 intakes

remain at a high level and far exceed the number of pupils in exiting P7 classes.

- 2.5 The impact of larger P1 intakes entering the primary school system with smaller P7 classes exiting has maintained growth in the overall P1-P7 roll. However, the increase of 2.8% in the overall primary school roll between 2014/15 and 2015/16 is the lowest rate of growth in the last four years.
- 2.6 Despite higher numbers of pupils entering P1 and increasing pressure at upper stages, the successful delivery of additional accommodation in each of the past three years has provided the capacity necessary to allow P1 catchment pupils a place at their catchment school. The delivery of further additional accommodation in August 2016 will further mitigate against capacity issues in future years and has resulted in few accommodation issues being anticipated for the August 2016 P1 intake.
- 2.7 In the secondary sector, following a period of decline S1 intakes have begun to increase. The S1 intake in August 2015 was the highest since 2010 and is likely to be matched by a similar intake in August 2016. However, the overall secondary school roll continues to fall with the 2016/17 session expected to mark its lowest point. Beyond 2016/17 it is expected that rolls will begin to grow quickly as larger numbers in the primary sector begin to filter into secondary.

## Main report

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### Intake Projections for August 2016

- 3.1 The P1 roll at the time of the census in September 2015 was 4,501 pupils. P1 intake projections, which are largely derived from previously recorded birth rates, suggest that the P1 intake in August 2016 will show significant growth on those experienced in 2015. However, to date, the number of P1 registrations for August 2016 is only marginally higher than the equivalent time in 2015. Applying a three year average of the percentage change in pupils registered in January versus the actual P1 intakes in the following August, a P1 intake of 4,543 is estimated for August 2016.
- 3.2 The intake estimated for August 2016 is not expected to be significantly different from that experienced in August 2015 or August 2014 suggesting that the P1 intake will remain at a high level. It is anticipated that the effect of this will be continued growth in the overall roll of the primary sector as the estimated 4,543 P1 pupils entering the primary school system replace the 3,335 P7 pupils exiting.
- 3.3 This high level of P1 intake is forecast to be maintained until 2019 when the actual number of births recorded in 2014/15 suggests the lowest P1 intake since the 2008/09 session may occur. Furthermore, half yearly data suggests that the number of births recorded in 2015/16 will be lower still. This fall in the birth rate would be contrary to the most recent birth projections produced by the

National Records of Scotland and, while it is too early to suggest that it represents the start of a downward trend in P1 intakes, if it were to occur as forecast, it may at the very least reduce pressure on early stages in 2019/20 and 2020/21.

- 3.4 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, 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 P1 catchment registrations in January 2015 compared with the number of P1 catchment pupils attending the school in August 2015.
- 3.5 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 schools and may not be available to address growing accommodation issues in lower stages.
- 3.6 The Strategic Management of School Places Report in March 2015 forecast that the S1 intake in August 2015 would be 3,321 and would represent a turning point for S1 intakes. The actual intake was slightly lower at 3,286 but this was the highest S1 intake since 2010 and represented an increase of more than 3.9% on the S1 intake experienced in August 2014.
- 3.7 The 3,394 S1 registrations received by March 2016 were only marginally lower than for the equivalent time in 2015 suggesting that the actual S1 intake in August 2016 will be similar in size to that experienced in August 2015. Accordingly, the S1 intake for August 2016 is forecast to be 3,283.

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

#### ***August 2015***

- 3.8 New accommodation was provided at thirteen primary schools for August 2015, contributing an additional 686 places to the capacity of the primary school estate and contributing to 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 2015 and provides a description of what was provided. 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 2015**

| Schools                          | New Accommodation Description  |
|----------------------------------|--|
| Bruntsfield Primary School       | Internal reconfiguration to provide one additional classroom.  |
| Buckstone Primary School         | Internal reconfiguration to provide two additional classrooms.   |
| Clermiston Primary School        | New four classroom building.   |
| Flora Stevenson Primary School   | New three classroom building and significant playground improvements.  |
| Gilmerton Primary School         | New four classroom building.   |
| Granton Primary School           | Internal reconfiguration to provide one additional classroom.  |
| James Gillespie's Primary School | New four classroom building.   |
| Kirkliston Primary School        | Internal reconfiguration to deliver two new class spaces in the main school building as part of wider extension project.       |
| Liberton Primary School          | Internal reconfiguration to provide one additional classroom.  |
| Pentland Primary School          | New three classroom building.  |
| Ratho Primary School             | New four classroom building.   |
| South Morningside Primary School | New P1/P2 annexe at Deanbank Resource Centre.  |
| Wardie Primary School            | Extension to the existing building previously delivered under the rising rolls programme to provide two additional classrooms. |

3.9 The capacity of the primary school estate also experienced increases as a result of the implementation of a new capacity methodology following the release in October 2014 of the Scottish Government's Determining Primary School Capacity guidance which sets out for all local authorities a recommended approach to assessing the capacity of primary schools. The programme for the implementation of this change is ongoing, but in the 2015/16 session in combination with the provision of the additional accommodation highlighted in Table 1 above, the capacity of the school estate grew by 1,134 places (+3.5%).

- 3.10 Overall primary school rolls grew by 2.8% between the 2014/15 and 2015/16 sessions. Table 2 shows that the number of schools exceeding a 100% occupancy level is unchanged. However, for the second successive year there has been a reduction in the number of schools in the 60% and under occupancy bracket and 75% of all primary schools now have an occupancy level exceeding 80% compared to just 56% five years ago. 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 2015/16**

| Occupancy Level | Primary Schools |             | Change on 2014/15 |
|-----------------|-----------------|-------------|-------------------|
|                 | Number          | %           | %                 |
| Over 100%       | 11              | 12.5%       | 0.0%              |
| 81-100%         | 55              | 62.5%       | +6.8%             |
| 61-80%          | 17              | 19.3%       | -4.6%             |
| 60% and under   | 5               | 5.7%        | -2.2%             |
| <b>Total</b>    | <b>88</b>       | <b>100%</b> |                   |

**August 2016**

- 3.11 On 19 May 2015 Committee approved that new accommodation be provided at four primary schools subject to a final decision regarding the necessity for such provision being delegated to the Executive Director of Communities and Families to be taken in January 2016.
- 3.12 Following consideration of P1 intakes and an analysis of P1 projections, it was determined that additional accommodation will be necessary for August 2016 at three of these schools. A summary of the accommodation being provided is shown in Table 3; work on the construction of this new accommodation began at each school in March 2016.

**Table 3: New Accommodation to be delivered for August 2016**

| Primary School       | New Accommodation Description |
|----------------------|-------------------------------|
| Fox Covert           | New four classroom building.  |
| East Craigs          | New three classroom building. |
| St Mary's RC (Leith) | New two classroom building.   |

- 3.13 During the archaeology evaluation which was requested as part of the planning permission for the new classroom building at St Mary's RC (Leith), graves were discovered which initial analysis suggest are potentially victims of the plague

(15th Century onwards) and/or the siege of Leith (1560). Due to the significance of this find, further archaeological work is required in order that the items of interest can be removed and preserved. At the time of writing early indications are that the archaeological work may take up to eight weeks which would mean that the new classrooms at St Mary's RC (Leith) will not be deliverable for the start of the new session in August 2016. Accordingly, the school may be required to temporarily use a general purpose space to accommodate a class until such time as the new building becomes available.

- 3.14 Following a review of expected P1 intakes, it was determined that no new accommodation was required at Balgreen Primary School for August 2016. However, the birth rate in Balgreen's catchment area continues to increase and the requirement for this accommodation should, and will, be kept under annual review.
- 3.15 On 19 May 2015 Committee also approved that internal reconfiguration works be undertaken at Ferryhill, Granton and Roseburn Primary Schools to provide increased classroom provision for August 2016. However, the level of registrations show that additional classroom space will no longer be required at Roseburn Primary School for August 2016 and so the requirement to undertake this work was put on hold and will be reviewed again in January 2017.
- 3.16 The addition of this new accommodation and internal reconfiguration will increase the capacity of the primary school estate by a further 280 places (+0.8%). The capacity of the primary school estate will also be increased further in 2016/17 following completion of the process of implementing the Scottish Government's 'Determining Primary School Capacity' guidance.
- 3.17 In the secondary sector, nearly two thirds of schools are at least 80% occupied with four schools operating beyond their notional capacity - see Table 4 below. While the S1 intake in August 2015 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 2015/16**

| Occupancy Level | Secondary Schools |             | Change on 2014/15 |
|-----------------|-------------------|-------------|-------------------|
| %               | Number            | %           | %                 |
| Over 100%       | 2                 | 9%          | -8%               |
| 81-100%         | 12                | 52%         | +4%               |
| 61-80%          | 5                 | 22%         | 0%                |
| 60% and under   | 4                 | 17%         | +4%               |
| <b>Total</b>    | <b>23</b>         | <b>100%</b> |                   |

## **Review of Primary School Capacity**

- 3.18 On 8 December 2015 Committee received an [update to the Children and Families Asset Management Plan 2014](#). This provided an update on the status of the review of primary school capacity in light of the new guidance for Local Authorities which was issued by the Scottish Government in October 2014.
- 3.19 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.
- 3.20 Throughout 2015 an analysis of existing school accommodation was undertaken and the new methodology applied where appropriate, to ensure that the classroom capacity of individual schools under pressure from rising rolls and expected P1 intakes accurately reflected any changes brought about by the new methodology which might have reduced the requirement for, or scale of, the accommodation solutions required for August 2016 or 2017. In the longer term, this additional capacity will assist in addressing pressure from rising rolls across the estate.
- 3.21 Having identified the number of classrooms and general purpose spaces within each school, the next stage in the review is to determine the actual capacities of schools based on the number of pupils which every classroom within each school can accommodate in line with the recommended ratio of 1.7m<sup>2</sup> per pupil. This work has been prioritised according to the demands faced by individual schools where, for example, the capacity of a room to accommodate a team teaching arrangement may be required, to establish a limit where classrooms have previously been capped or to provide detailed capacity data for the school appeals process.
- 3.22 The eventual output of this work will be two different capacity figures for each school – planning capacity and working capacity. Planning capacity is a fixed measurement of capacity which calculates, in theory, the maximum number of children that can be accommodated in a school and is recommended to be used for strategic planning purposes and official statistical returns to the Scottish Government. Working capacity is more flexible and can vary between one year and the next depending on the class organisations determined for each school to ensure expected catchment intake is accommodated as efficiently as possible.
- 3.23 This work will continue through 2016 and the official planning capacity for each school in the primary estate will be reported to Committee at a future date.

## **Review of Secondary School Capacity**

- 3.24 While school rolls at secondary level are currently low, the higher S1 intakes forecast from 2017 are projected to begin driving secondary rolls upwards. Increases at S1 come at a time when stay-on rates at S5 and S6 are also increasing. The average stay-on rate between S4 and S5 has increased from



80% in 2008 to 87% in 2015 while the stay-on rate between S5 and S6 has increased from 64% to 72% 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.

- 3.25 The [Rising School Rolls](#) report considered by the Committee on 8 December 2015 set out the process by which a review of the capacity requirements of each secondary school would be undertaken. This review, which is a collaborative process between the schools and members of the School Estate Planning Team, is underway and will continue with all secondary schools during 2016.

### **Accommodation Restrictions – Capped Classes**

- 3.26 The Strategic Management of School Places Report to Committee in March 2015 reported that the historic capping of primary school classes at 30 pupils where the physical size of the classrooms was considered a constraint had been superseded by the physical capacity standards set out in the Scottish Government's primary school capacity guidance for authorities released in October 2014.
- 3.27 The Scottish Government's 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 it will be considered on a case-by-case basis in discussion with school management as part of the P1 intake process and in each year, where it is known by February that a non-standard capacity will be required, this will be reflected in the Strategic Management of School Places Report to Committee.
- 3.28 P1 registrations for August 2016 and the resulting school organisations required do not suggest that any breaches of 'standard' classroom capacity will be required in the 2016/17 session.

### **Provision of School Places**

- 3.29 The Council manages the provision of school places using principles and practices that are in line with the Education (Scotland) Act 1980, as amended. Further detail of how these fundamental principles are applied by the Council to the provision of school places are set out in the [Admissions to Mainstream Schools Policy](#).
- 3.30 Five places are reserved for pupils with additional support needs at the following:
- Craigmount High School
  - Drummond Community High School
  - Leith Academy

- Oxfangs Primary School
- St Thomas of Aquin's High School

3.31 The following schools have special classes which have the same legal status as 'special schools' although they are contained within mainstream schools. Some of the children in these special classes spend some time on some days in mainstream classes and these children of P1 to P3 age have the legal status of being 'excepted' pupils which mean they do not count towards the intake limit for the mainstream classes:

- Broughton
- Craigentenny
- Murrayburn
- Royal Mile
- St Cuthbert's RC
- Stenhouse

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

3.32 In March 2015 the number of P1 registrations at Roman Catholic (RC) Primary Schools stood at 593. However, in March 2016 the number of P1 registrations at RC Primary Schools stood at 578; a drop of 2.5%. Similarly, the number of registrations providing evidence of baptism by March 2016 reduced by 2.6% when compared with the previous year.

3.33 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.

3.34 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.

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

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

- 3.36 Catchment registration and the handling of placing requests across the city is a major but routine organisational procedure undertaken by Communities 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 by the end of February to share with them the proposed P1 and S1 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.
- 3.37 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 Communities and Families through to the start of session in August. Appendix 1 sets out the current process.
- 3.38 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 P1 pupils attending at the time of the September census. In many schools this drop can be significant; in 2015 the average drop was 13%. 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.
- 3.39 These changes make it difficult not to over-plan for placements and many schools which, in January 2016, 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 2016. 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**

- 3.40 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.
- 3.41 In the August 2016 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 be used either to organise an additional class or to organise a team teaching approach where application of the Scottish Government's standards for the physical capacity of a classroom within the school suggest it would be possible to do so.
- 3.42 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**

- 3.43 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.
- 3.44 This has also led 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 Council incurring the additional cost of a teacher at a future stage or stages.
- 3.45 The Education (Scotland) Act 1980 allows an authority to reserve places at any stage in a school for incoming catchment children. One place per class will be

reserved for incoming catchment pupils in each class in primary school and two reserved places for each team teaching class where possible. In secondary schools one reserved place for incoming catchment pupils will be kept at each year stage where possible. 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 can obtain a place at their catchment school.

- 3.46 It will not be possible to reserve places at every school due to pressure of catchment numbers. Reserved places will normally be retained throughout the year, where possible, for incoming catchment children. Where non catchment places are granted by an Appeal Committee or a Sheriff this may result in fewer reserved places being available.

### **Parental Preference**

- 3.47 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 35% in 2015. 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.
- 3.48 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.
- 3.49 With regard to the secondary sector, an increase in the S1 intake in 2015 compared to the exceptionally low intake experienced in 2014 resulted in the number of S1 non-catchment placing requests being refused increasing from just 7% in 2014 to 23% in 2015.

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

- 3.50 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***

#### **Ferryhill Primary School**

- 3.51 In May 2015 Committee approved that additional classroom space be provided at Ferryhill Primary School for August 2016 in the space vacated following the

relocation of the nursery classes to a new facility which was also approved by Committee in May 2015.

- 3.52 However, the timescales by when the new nursery will be delivered mean that the nursery classes will still require use of their existing space beyond August 2016. Accordingly, with P1 registrations for August 2016 suggesting that an additional classroom will be necessary to accommodate catchment demand, the Rising Rolls working group established at the school to consider accommodation solutions identified a temporary arrangement for the 2016/17 session which would require the temporary conversion of the existing staffroom for classroom space and the temporary relocation of the After School Club within the school.
- 3.53 This temporary arrangement will be in place for the 2016/17 session only. The new nursery will be completed during the 2016/17 session, allowing the work necessary to convert the existing nursery space for classroom use to take place in time for the start of the 2017/18 session. Under the temporary arrangement the school would not lose any of its general purpose space provision.

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

- 3.54 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, where catchment applications exceed places available it has been necessary to prioritise baptised Roman Catholic catchment pupils. The schools where this approach was necessary for this year were:

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

## **Secondary Schools**

3.55 In August 2016 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.

3.56 However, at the following secondary school the number of S1 catchment registrations for August 2016 currently exceeds the maximum intake limit:

### James Gillespie's High School

James Gillespie's High School currently has 229 S1 catchment registrations and an S1 intake limit of 220 pupils. This number has been in decline since January 2016 when there were 243 S1 catchment registrations and it is anticipated that between March 2016 and August 2016 this number may fall further. However, a review of the accommodation and timetabling requirements of the school has confirmed that the standard intake limit of 220 S1 pupils may, for 2016/17, be increased to a maximum of 240 pupils if this ultimately proves to be necessary.

*Action: Monitor numbers and adjust intake limit if necessary.*

### St. Thomas of Aquin's RC High School

3.57 In January 2016 St Thomas of Aquin's High School had 151 catchment pupils registered and an S1 intake limit of 140 pupils. Five places are also reserved for pupils with Moderate Learning Difficulties. As catchment applications exceeded places available, as a precautionary measure Communities and Families requested that the school collect evidence of baptism from their applicants to allow prioritisation of baptised Roman Catholic pupils.

3.58 At the time of writing all baptised Roman Catholic pupils have now been accommodated. Seven non-baptised catchment places have been refused, however it is anticipated that registration numbers will continue to fall allowing some, or all, of these places to be granted by August 2016.

## **Measures of success**

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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

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- 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 2016/17. In the current financial climate the need to ensure efficient use of resources from the Communities 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 Ferryhill or Granton Primary Schools will be met from the Communities and Families rising rolls capital budget. The estimated costs for these works have been included in the latest projected cost for the rising rolls programme.

## Risk, policy, compliance and governance impact

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- 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. 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 Communities 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

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- 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

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- 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

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- 9.1 Proposed class organisations were shared with Head Teachers at the end of January, with Head Teachers being asked 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

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[Strategic Management of School Places for August 2015](#) – Report to Education, Children and Committee on 3 March 2015

[Rising Rolls](#) – Report to Education, Children and Committee on 8 December 2015

[Children and Families Asset Management Plan](#) – Report to Education, Children and Families Committee on 8 December 2015

[Admissions to Mainstream Schools](#) – policy approved 1 March 2016

## Alistair Gaw

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## Links

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### Coalition pledges

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

### Council outcomes

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

**Single Outcome Agreement** SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential

**Appendices**

1. P1 and S1 Intake August 2016 Timetable
2. P1 Registrations (2015) and Actual P1 Catchment Pupils Retained
3. Secondary School Intake Limits

## Appendix 1

### P1 & S1 Intake – Session 2016/17: Timetable of Events

| When?              | What is happening?  |
|--------------------|---|
| By 30 October 2015 | <ul style="list-style-type: none"> <li>All N5 &amp; P7 pupil address data verified and UPRN allocated on Click+Go. Catchment schools identified and initial information letters sent to parents.</li> <li>P1/S1 Placing In Schools Booklet reviewed and updated.</li> <li>Posters advertising registration week distributed to all nursery &amp; primary schools (including Partner Provider nurseries).</li> </ul>   |
| 4 November 2015    | <ul style="list-style-type: none"> <li><b>Primary schools open day</b> for parents of catchment P1 children.</li> </ul>   |
| 5 November 2015    | <ul style="list-style-type: none"> <li>Advert in Evening News &amp; Metro publicising P1 &amp; S1 procedures.</li> </ul>  |
| 9 November 2015    | <ul style="list-style-type: none"> <li><b>P1 registration week starts.</b> RC baptismal certificates to be collated at time of registration (if applicable). Catchment pupil details to be recorded on SEEMiS.</li> <li>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.</li> <li><b>Online non-catchment placing request form goes live.</b> From this date requests are recorded by GAP on SEEMiS each day and acknowledgment letter or automated email sent to parents confirming receipt.</li> </ul> |
| 13 November 2015   | <ul style="list-style-type: none"> <li><b>P1 registration week ends.</b> Subsequent registrations by appointment.</li> <li>School Placements team begin liaising with Corporate Fraud Team to query dubious</li> </ul>  |

| When?                  | What is happening?  |
|------------------------|---|
|                        | addresses.  |
| 27 November 2015       | <ul style="list-style-type: none"> <li>• <b>Closing date for return of primary school proposed class organisation</b> to Devolved Finance &amp; Resource Officer.</li> <li>• All catchment P1 pupils registered during registration week to be recorded on SEEMiS by this date.</li> </ul>  |
| 24 December 2015       | <ul style="list-style-type: none"> <li>• <b>Closing date for non-catchment placing requests</b> to allow for accurate projection of requests citywide.</li> <li>• Secondary Head Teachers to inform Devolved Finance &amp; Resource Officer of projected roll for 2016/17.</li> </ul>   |
| From<br>5 January 2016 | <ul style="list-style-type: none"> <li>• Nursery &amp; Primary schools to investigate N5 children who are not yet registered on SEEMiS and encourage parents to register.</li> <li>• Meeting held involving Senior Education Manager (Inclusion &amp; Pupil/Parent Support), GAP, Devolved Finance &amp; Resource, Council Solicitor, Asset Planning and Communications Service to assess demand for places citywide, propose intake limits and class organisations for 2016/17.</li> <li>• Oversubscribed Roman Catholic schools identified and letters sent to affected parents.</li> <li>• Preparation of reports to Committee on Pupil/Student Support.</li> <li>• Home to school route measurements requested to prepare for the creation of waiting lists.</li> </ul> |
| Mid January 2016       | <ul style="list-style-type: none"> <li>• Primary Head Teacher seminars take place.</li> </ul>   |
| By<br>31 January 2016  | <ul style="list-style-type: none"> <li>• Proposed intakes and class organisations issued to Head Teachers by Devolved Finance &amp; Resource Officer.</li> </ul>  |

| When?                      | What is happening?   |
|----------------------------|--|
| Early to Mid February 2016 | <ul style="list-style-type: none"> <li>• Parent Council meetings take place, where appropriate.</li> <li>• Draft staffing allocations notified to schools by Devolved Finance &amp; Resource Officer.</li> </ul>   |
| Late February 2016         | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   |
| 29 February 2016           | <ul style="list-style-type: none"> <li>• <b>Catchment guarantee date.</b> 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 2016/17 session.</li> <li>• New Intake Registration screen and Delete Registration screen locked from this date – schools to email late P1 registrations after this date to School Placements team.</li> </ul> |
| 11 March 2016              | <ul style="list-style-type: none"> <li>• <b>Decisions on oversubscribed schools sent to parents.</b> Waiting lists become operational.</li> <li>• Preparation of reports to the Placing in Schools Appeal Committee commences.</li> </ul>  |
| 31 March 2016              | <ul style="list-style-type: none"> <li>• <b>Closing date for requests to delay entry to P1.</b></li> </ul>   |
| 15 April 2016              | <ul style="list-style-type: none"> <li>• <b>Closing date for submission of placing in school appeals and second-preference requests.</b></li> </ul>  |
| From 19 April 2016         | <ul style="list-style-type: none"> <li>• <b>Primary &amp; Secondary schools to confirm places</b> with parents and invite to induction visit. Inform GAP if places are declined.</li> <li>• Decisions on late and second-preference placing requests sent to parents in writing from this date onwards.</li> </ul>   |
| May – June 2016            | <ul style="list-style-type: none"> <li>• <b>Placing in Schools Appeal Committee</b> hearings</li> </ul>  |

| When?                  | What is happening?  |
|------------------------|---|
|                        | take place.   |
| 21 – 23 June 2016      | <ul style="list-style-type: none"> <li>• P7 transition days.</li> </ul>   |
| From<br>15 August 2016 | <ul style="list-style-type: none"> <li>• <b>Waiting lists passed to relevant schools.</b><br/>Responsibility for subsequent allocation of places devolved to Head Teacher from this date following waiting list priority.</li> <li>• Primary &amp; 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.</li> <li>• Where possible, one reserved place per class held at primary schools for incoming catchment children.</li> </ul> |
| 29 August 2016         | <ul style="list-style-type: none"> <li>• Places held by children who have not attended as expected can be withdrawn.</li> </ul>   |
| 5 September 2016       | <ul style="list-style-type: none"> <li>• <b>Pupil data cleared from SEEMiS</b> in preparation for next session's intake.</li> </ul>   |

## Appendix 2

### P1 Registrations (2015) and Actual P1 Catchment Pupils Retained

|  | P1 Registrations (Jan 2015) | Catchment Pupils Attending (Sept '15 Census) | % Change |
|--|-----------------------------|--|----------|
| Abbeyhill Primary School                     | 35                          | 27   | -22.9%   |
| Balgreen Primary School                      | 59                          | 55   | -6.8%    |
| Blackhall Primary School                     | 74                          | 56   | -24.3%   |
| Bonaly Primary School                        | 63                          | 55   | -12.7%   |
| Broomhouse Primary School                    | 17                          | 30   | 76.5%    |
| Broughton Primary School                     | 44                          | 42   | -4.5%    |
| Brunstane Primary School                     | 25                          | 21   | -16.0%   |
| Bruntsfield Primary School                   | 77                          | 61   | -20.8%   |
| Buckstone Primary School                     | 65                          | 62   | -4.6%    |
| Bun-sgoil Taobh na Pàirce (Parkside Primary) | 53                          | 57   | 7.5%     |
| Canal View Primary School                    | 57                          | 34   | -40.4%   |
| Carrick Knowe Primary School                 | 72                          | 51   | -29.2%   |
| Castleview Primary School                    | 44                          | 32   | -27.3%   |
| Clermiston Primary School                    | 69                          | 70   | 1.4%     |
| Clovenstone Primary School                   | 37                          | 30   | -18.9%   |
| Colinton Primary School                      | 19                          | 26   | 36.8%    |
| Corstorphine Primary School                  | 94                          | 83   | -11.7%   |
| Craigentiny Primary School                   | 51                          | 33   | -35.3%   |
| Craiglockhart Primary School                 | 57                          | 43   | -24.6%   |
| Craigour Park Primary School                 | 58                          | 68   | 17.2%    |
| Craigroyston Primary School                  | 46                          | 39   | -15.2%   |
| Cramond Primary School                       | 62                          | 57   | -8.1%    |
| Currie Primary School                        | 68                          | 61   | -10.3%   |
| Dalmeny Primary School                       | 9                           | 3  | -66.7%   |
| Dalry Primary School                         | 39                          | 35   | -10.3%   |
| Davidson's Mains Primary School              | 77                          | 79   | 2.6%     |
| Dean Park Primary School                     | 65                          | 53   | -18.5%   |
| Duddingston Primary School                   | 44                          | 37   | -15.9%   |
| East Craigs Primary School                   | 65                          | 65   | 0.0%     |

|  | P1 Registrations (Jan 2015) | Catchment Pupils Attending (Sept '15 Census) | % Change |
|--|-----------------------------|--|----------|
| Echline Primary School                   | 37                          | 28   | -24.3%   |
| Ferryhill Primary School                 | 45                          | 48   | 6.7%     |
| Flora Stevenson Primary School           | 104                         | 75   | -27.9%   |
| Forthview Primary School                 | 55                          | 42   | -23.6%   |
| Fox Covert ND Primary School             | 34                          | 29   | -14.7%   |
| Fox Covert Roman Catholic Primary School | 28                          | 25   | -10.7%   |
| Gilmerton Primary School                 | 67                          | 69   | 3.0%     |
| Gracemount Primary School                | 64                          | 56   | -12.5%   |
| Granton Primary School                   | 63                          | 62   | -1.6%    |
| Gylemuir Primary School                  | 63                          | 68   | 7.9%     |
| Hermitage Park Primary School            | 53                          | 43   | -18.9%   |
| Hillwood Primary School                  | 14                          | 11   | -21.4%   |
| Holy Cross Roman Catholic Primary School | 51                          | 43   | -15.7%   |
| James Gillespie's Primary School         | 97                          | 84   | -13.4%   |
| Juniper Green Primary School             | 66                          | 61   | -7.6%    |
| Kirkliston Primary School                | 75                          | 63   | -16.0%   |
| Leith Primary School                     | 60                          | 59   | -1.7%    |
| Leith Walk Primary School                | 37                          | 29   | -21.6%   |
| Liberton Primary School                  | 72                          | 81   | 12.5%    |
| Longstone Primary School                 | 47                          | 30   | -36.2%   |
| Lorne Primary School                     | 28                          | 26   | -7.1%    |
| Murrayburn Primary School                | 31                          | 33   | 6.5%     |
| Nether Currie Primary School             | 8                           | 6  | -25.0%   |
| Newcraighall Primary School              | 15                          | 10   | -33.3%   |
| Niddrie Mill Primary School              | 32                          | 30   | -6.3%    |
| Oxgangs Primary School                   | 71                          | 55   | -22.5%   |
| Parsons Green Primary School             | 55                          | 54   | -1.8%    |
| Pentland Primary School                  | 72                          | 66   | -8.3%    |
| Pirniehall Primary School                | 18                          | 20   | 11.1%    |
| Preston Street Primary School            | 39                          | 39   | 0.0%     |
| Prestonfield Primary School              | 17                          | 15   | -11.8%   |
| Queensferry Primary School               | 63                          | 54   | -14.3%   |



|   | P1 Registrations (Jan 2015) | Catchment Pupils Attending (Sept '15 Census) | % Change |
|---|-----------------------------|--|----------|
| Ratho Primary School                            | 32                          | 25   | -21.9%   |
| Roseburn Primary School                         | 45                          | 36   | -20.0%   |
| Royal Mile Primary School                       | 22                          | 20   | -9.1%    |
| Sciennes Primary School                         | 78                          | 73   | -6.4%    |
| Sighthill Primary School                        | 43                          | 41   | -4.7%    |
| South Morningside Primary School                | 106                         | 91   | -14.2%   |
| St Catherine's Roman Catholic Primary School    | 38                          | 29   | -23.7%   |
| St Cuthbert's Roman Catholic Primary School     | 40                          | 23   | -42.5%   |
| St David's Roman Catholic Primary School        | 66                          | 50   | -24.2%   |
| St Francis' Roman Catholic Primary School       | 39                          | 22   | -43.6%   |
| St John Vianney Roman Catholic Primary School   | 50                          | 26   | -48.0%   |
| St John's Roman Catholic Primary School         | 52                          | 51   | -1.9%    |
| St Joseph's Roman Catholic Primary School       | 63                          | 46   | -27.0%   |
| St Margaret's Roman Catholic Primary School     | 8                           | 10   | 25.0%    |
| St Mark's Roman Catholic Primary School         | 34                          | 28   | -17.6%   |
| St Mary's Roman Catholic Primary School (Edin.) | 75                          | 52   | -30.7%   |
| St Mary's Roman Catholic Primary School (Leith) | 65                          | 49   | -24.6%   |
| St Ninian's Roman Catholic Primary School       | 58                          | 50   | -13.8%   |
| St Peter's Roman Catholic Primary School        | 88                          | 59   | -33.0%   |
| Stenhouse Primary School                        | 40                          | 32   | -20.0%   |
| Stockbridge Primary School                      | 39                          | 40   | 2.6%     |
| The Royal High Primary School                   | 37                          | 33   | -10.8%   |
| Tollcross Primary School                        | 21                          | 18   | -14.3%   |
| Towerbank Primary School                        | 100                         | 94   | -6.0%    |
| Trinity Primary School                          | 77                          | 64   | -16.9%   |
| Victoria Primary School                         | 35                          | 24   | -31.4%   |
| Wardie Primary School                           | 94                          | 79   | -16.0%   |

## Appendix 3

### S1 Intake Limits 2016

| Secondary School                    | S1 Intake Limit 2016 | S1 Intake Limit 2015 |
|-------------------------------------|----------------------|----------------------|
| Boroughmuir High School             | 200                  | 220                  |
| Broughton High School               | 220                  | 220                  |
| Craigroyston High School            | 120 <sup>1</sup>     | n/a                  |
| Holy Rood RC High School*           | 220                  | 220                  |
| James Gillespie's High School       | 240                  | 200                  |
| Portobello High School              | 260                  | n/a                  |
| St Thomas of Aquin's RC High School | 140                  | n/a                  |
| The Royal High School               | 220                  | 220                  |

\* subject to annual review

<sup>1</sup> subject to review – increase to 140 possible

**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.