

# **Sending Your Child to School**

**Information on arrangements for:**

- **The enrolment of children in primary and secondary schools**
- **Placing requests**



## General Information

Across North Ayrshire Council area, there are 9 secondary schools, 53 primary schools and a range of other special schools and establishments.

Within this Council, responsibility for the running of Educational Services lies with members of the Educational Services Directorate. The address and telephone number of Educational Service's office can be found on the back page of this leaflet.

### Denominational and Non-Denominational Schools

In the mainland part of North Ayrshire there are Roman Catholic schools which serve a defined area. You may enrol your child either at the local non-denominational school or at the Roman Catholic school.

All schools on Arran are non-denominational.



### Primary School

Normally, your child will attend the local primary school. The school itself can provide details of the actual boundaries it serves.

You may also make a placing request for your child to attend a school other than the local school (see page 3).

### Transfer from Primary to Secondary School

The non-denominational secondary schools in North Ayrshire have delineated areas. This means that any pupil attending a primary school as the result of a successful placing request may require to submit a further placing request to attend the secondary school of their choice.

In the case of St Matthew's Academy eligibility for automatic entrance is through attendance at one of the associated primary schools. Children attending a non-denominational primary school will require to make a placing request to attend at St Matthew's Academy.

Pupils normally transfer from primary school to secondary school between the ages of 11½ and 12½ years.

### Pupil Travel and Accommodation

North Ayrshire Council provides free transport for all primary pupils who live more than one mile from their delineated area primary school, by the shortest safest walking route and to secondary school pupils who live more than three miles from their delineated area secondary school, by the shortest safest walking route. This policy is more generous in the primary sector than the law requires and therefore may be reviewed at any time. Arrangements for free school transport may be made for children with special educational needs.

Free transport for eligible children, is provided at the start and end of the normal school day. There is, therefore, no transport provision at lunchtime or during the period up to the October break, when Primary 1 children may stop school early. Where parents are unable to collect Primary 1 children during this time, the school will make arrangements to supervise the child.

The Education Authority does not provide transport for those pupils in receipt of a placing requests other than in exceptional circumstances.

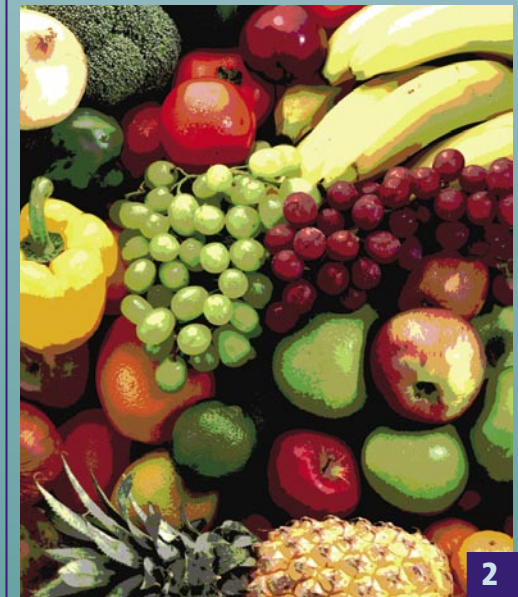
In the case of St Matthew's Academy children transferring from P7 to S1 by a successful placing request who have been in attendance at a denominational primary school prior to and including

session 2006/2007 will be considered eligible for free school transport. This arrangement only applies to the P7 to S1 transfers.

### School Catering

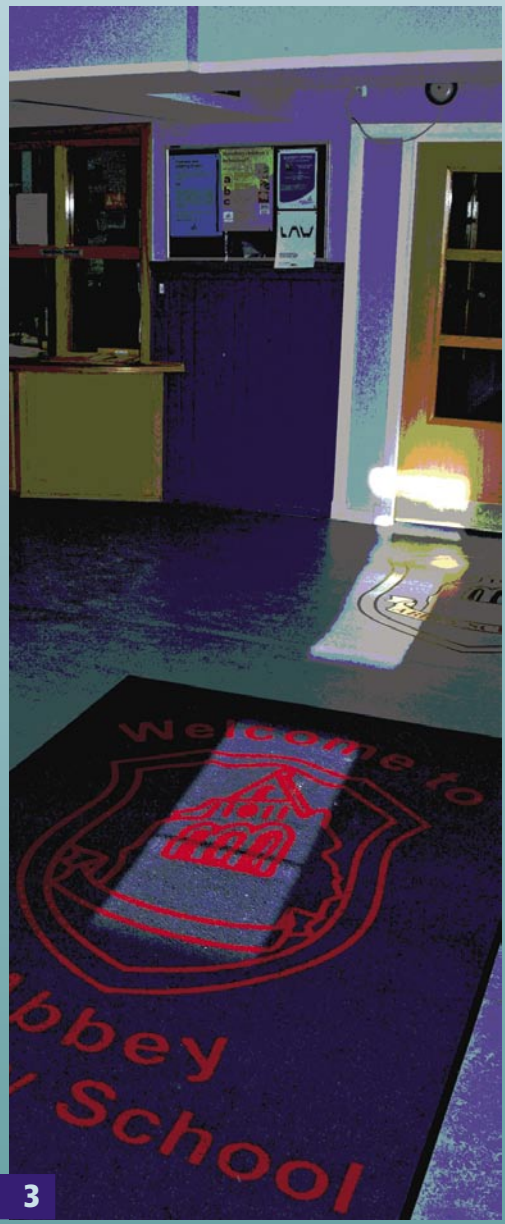
A midday meal or snack is provided in all primary, secondary and special schools. Freshly prepared, nutritional lunches are available. In most primaries and secondaries, a cash cafeteria service also offers an extended range of snacks. Pupils who wish to bring packed meals can also be accommodated in the school.

Children of parents receiving income support are entitled to a free meal at lunchtime. Information and application forms to arrange for meals may be obtained from any school or area office.



# Registering Your Child in Primary School

Entry to primary schools in the North Ayrshire Council area is on a once a year basis, at the start of the new session in August each year.



## Entry Age

Your child will be automatically admitted to school in August if his/her fifth birthday falls between the 1 March of that same year and the last day of February the following year.

## Registering Your Child

If your child is due to start school in the August, they should be registered in the delineated area primary school for the area in which you live, before the end of the preceding January. Local advertisements issued in January each year provide full details on how to register your child.

## Placing Requests

Your child will normally attend the delineated area primary school for the area in which they live and transfer from it, after the primary seven stage, to its associated secondary school. However, as a parent, you have the right to make a placing request for your child(ren) to be educated in a school other than the delineated area school. In December each year, the authority will advertise its arrangements in connection with placing requests.

There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. The Educational Services Directorate, therefore, advises all parents who desire a placing request (other than those who are moving home to a new area) to seek this to take effect only at the start of the

next school session. Should you wish to make placing requests in respect of more than one school for your child, the duty of the authority as defined by the Act applies only to the first named school. A pupil attending a primary school by placing request may have to make a further placing request to attend secondary school if the secondary school does not serve their local area.

The Head Teacher of your primary school will be able to advise on the transfer arrangements and whether a placing request is required to attend the secondary school.

Every effort, however, will be made to try and meet parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.



## How to Make a Placing Request

If you wish to make a placing request you must complete a separate copy of the attached Form PC1(a) for each child involved.

You may wish to refer to page 6 for information on the Council's criteria for agreeing placing requests.

Please send the completed form(s) to Educational Services, address on the back page of this leaflet, and inform the Head Teacher of your local school that you are making a placing request.

You should receive an acknowledgement from Educational Services within five working days of receipt of your application.

Placing requests received prior to 15 March for the following school session will be notified in writing by 30 April. Decisions on mid session placing requests will be made within two months of receipt.

The placing request application will be considered against a set of guidelines, shown on page 6, which set out the Council's priorities for admission.

As soon as a decision has been made you will be notified of the result in writing. If your placing request is successful, you will be asked to contact the school to establish arrangements for enrolment.

If your child has **additional support needs** you can make a placing request to:

- any school under the management of the education authority;
- an independent or grant aided special school in Scotland;
- a school in England, Wales or Northern Ireland that makes provision for children with additional support needs.

Before making a placing request to an independent or grant aided special school you must check that the managers are willing to admit your child.

### If Your Request is Refused

If your placing request is refused, or if you are not advised by the authority of its decision within the timescale detailed above you may lodge an appeal with an appeal committee within 28 days of receipt of the decision of North Ayrshire Council. Information on how to appeal may be obtained from Educational Services.

The written appeal should be sent to the:

Principal Registrar,  
North Ayrshire Council,  
Bridgegate House,  
Irvine KA12 8BD.

You will, by the time of the appeal, know the reasons why your placing request was refused and you will be given the opportunity to present your case in person or through a representative, whichever you prefer.

If the appeal committee refuses your request, you have the right of further appeal to the Sheriff (other than in the case of early entry requests).

# Placing Requests

## How Decisions are Made

The responsibility for decisions on placing requests lie with members of the Educational Services Directorate. The guidelines used in reaching decisions on placing requests are detailed below and show the priorities for admission.

### Primary

Where there are places available in a primary school, priority will be given to:

- those children who live in its delineated area but have been unable, for whatever reasons, to be accommodated in the area school to date;
- thereafter, to early entry children who live in the school's delineated area and who are considered suitable for primary education.

### Secondary

Where there are places available in a secondary school, priority will be given in the granting of placing requests to:

- those children who live in its delineated area, where applicable, but have been unable, for whatever reason, to be accommodated in the area school to date;

## General

Thereafter, where there are more placing requests for a primary or secondary school than there are places available, priority will be given to:

- those cases where medical grounds supported by the family doctor and the community medicine specialist, clearly indicate the benefit to the child attending the specified school;
- thereafter to those children who have older brothers or sisters who are continuing their education in the school.

Where no priority in terms of the above are identified the Council have agreed that the only reasonable solution is to draw lots. This will be done by a member of the Educational Services Directorate accompanied by a Councillor.

## Why Requests are Sometimes not Granted

The authority may refuse a placing request where granting it would, amongst other reasons:

- make it necessary for the authority to take additional teaching staff into employment;
- give rise to significant expenditure in extending or altering the school's accommodation or facilities;
- be seriously detrimental to the continuity of the child's education;
- be likely to be seriously detrimental to order and discipline in the school or the educational well being of the pupils there;
- prevent the education authority from retaining reserved places at the specified school, for pupils likely to move into the catchment area of the school;
- if the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;

- if, where the specified school is a special school, the child does not have special educational needs requiring the education or special facilities normally provided at that school;
- if placing your child in your choice would mean significant costs on changing the accommodation;
- if the specified school is a special school and the education authority would be in breach of its duty to provide mainstream education by placing your child there;
- assuming that pupil numbers remain constant, make it necessary, at the commencement of a future stage of the child's primary education, for the authority to elect either to create an additional class (or an additional composite class) in the specified school or to take an additional teacher into employment at that school;
- where the placing request has the consequence that the capacity of the school would be exceeded in terms of pupil numbers.

## Address and Telephone Number of Educational Services

North Ayrshire Council  
Educational Services  
Cunninghame House  
Irvine KA12 8EE

Telephone: 01294 324400

Information concerning schools in other council areas is available from the education office of that council. Supplementary information on any school is also available at the relevant school concerned.

## Address for Appeals

Principal Registrar  
North Ayrshire Council  
Bridgegate House  
Irvine KA12 8BD

Telephone: 01294 324988

Although the information in this document is correct at the time of printing, it is possible that arrangements could change either before the commencement or during the course of the school year in question or in relation to subsequent school years. This information leaflet provides only general guidance about placing requests.

Specific information may be found in:  
Education (Scotland) Act 2000

Choosing a School - a Guide for Parents

Additional Support for Learning (Scotland) Act 2004

## Placing Request - Form PC1a \_\_\_\_\_

To: North Ayrshire Council, Educational Services, Cunninghame House, Irvine KA12 8EE.

### Parent Guardian \_\_\_\_\_

1. Name of parent/guardian (Title: Mr/Mrs/Ms/Miss) Delete as appropriate

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

2. Home address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Child \_\_\_\_\_

3. Name of child

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

4. Sex (Please tick): Male  Female

Date of birth: \_\_\_\_\_

### Current School \_\_\_\_\_

5. Please give details of the school your child presently attends, or at which he or she is registered for admission.

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

6. If your child is already at school, please indicate his/her class or stage.

Class/stage: \_\_\_\_\_

If your child has not yet started school, please indicate date on which he/she would normally be expected to start school.

Anticipated starting date: \_\_\_\_\_



## School Requested \_\_\_\_\_

7. School to which placing request is sought.

Name of school:

Address:

## Details of Request \_\_\_\_\_

The criteria which the Council has agreed are given on page 5. Please attach a separate piece of paper if there is not sufficient space on this form.

Medical Condition - please state.

Please list name(s) and stage(s) of siblings who attend the requested school.

## Declaration \_\_\_\_\_

I have read and understood the statement made on transport costs (see page 2).

Signature of parent/guardian:

Please read the two statements below, delete whichever one does not apply and sign below.

**A** I agree that, if granted this placing request will take effect at the start of next session.

**or**

**B** Having considered the educational advice given against the mid-session transfer/admission, I wish this placing request, if granted, to take effect at the first available opportunity.

Signature of parent/guardian:

Date:

When completed, please send this form to Educational Services (see address on page 10).