



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

The admission of children and young people ordinarily resident outwith Argyll and Bute

The authority's arrangements for admitting to its schools children and young people ordinarily resident outwith Argyll and Bute are as follows.

Categories of children and young people potentially involved

- 1 Children and young people who seek enrolment in schools in Argyll and Bute and whose parents or legal carers live permanently outwith the Council area fall into 4 categories:
 - (a) children living with their parents or legal carers who are permanently resident outwith the area;
 - (b) children who are looked after by a local authority and have been placed with foster parents or in a children's home in terms of a supervision requirement in terms of section 70 of the Children (Scotland) Act 1995;
 - (c) children who are looked after by a local authority in terms of section 25 of the Children (Scotland) Act 1995 and have been placed in a children's home or in foster care;
 - (d) children who are resident within the area as a result of arrangements made by parents or legal guardians but whose parents or legal guardians are permanently resident outwith Argyll and Bute.

2 **Conditions for enrolment in a school - procedure to be adopted by head teachers/campus principals**

Category (a)

- i Parents/carers living outwith the Council area may ask for a placing request for their children to attend an Argyll and Bute school. Such placing requests will be treated in the same way as other placing requests. Where a placing request of this type is granted, head teachers/campus principals should advise the education office in September of each year whether or not the child(ren) are still in attendance so that, where appropriate, charges can be levied on the Council in which the parents are resident. With the cessation of payment of outwith area fees between local authorities for primary and secondary education, charges will normally be made only for additional service provision to support special educational needs or for any specialist tuition, for example through schools of dance and/or music.
- ii Parents/carers who change residence to live outwith the Council area and who request that their children remain in their present school should have their request dealt with as set out in education management circular 3.09 with update information being supplied to the education office annually as indicated in 2(i) above.

Category (b)

The education office in Dunoon will normally be aware in advance of any children included in this category who will be present for enrolment and will advise head teachers/campus principals that the children should be enrolled.

Where a child or young person is resident in a children's home or similar centre or in the care of a foster parent and the head teacher/campus principal has not been previously advised by the education office that the child would be presented for enrolment, the child should be enrolled wherever accommodation permits and the following particulars forwarded to the education office:

- i name of child or young person;
- ii address of foster parent or home in which the child is resident;
- iii date of birth of child;
- iv date of admission.

Categories (c) and (d)

Such children and young people may only be enrolled following confirmation by the education office. Head teachers/campus principals should advise the education office when the child or young person has been enrolled and ensure that the agreement is renewed annually as necessary.

- 3 As soon as any child or young person in any of the categories listed above is withdrawn from the school, this should be notified to the education office in Dunoon.

Yours sincerely

Executive Director of Community Services

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