



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Mid-session children and young people transfers

The following procedures should be adopted in relation to potential mid-session children and young people transfers

1 Placing requests made for implementation at times other than at the start of the new session

In most instances, other than where children and young people move home into a new area, there are sound educational reasons for advising parents/carers that transfer of children from one school to another should take place only at the start of the school session. The Council has agreed that head teachers/campus principals should advise parents/carers accordingly, explaining the educational arguments against mid-session transfers and should seek agreement to delay activating placing requests until the start of the coming session. The parents/carers must always be advised however of their right to request that their cases be dealt with at an early date if they so wish.

2 Requests to remain at a school following moves out of the local area

When parents/carers change residence and request that their children remain in their present school, they can be advised that these requests will be granted but no responsibility can be accepted by the authority for associated transport costs other than in exceptional circumstances. On receipt of such a request and after receiving approval from the education office, head teachers/campus principals should issue the attached letter using SEEMiS Standard Letters functionality and send it to the parents/carers forthwith. A copy will automatically be saved in the pupil's SEEMiS record. These procedures will also apply (in similar circumstances) to young people aged 16 and over who require to make requests on their own behalf rather than have them submitted by their parents/carers.

In either of the above situations other than in exceptional circumstances the granting of a placing request or a request to remain must be accompanied by an acceptance by the parents/carers or the older pupils involved of the responsibility to make and meet the cost of any associated home to school transport arrangements.

Yours sincerely

Executive Director of Community Services

May 2018

This is to be issued using the Standard Letters functionality in SEEMiS

Argyll and Bute Council: Community Services: Education

Dear _____

Request to remain in _____ School

I understand you have recently changed/are about to change residence to an area outwith the catchment area of _____ School and you have requested that your child _____ remains in this school. A place is available for _____ in _____ School, which is the catchment school for your new area. Nevertheless your request, which is in effect a placing request, for _____ to continue to be educated in this school can be granted.

However, the education authority's policies on home to school transport regarding placing requests will apply in these circumstances. Transport costs relating to _____ continuing to attend this school will not be met by the education authority in terms of its policies and you will require to make appropriate transport arrangements and meet any associated costs yourself, unless exceptional circumstances are agreed by the education authority.

_____ is welcome to remain in this school on the basis outlined above regarding school transport. I hope that _____ will enjoy a fulfilling future educational career with us.

Yours sincerely

Head Teacher