



Community Services: Education

Argyll House
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To: Heads of all Educational Establishments

Dear Colleague

Admission to primary schools

Taking account of the provisions of the Education (Scotland) Act 1980 (as amended), the Council has agreed the following.

A Registration

- 1 On a date or dates to be intimated by the appropriate head of service in January each year, head teachers/campus principals of primary schools must register for education all children resident within the delineated area of their school who have attained the age of five years before that and who are not already on a school register.
- 2 They will also register all children resident within the delineated area of the school who will attain the age of five years on or before the last day of February of the succeeding year.
- 3 A head teacher/campus principal should also register any children of school age whose parents, having moved into the delineated area during the school session, present their children for education.
- 4 Head teachers/campus principals should not register children whose fifth birthday is on or after 1 March of the following year. Parents of such 'early-entry' children should be provided with the appropriate information booklet and advised to make a request for early entry even for what would normally be their delineated area school. This should be submitted to the appropriate head of service for his/her consideration. Head teachers/campus principals should make no comment on the child's suitability for school.

B Placing requests

- 1 Parent must be advised that they have a right to make a placing request whereby their child(ren) can be educated in a school other than the one which serves their delineated area. An information booklet for parents will be provided and a list containing the names, addresses and telephone numbers of other local schools is available for reference on the Council's website.
- 2 The appropriate head of service has the delegated function to deal with all placing requests. Those placing requests for starts in education at the beginning of a new school session which can be met administratively within the resources available will be made by the Education Officer for the school. Those which cannot be met will be refused in terms of Section 28A of the Education (Scotland) Act 1980. Where there are more placing requests than there are places available, parents will be interviewed by a local attendance council - see appendix 1 - who will make recommendations to the appropriate head of service in line with Council guidelines on priorities for admission.
- 3 The appropriate head of service has the delegated function to deal with all early entry admissions. Early entry admissions for starts in education at the beginning of a new school session will be assessed by the Principal Teacher for Early Years. Further information regarding processes can be obtained in the Early Entry to Primary School Parent Information leaflet.
- 4 The deliberations of the officers when considering applications for a child to be enrolled in a school outwith the delineated area in which he/she resides can be prejudiced by any statement by a head teacher/campus principal to the effect that he/she is willing to enrol the child. Head teachers/campus principals are advised to refer the parent, without comment, to the appropriate school or the appropriate head of service.

C Enrolments

- 1 Where a parent registering for education does not wish to make nor asks for time to consider making a placing request, his/her child(ren) may be enrolled at the time of registration where it is anticipated that there will be appropriate space available in the school.

- 2 Where it becomes obvious that to enroll another child at the school will bring the roll close to the working capacity of the school (without encroaching into non-class teaching areas) it is essential that the appropriate head of service be informed so that the appropriate procedures may be followed. In a few schools there are reserved places which will reduce the capacity. This is in line with the Education (Scotland) Act 1996 as amended by the Standards in Scotland Schools etc Act 2000. Until such times as discussions have been taken on future enrolments, children and young people may only be registered and parents should be advised that they will be contacted in the near future regarding their child's admission to school.

Yours sincerely

Executive Director of Community Services
November 2018

Appendix 1

Argyll and Bute Council: Community Services: Education

Establishment of local attendance councils to deal with non-attendance and certain placing requests

As it is the intention of the authority to assist parent councils to operate effectively and address major educational issues affecting the school it is proposed that the less directly educational issues of non-attendance at school and certain aspects of placing requests/early entry requests be a shared responsibility of the parent councils. This could be achieved by the formation of a local attendance council. Other advantages, besides protecting individual parent councils, in dealing with non-attendance on a shared basis are:

- i having personnel at one stage removed from the locality to deal with non-attendance would prevent the embarrassment of those people knowing the parents of truants personally;
- ii personnel dealing with non-attendance work would become familiar with the laws and procedures associated with attendance;
- iii there can be a closer relationship with those officers who have administrative responsibility for the problem;
- iv there are sometimes advantages in dealing with truancy cases away from the physical location of the school from which the child is truanting.

It is therefore recommended that a local attendance council be established to:

- i make recommendations to the area clerk on truancy matters;
- ii make recommendations to the Executive Director of Community Services on certain placing requests.

The local attendance council consist of 2 representatives from each parent council. From this local attendance council, sub groups on a rota basis would be formed when necessary to deal with particular cases/requests. A chairperson and vice chairperson(s) would be nominated by each local attendance council to serve on each sub group to ensure continuity and experience. The sub groups of the local attendance councils should consist of a minimum of 3 and a maximum of 7 members. Area clerks should invite head teachers/campus principals, from appropriate schools, to attend meetings as assessors.