

Appendix 3

City of Edinburgh Council

Communities and Families

Protocol for the Admission of Overseas Pupils.

The following admissions guidance should be followed when admitting non UK citizens to Edinburgh Schools. It should be noted that the City of Edinburgh Council has a duty to educate any child of school age residing in Edinburgh regardless of their immigration status. If, however, the School or Council have concerns that the immigration status or visa conditions of the child do not allow for a right to education the Council will provide information to the immigration authorities, who will deal with the matter from an immigration perspective.

1. In all admissions the following should be checked
 - birth certificate
 - passport
 - visa [for non EU citizens]
 - proof of residence

2. Applications should be considered in line with the Council's normal placing policy. Placing requests for a child residing outwith the UK cannot be processed until the child is residing in the UK. Catchment places cannot be granted until the child is resident in the catchment area. Headteachers can discuss the likely availability of places with those thinking of moving to the UK, but they should be careful to make clear that this does not guarantee a place.

3. The pupil should be offered a place if one is available in school providing the above have been checked.

4. If you think there is a problem with the visa you should still admit the pupil [having taken a copy of all documents provided] however please inform Grants Awards and Placements who will contact Immigration on your behalf.

5. You should verify who the child or young person is living with. If the child or young person is not staying with a parent you should advise social work of this. [Social Care Direct Tel: 0131 200 2327] This is to allow social work to carry out any necessary checks in respect of private fostering arrangements. This does not stop you offering a place if one is available.

August 2016

