



## **Broughton High School Enrolment Procedures**

Broughton High School enrolment procedures are in line with City of Edinburgh guidelines. All applications for a place at Broughton will be treated openly and equitably. To ensure a consistent approach the following procedures will be adhered to:

### **Applications for a place in S1 at Broughton High School**

Students who live within the Broughton High School catchment area will be automatically allocated a place in the school. If a young person does not live in the catchment area they will be allocated a place at their catchment school. If a parent / carer would like to apply for a place at Broughton High School a Non-Catchment Placing Request should be submitted.

**Individual schools do not process P7 placing requests into S1. These will be dealt with centrally by Grants, Awards and Placements until August of the new session.**

**The City of Edinburgh “Placing in Schools Booklet” can be found at:**

[https://www.edinburgh.gov.uk/downloads/download/1071/school\\_placements](https://www.edinburgh.gov.uk/downloads/download/1071/school_placements)

All queries regarding a P7 placing request should be forwarded to:

#### **School Placements**

Email: [school.placements@edinburgh.gov.uk](mailto:school.placements@edinburgh.gov.uk)  
Tel: 0131 469 3033

Information about catchment areas can be found at:

#### **School Catchment Areas**

Email: [school.catchments@edinburgh.gov.uk](mailto:school.catchments@edinburgh.gov.uk)  
Tel: 0131 469 3351

Parents can complete an online out of catchment form on the City of Edinburgh Council website [www.edinburgh.gov.uk/schoolplaces](http://www.edinburgh.gov.uk/schoolplaces). A paper copy of the form can also be downloaded from the Broughton High School website and is also available at Reception.

## **Application procedures: General Information**

Parents / carers enquiring, whether in person, by phone or by email, about enrolling their child at Broughton High School will receive an Application Pack from the school office containing:

- Application Form
- Enrolment Procedures Document

*DHTs receiving 'cold call' emails regarding an enrolment request will forward email directly to school office, and an Application pack will be sent out.*

On receipt of a completed application form the School Office / Bro Admin will date and log the application and forward a printed and dated application to the relevant DHT. Any digital copies of an application form will be saved in the Enrolment File in the school office.

Consideration will be given to all application requests, according to date of receipt of application in the following areas of priority:

- Resident within the school catchment
- Exceptional cases (at discretion of HT)
- Students with siblings in attendance at the requested school
- Students who are resident within the City of Edinburgh area and who **do not** have brothers/sisters currently in attendance at the requested school
- Students who are **not** resident within the City of Edinburgh Council area who **do not** have brothers/sisters currently attending the requested school.

**Scottish Government guidelines state that enrolment requests should be processed with two months of initial application being received.**

On receipt of the application the relevant Depute Head Teacher will:

- Identify if a suitable place is available.
- In the event of no place being available, the application form will be filed, a formal letter issued to parents, outlining the reason for no offer of a place at Broughton, and the student placed on a waiting list for a place in the requested year group. (appendix 1)

If a space is available the DHT will:

- Invite the parent / carer and student to come to school for an enrolment meeting.
- Undertake to contact previous school, and any other relevant parties, to ascertain the prior academic grades and levels and any additional support needs to ensure that the student is placed in the most appropriate class for their abilities
- At the enrolment meeting, the Admissions Checklist will be completed and all relevant information gathered (Appendix 2)
- In the case of families for whom English is an additional language, a member of the EAL service should be invited to attend, and the Bilingual Student Checklist completed
- If there are existing substantial additional support needs, a member of the Support for Learning Department will be invited to attend the initial meeting. Student Support staff will be consulted and a meeting with the PSL/ SfLL will be arranged prior to entry into school
- Following the enrolment meeting the DHT will liaise with school staff to establish classes and a start date will be issued as soon as is possible.
- On the start date the student will be met by the PSL who will issue any remaining relevant school information and ensure a smooth transition into the new school.

### **Students from outwith UK / EU**

If students are from out-with the UK or EU the City of Edinburgh Guidelines will be followed (Appendix 3)

## Specialist Schools

### ***I would like my child to attend the City of Edinburgh Dance School – how do I apply?***

The dance school is based at Broughton High School. Current P5/P6 pupils can audition for a place on the P6/P7 'Talented Young Performers' course at Broughton High School which runs for two hours every Friday afternoon throughout the academic year. The students will participate in ballet, contemporary and jazz dance classes.

Current P7 pupils can audition for a place at the dance school which means they will attend Broughton High School for their secondary education. Students who attend the dance school will be put through the Royal Academy of Dance Ballet exams and SQA National 5, Higher and HNC Professional Stage Dance as well as having the opportunity to study AQA A-Level Dance.

*Further info:* Email: [laura.mcadam@broughton.edin.sch.uk](mailto:laura.mcadam@broughton.edin.sch.uk)  
Tel: **0131 332 7805**

### ***I would like my child to attend the City of Edinburgh Music School – how do I apply?***

The music school, a national centre of excellence, is based at Flora Stevenson Primary School and Broughton High School. A specialist music education is delivered in a range of musical styles. Please contact the school to find out how to apply.

*Further info:* Web: [www.edinburghmusicschool.co.uk](http://www.edinburghmusicschool.co.uk)  
Email: [bro-musicschool@ea.edin.sch.uk](mailto:bro-musicschool@ea.edin.sch.uk)  
Tel: **0131 332 7805**

### ***I would like my child to attend the Scottish Football Academy – how do I apply?***

The Scottish FA Performance School for South East Region is based at Broughton High School. It offers talented young footballers the opportunity to develop their physical, mental and technical ability within the daily curriculum. Application forms will be available to current P7 pupils prior to Christmas, with 1st stage trials taking place in February/March.

*Further info:* Email: [sportsacademy@edinburgh.gov.uk](mailto:sportsacademy@edinburgh.gov.uk)

## **Appendices**

### **The following information may be helpful to support the application process**

Catchment: A student is considered catchment when parents can supply documentary proof of purchase of a home where they are resident, or a lease agreement. This should be accompanied by a Council tax assessment and a recent utility bill; parents may also supply evidence that they are accommodated in relative's home

Parents should bring the following documentation to an enrolment meeting:

- Proof of address, eg purchase of a home, lease agreement, rental agreement or council tax assessment or utility bill
- Any relevant information from previous school, eg reports / academic certificates

Appendix 1: Statutory grounds for turning down admissions

Appendix 2: Admissions Checklist

Appendix 3: Protocol for the Admission of Overseas Pupils

For information about programmes and courses, please look at our curriculum and what is offered at each stage.

[Curriculum: Course Choice](#)