



Broughton High School Admissions Procedures

Broughton High School admissions 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

Students who live within the Broughton High School catchment area will be automatically allocated a place in the school. If you do not live in the catchment area your child will be allocated a place at their catchment school. If you would like to apply for a place at Broughton High School a Non-Catchment Placing Request should be submitted. **Unfortunately schools cannot process P7 placing requests into S1 as these will be dealt with centrally by Grants, Awards and Placements until August of the new session.**

Information on the procedures for P7 Transition can be found [here](#)

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

School Placements

Email: school.placements@edinburgh.gov.uk

Tel: 0131 469 3033

If you would like Information about catchment areas please contact:

School Catchment Areas

Email: school.catchments@edinburgh.gov.uk

Tel: 0131 469 3351

There is also the opportunity for parents to fill in an online out of catchment form on the City of Edinburgh Council website www.edinburgh.gov.uk/schoolplaces - there is a green box on the right hand side which has the online out of catchment form.

A paper copy of the form can be downloaded [here](#).

Application procedure from August of S1 and all other years

Parents enquiring about enrolling their child at Broughton High School will receive the following:

- Application Form
- **List of required documentation – Proof of purchase of a home, lease agreement, rental agreement or council tax assessment**
- Uniform Information Flyer
- Uniform price list
- S5 & S6 students will also be given a Senior School Learning Agreement Form

Applications will be dealt with in order of receipt with priority given to catchment applications.

On receipt the application will be passed to the relevant Depute Head Teacher who will:

- 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
- Identify if a suitable space is available
- Invite the parent(s) and student to come to school to meet with senior staff to discuss an enrolment
- If a place is available, the Admissions Checklist will be completed at that meeting and all relevant information gathered
- In the case of families for whom English is an additional language, a member of the EAL service should be invited to attend, and an additional checklist (Bilingual Student Checklist) will be 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/ SFL will be arranged prior to entry into school
- A start date will be issued as soon as is possible. If there are any unforeseen hold ups with regard to the start date, the senior member of staff will always keep parents informed.

- 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.

EAL/Non-UK Students

If students are from out-with the UK and require support with language the Depute Head Teacher will contact EAL who will organise for an interpreter if necessary and will test the child's English level.

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
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
Email: 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

Application process

Waiting lists

In the event of no places being available, the application form will be completed, a formal letter of acknowledgment issued to parents, and the student placed on a waiting list for a place in the requested year group.

Waiting list places will be kept for catchment and non- catchment applications.

- **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.**

Consideration will be given to all placing 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.

