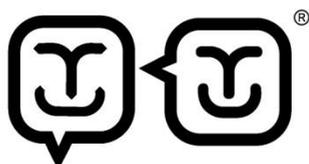


# ◆ EDINBURGH ◆ Placing in School Procedures THE CITY OF EDINBURGH COUNCIL for new P1 & S1 Intake

This guide applies to all mainstream primary and secondary schools.  
Before you read this guide, please take note of the following key messages.

- Each address has one non-denominational catchment school and one Roman Catholic catchment school for both primary and secondary stages. You should choose your preferred school of the two.
- School places are allocated to children based on their main residence. All parents must provide proof of residence for a catchment place when they register their child for primary school.
- All allegations of false addresses will be investigated and places will be withdrawn if you have used a false address to gain a school place.
- The Council aims to provide places for P1 and S1 pupils at one of their catchment schools, if they are living in the catchment area by the end of February in the year they begin primary or secondary school, subject to being resident at the same address at the start of session.
- Your child is only entitled to a place in the primary school where they attend nursery, if you live within the catchment area of that school.
- Where a Roman Catholic school is oversubscribed with catchment children, priority is given to catchment Roman Catholic children who are baptised, and where parents have provided the baptismal certificate, before the end of February in the year they begin primary or secondary school.
- If you make a placing request for a non-catchment school and it is successful for one child, this does not guarantee that requests for younger children will be successful. This could mean that your younger children would attend a different school to their older brother or sister.
- Places will be reserved for catchment children after the start of session throughout the year, where it is possible to do so.



HAPPY TO TRANSLATE

ترجمے کے لئے حاضر آماندہوں کے ساتھ انুবاد کر رہا

يسعدنا توفير الترجمة MOŻEMY PRZETŁUMACZYĆ 很樂意翻譯

You can get this document on tape, in Braille, large print and various computer formats if you ask us.

Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 or [ITS@edinburgh.gov.uk](mailto:ITS@edinburgh.gov.uk) and quote reference number 17-2509.

ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 3033.

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Starting primary school and moving on to secondary school are two very important milestones both for children and their parents. This guide details what action parents need to take and the procedures the City of Edinburgh Council follows.

All our schools offer a high quality educational experience and visiting your local catchment school will give you a chance to find out more about the school, staff and the curricular and extracurricular opportunities available. Most parents choose to send their children to one of their catchment schools.

You can download the Council's school admissions policy from our website at [www.edinburgh.gov.uk/schoolplaces](http://www.edinburgh.gov.uk/schoolplaces).

## **Section 1: Catchment areas**

Edinburgh is split into catchment areas for each primary and secondary school. Children living within a school's catchment area are given priority for a place.

Your address has:

- a **non-denominational** primary school
- a **Roman Catholic** primary school
- a **non-denominational** secondary school
- a **Roman Catholic** secondary school

Some addresses in the Gilmerton Dykes and Prestonfield areas have two non-denominational catchment secondary schools and your child has the right to go to either school.

Roman Catholic schools are open to all children regardless of faith. However, if there are more children in the catchment area than the number of places available, we will give priority to baptised Roman Catholic children (see **Section 5**).

The city also has a dedicated Gaelic primary school, Bun-sgoil Taobh na Pàirce. It is open to children living in the City of Edinburgh, Midlothian, East Lothian and West Lothian.

Find out your catchment schools at [www.edinburgh.gov.uk/catchmentmaps](http://www.edinburgh.gov.uk/catchmentmaps).

### ***Reserving Places***

In the Primary 1 year group, where possible, one place per class (and one place per teacher, where team teaching is in place) is reserved for incoming catchment children for the entire school year.

In the Secondary 1 year group, where possible, one place per 60 pupils is reserved.

However, where out of catchment places are granted by an Appeal Committee or a Sheriff, this may result in fewer reserved places being available.

### ***Children living under shared care***

The address used to determine the appropriate catchment area for the child is the main address as held on the pupil's nursery or primary school record. This is normally the address of the parent with whom the child resides for most of their time per week. If the shared care arrangement is a 50/50 split, you will be asked to provide proof. If we are satisfied that care is shared equally, you will be given the choice to register at one of the schools in either catchment area.

## **Section 2: Registering for primary school (P1)**

### ***When your child can start school***

In October each year, we post a letter to parents about the procedures for starting school if the child attends a nursery school or class run by the City of Edinburgh Council or one of our partner nurseries.

The table below shows which year children will start primary school:

<i>Child born between:</i>	<i>Child will start school in:</i>
1 Mar 2014 – 28 Feb 2015	August 2019
1 Mar 2015 – 29 Feb 2016	August 2020
1 Mar 2016 – 28 Feb 2017	August 2021
1 Mar 2017 – 28 Feb 2018	August 2022
1 Mar 2018 – 28 Feb 2019	August 2023

### ***Delaying entry to P1 or starting school early***

If your child will not reach the age of 5 by the start of the new school year (normally mid-August), and you feel your child is not ready to start school in the year given in the table, you can make an application to delay your child's entry into P1 for a year. However, most children of this age are successfully supported in P1.

If your child's birthday is in January or February you are entitled to receive a continued, funded nursery place at a nursery run by or in partnership with the City of Edinburgh Council. If your child's birthday is between August and December delayed entry is at the Council's discretion, even if you have received only one year of pre-school funding.

Your child's nursery teacher can provide more information on this. **You should still follow the procedure for starting school, in case the application is not successful.**

Early admission to primary school can be considered for some children in exceptional circumstances. However, this is at the Council's discretion and will only be considered if all other ways of providing education in the nursery setting has been reviewed including additional support, resources and experiences.

Find out more at [www.edinburgh.gov.uk/earlyyears](http://www.edinburgh.gov.uk/earlyyears).

### ***When to register your child***

If you wish your child to go to a school run by the City of Edinburgh Council, you need to register at **one** of your catchment schools during **registration week – normally in early November**. The P1 intake limits are then decided in January based on the number of catchment children registered at each school during registration week, so it is important to register before this.

If you want your child to be taught in Gaelic you can register at our Gaelic school, Bun-sgoil Taobh na Pàirce. If you live in another local authority area, you can submit a placing request (see **Section 4**). No knowledge of the language is needed.

It is important that you register your child for school, even if you do not want your child to attend the catchment school, or if you plan to defer for a year. The registration process is in place to check and confirm your child's age and address and helps the City of Edinburgh Council manage the expected intake figures.

**Please note that you may only register at the catchment school for your current address. If you are going to move within the City of Edinburgh area or are moving to the city before the start of session, please see Section 7 for details.**

All primary schools hold an annual open day before registration week. This is a great chance for you to visit and find out what your catchment school is like. Find out the opening hours at [www.edinburgh.gov.uk/primaryschoolsopenday](http://www.edinburgh.gov.uk/primaryschoolsopenday) (normally available mid-October).

### ***How to register your child for school***

Times for registration in individual schools will be advertised on our website or you can find out by calling the school office. Otherwise you will need to make an appointment. You must bring these documents to registration:

- your child's birth certificate
- proof of Roman Catholic baptism, if registering at a Roman Catholic school (if applicable)
- your Council Tax demand notice for the current year, in your name
- a utility bill (i.e. gas, electricity, landline telephone or broadband) in your name and dated within the last 6 months

If you are unable to provide any of these, ask the school staff for advice.

## **Section 3: Moving from primary to secondary school (S1)**

### ***Allocating your child a secondary school***

In October each year, we post a letter to parents about the procedures for moving to secondary school, if their child attends P7 at a primary school run by the City of Edinburgh Council.

If you live in the City of Edinburgh Council area, or within the catchment area of a school run by us, we will automatically reserve a place for your child at one of your catchment schools (see **Section 1**). **You do not need to register.** The non-denominational catchment school is allocated unless your child attends a Roman Catholic primary school. Pupils at Bun-sgoil Taobh na Pàirce transfer to James Gillespie's High School to continue Gaelic study.

### ***Changing your preferred catchment school***

You can ask us to change your preferred catchment school by sending an email to **school.placements@edinburgh.gov.uk**, giving your child's name, address and the name of your preferred catchment school. If you live in an area with two non-denominational secondary schools, you will be asked to tell us your preferred school. If you ask us for a place in your catchment Roman Catholic school, we may ask you to complete a special admission form and provide proof of baptism, if applicable.

Any change to your preferred catchment school must be made by **24 December each year**. Late requests will still be considered. However, there is no guarantee that we can make these changes after this date.

If your child attends an independent school at primary level, you can ask us for a place in your preferred state catchment secondary school by **24 December**. You will be asked to provide your child's birth certificate and proof of address.

If you are going to move within the City of Edinburgh Council area or are moving to the area before the start of session, please see **Section 7** for details.

### **Section 4: Making a placing request for a non-catchment school**

You can request a place in a school in another catchment area. To do this, complete the form at **www.edinburgh.gov.uk/placingrequest**. Applications open in early November each year. The closing date is **24 December each year** and we post decision letters in early March. Please note there is a separate process to apply for places in our specialist dance, football and music schools – see Appendix 2 for further information.

#### ***Making your request***

When applying for a non-catchment school, you may only apply for one school at first. This is always treated as your first preference.

**It is very important that you give us all relevant information in support of your request. This may include medical evidence and reports from any other services or agencies that may have been involved with your child.**

Please note if you make a placing request and it is successful, you will not receive support with travel expenses.

#### ***How we deal with your request***

If you apply online, you will get an email receipt. If you apply using a paper form, we will post you an acknowledgement letter within 14 days of receipt.

Non-catchment placing requests will be granted if there are places available after all children living in the catchment area have been accommodated within the agreed intake limit. **It is important to recognise that the rising birth-rate means there**

**has been a reduction in the number of successful placing requests in recent years. Additional classes will not be created for non-catchment children.**

**When there are more requests received for a school than there are places available, a committee of Councillors meet to look at exceptional reasons given for the requests received and agree how to prioritise the placements.** The committee is called the Committee on Pupil/Student Support, and meets in February.

The Committee has the authority to prioritise individual children where the reasons for the request are deemed to be exceptional and they decide the order of priority. Otherwise, the priority order is:

1. Non-catchment children who will have older brothers/sisters who are attending the requested school in the next session
2. Non-catchment children who are resident within the City of Edinburgh Council area but who **do not** have brothers/sisters who will be attending the requested school in the next session
3. Non-catchment children who are **not** resident within the City of Edinburgh Council area and who will not have brothers/sisters attending the requested school in the next session.

**Please note that being given exceptional status does not guarantee a place will be granted. It may only mean a higher placing on the waiting list.**

A waiting list is created for the children who will not be granted places in the initial school allocations, based on the priority order agreed by the committee. If there is more than one placing request in any of the three categories above, the shortest, safest walking distance from each child's home to the nearest school gate is measured using an electronic mapping system. Children living closer to the school in each category are placed above those living further away.

#### ***If your request is successful***

You will be sent a letter granting your request and at the same time we let the school know. Your child's place at your catchment school will then be withdrawn. Letters will be posted in early March.

On the letter, you are asked to sign a declaration, understanding that a future placing request for the same school for a younger brother or sister is not guaranteed to be granted. **This could mean that your children will have to attend different schools. You will also be responsible for all transport arrangements and costs.**

#### ***If your request is unsuccessful***

You will be sent a letter telling you:

- the reasons for turning down your request (required by law)
- your child's place on the waiting list at that time and the allocated school
- your right of appeal against our decision

Letters will be posted in early March.

At this stage, you can make a second preference request for an alternative school which has available places. You should be aware that many schools will already be full by this time.

After your letter is issued there may be changes to your child's position on the waiting list. Changes can often be frequent and it is not possible to advise you each time the position changes.

### ***Late requests and second preference requests***

It is important to submit your placing request by 24 December. If you make a placing request after this time, it will still be considered. However, after this date, exceptional reasons will not be considered by the Committee on Pupil/Student Support. In most cases, your child will be placed on a waiting list below requests received on time.

Second preference requests are normally dealt with in May.

## **Section 5: Roman Catholic schools**

In January, we will know how many places are available in each school. Sometimes there are more registered children within the catchment area of a Roman Catholic school than the number of places available.

When this happens, we give priority to catchment children baptised in the Roman Catholic faith. We do not create additional classes for other children if all baptised Roman Catholic children can be placed. Children to whom we are unable to offer a place, will instead be reserved a place at their non-denominational catchment school.

### ***Baptised Roman Catholic children***

We guarantee a place for all catchment children who are baptised in the Roman Catholic faith. This guarantee will only apply if:

- you register your child for P1,
- baptism has taken place, and
- proof of baptism is provided,

before the end of February in the year the child begins primary or secondary school.

### ***Children who are not baptised in the Roman Catholic faith***

Children not baptised in the Roman Catholic faith can still be registered but a place is not guaranteed. In addition to registering you should also complete the RC admission form – [www.edinburgh.gov.uk/romancatholicschools](http://www.edinburgh.gov.uk/romancatholicschools) by 24 December. In this form, you give details of older brothers or sisters already attending and any exceptional grounds for consideration, if you feel your child should be given priority over others. You can also give us the name of an alternative non-catchment school as a second preference, which will be considered if we cannot offer a place at your Roman Catholic catchment school.

For S1 applications, if you wish your child to attend their catchment RC high school you should also complete the RC admission form, even if we have already offered a provisional place there.

### ***How we prioritise Roman Catholic catchment school placements***

The information you give us will be considered by the Committee on Pupil/Student Support who will agree a priority order for catchment children (see **Section 4: Making your request** for more information about this committee).

The committee has the authority to prioritise individual catchment children where the reasons given are deemed to be exceptional and they decide the order of priority. Otherwise, the priority order is:

1. Catchment children who are baptised in the Roman Catholic faith
2. Catchment children who will have older brothers/sisters who are attending the requested school in the next session
3. Catchment children who **do not** have brothers/sisters who will be attending the requested school in the next session

**Please note that being given exceptional status does not guarantee that a place will be granted. In some cases, this will only mean a higher placing on the waiting list.**

As with non-catchment placing requests, within each category above, the shortest, safest walking distance from each child's home to the nearest school gate is measured using an electronic mapping system. Children living closer to the school in each category are placed above those living further away.

If there are any non-catchment requests, these are prioritised separately by the committee after all catchment children.

We will write to you again to tell you if your child has been given a place or not. If we cannot offer your child a place initially, your letter will tell you:

- the reasons for turning down your request (required by law)
- your child's place on the waiting list and allocated school
- your right of appeal against our decision

Letters will be posted in early March.

### **Section 6: Confirming your child's place**

Schools contact parents to confirm places and provide information on induction visits to the school, usually before the end of June. However, children are not considered to be fully enrolled until the start of the school term. If you have obtained a catchment place and then move out of the area before the start of term, the place will normally be withdrawn and an alternative place allocated in your new catchment school, dependent on availability (see **Section 7**).

**If you no longer require a place, please advise the School Placements team.**

In P1, when the school session begins in August, children are normally admitted gradually and attend mornings only for the first week. This helps the children to settle into their new life at school. The Head Teacher will advise on start dates.

If placed at one of your catchment schools, assistance with travel is available if the distance between your home and the school gate is:

- two miles or over for primary schools
- three miles or over for secondary schools

The distance is calculated based on the most suitable walking route. **Please note that assistance with travel is not awarded if you have chosen to send your child to a non-catchment school.**

## **Section 7: Change of address/moving to Edinburgh area**

This section tells you what will happen if you change address within the City of Edinburgh area or are moving to Edinburgh before the start of session in August.

### ***What to do when you know when and where you are moving***

Complete a **Change of Address** form – [www.edinburgh.gov.uk/changeofaddress](http://www.edinburgh.gov.uk/changeofaddress). The School Placements team aims to offer a provisional place at one of your new catchment schools before you have moved, if you provide proof of purchase for the new property or new signed tenancy agreement in full before the end of February in the year they begin primary or secondary school.

**If your child is starting P1 and you are unable to provide proof of your new address before the end of February in the year they begin primary school, you should register your child at the catchment school for your current address during registration week, if you are already residing in Edinburgh.**

### ***What to do when you have moved into your new home***

Contact the School Placements team again when you have moved in.

You are required to provide the following proofs:

- birth certificate (if this has not already been provided)
- proof of Roman Catholic baptism, if the Roman Catholic school is preferred (if applicable)
- your new signed tenancy agreement/proof of purchase for your new address (if this has not already been provided)
- confirmation that the previous tenancy agreement has ended or solicitor's letter confirming your previous property has been sold
- your Council Tax demand notice for the new property
- your first utility bill (i.e. gas, electricity, landline telephone or broadband) or alternatively a welcome letter confirming you have opened a new account

**Please provide all the requested proofs to the School Placements team and not to the school.** If you cannot provide these proofs, contact the School Placements team for advice.

If a place is not available by the end of May, your child will be placed on a waiting list and we will write to you giving the reasons for turning down the place. Your child will be given priority on the waiting list, even if there are already non-catchment children on a waiting list, as children living in the catchment area have priority over non-catchment children. We will also tell you the closest alternative school and reserve a place there.

If you still want your child to go to your **previous** catchment school, you will need to make a placing request (see **Section 4**).

### ***Moving address after the start of session***

The School Placements team is responsible for the allocation of places into P1 and S1 up until the start of session in mid-August. If you are moving to Edinburgh after the start of session, you must apply to your catchment school directly, after this date.

## **Section 8: Fraud prevention**

The City of Edinburgh Council is obliged to make random spot checks as part of fraud prevention and we may ask you to provide proof of residence at any time before the school session begins.

The City of Edinburgh Council's Corporate Fraud Team will investigate all claims of false addresses being used to gain a school place and, if proven before the start of the school year, the place will be withdrawn.

**Please advise the School Placements team if you are aware of a school place which has been obtained fraudulently. All claims will be investigated and dealt with appropriately.**

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## **APPENDIX 1: Children with additional support needs**

Children have additional support needs if they require something which is extra or different to what is normally provided for other children of the same age. **All our schools can provide for a wide range of additional support needs.**

The 2000 Standards in Scotland's Schools Act states that children should attend mainstream schools, unless there are exceptional reasons not to do so.

Most children with additional support needs attend mainstream schools but some attend special schools or special classes. A list of special schools and special classes is contained in an information booklet, available online at: **[www.edinburgh.gov.uk/inontheact](http://www.edinburgh.gov.uk/inontheact)**. This list includes special schools not under the

management of the Education Authority, to which it is the practice of this Education Authority to send pupils.

Further information about additional support needs is also available from the Parent and Pupil Support Manager – Additional Support for Learning, who can be contacted by telephone on **0131 469 3444** and by e-mail at **cf.asap@edinburgh.gov.uk**

## **APPENDIX 2: Children highly able in dance, music or football**

We offer the following specialist provision for talented children, allowing them to receive specialist tuition in their chosen field alongside their academic studies. These are all based at Broughton High School, except for the Heart of Midlothian Performance School, which is based at Balerno Community High School. **Applicants must follow the course application process to apply for a place, rather than following the placing process outlined in this guide.**

### ***The City of Edinburgh Music School***

This is a national centre of excellence and entry is by audition only. Specialist music education is delivered in a range of musical styles. All instruments and all styles of music are considered equally. Applications must be made directly to the Music School at: **[www.edinburghmusicschool.co.uk](http://www.edinburghmusicschool.co.uk)**

### ***The City of Edinburgh Dance School***

Dance School entry is by audition only into the P6/P7 Talented Young Performers' programme or S1. Pupils will study Ballet, Jazz, Contemporary, Choreography, History of Dance and Dance Appreciation. Auditions take place in January. There is a maximum of 20 places available. Applications must be made directly to the Dance School at: **[www.broughton.edin.sch.uk/specialist-schools](http://www.broughton.edin.sch.uk/specialist-schools)**.

### ***Football Performance Schools***

There are two Football Performance Schools in Edinburgh. Each programme is designed for elite young football players, both boys and girls, and runs from S1 to S4. It offers talented young footballers the opportunity to develop their physical, mental and technical ability within the daily curriculum.

The **Scottish Football Association (SFA) Football Performance School** is based at Broughton High School. Applicants must apply online to the SFA, who run trials in February and March. There is a maximum of 20 places available. You can find out more about the programme, the selection procedure and how to apply by visiting: **[www.broughton.edin.sch.uk/specialist-schools](http://www.broughton.edin.sch.uk/specialist-schools)**.

The **Heart of Midlothian Football Performance School** is based at Balerno Community High School. The players involved in this programme are already working within the Heart of Midlothian Academy structure and are selected by them for the programme. For more information, please contact the school by emailing **[admin@balernochs.edin.sch.uk](mailto:admin@balernochs.edin.sch.uk)**.