



THE HIGHLAND COUNCIL
COMHAIRLE NA GÀIDHEALTACHD

EDUCATION CULTURE AND SPORT SERVICE
SEIRBHEIS FOGHLAIM CULTAIR AGUS SPÒRS

PARENTAL CHOICE - SCHOOL PLACING REQUESTS
ROGHAINN PHÀRANT – IARRTASAN AIRSON ÀITEACHAN
SGOILE

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Am Faoilleach 2012

PARENTAL CHOICE - SCHOOL PLACING REQUESTS
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As a parent you have the right to ask for your child(ren) to be educated in a school other than the local school. This applies only to primary and secondary school and not to pre-school or nursery provision. This request is called a placing request.

If you wish to make a placing request for your child to more than one school, the authority will only consider the first-named school. This duty is defined by the Education (Scotland) Act.

There are sound educational reasons for trying to ensure that the transfer or admission of children to a new school takes place at the start of the school session. We strongly advise all parents who are considering making a request (other than those who are moving home to a new area) to do this.

Every effort will be made to try and meet parental wishes but it is not always possible to grant every placing request made to a particular school. There is no automatic progression from a nursery class to a P1 class for a child who has been enrolled in a nursery class in a school outwith the local area, nor is there automatic progression from primary school to secondary school. A further placing request would be required.

1 How to Make a Placing Request
Mar a bu Chòir Iarrtas Sgoile a Dhèanamh

If you wish to make a placing request you must complete a placing request application form which is available from your Area Education, Culture and Sport Office or via the link

<http://www.highland.gov.uk/NR/rdonlyres/F170FFE0-CA4D-484B-85AB-B49C8EB15A43/0/placingrequestsform2008.pdf>

Area Education, Culture and Sport Office
Caithness Sutherland and Easter Ross
Oifis Sgìre Foghlaim, Cultair agus Spòrs
Gallaibh, Cataibh is Taobh Sear Rois

Drummuie
Golspie
Sutherland
KW10 6TA
Tel: 01408 635347 Fax: 01498 634041

Area Education, Culture and Sport Office
Ross, Skye and Lochaber
Oifis Sgìre Foghlaim, Cultair agus Spòrs
Ros, An t-Eilean Sgitheanach is Loch Abar

Castle Street
Dingwall
IV15 9HU
Tel: 01349 863441 Fax: 01349 863994

Area Education, Culture and Sport Office
Inverness, Nairn and Badenoch and Strathspey
Oifis Sgìre Foghlaim, Cultair agus Spòrs
Inbhir Nis, Inbhir Narann agus Bàideanach is Srath Spè

Glenurquhart Road
Inverness
IV3 5NX
Tel: 01463 702811 Fax: 01463 711177

You will by the time of the appeal, know the reasons why your placing request has been refused and you will be given the opportunity to present your case in person or through a representative, whichever you prefer.

If the appeal is refused you have the right to a further appeal to the Sheriff. If the Tribunal refuses your request, you have the right of appeal on a point of law to the Court of Session.

1.1 Siblings **Clann san Aon Teaghlach**

If your child has a sibling attending the requested school at the time the placing request takes effect e.g. the school start date in August if you are applying for a place for a new school session, please tell us about this on the placing request application form.

1.2 How Decisions are made: **Mar a Thathar a' Dèanamh Cho-dhùnidhean:**

Deciding on an admission takes into account the following issues in order of priority:

1. Pupils living within the Highland Area.
 2. Pupils living within the geographical catchment of the school concerned.
 3. Certified medical reasons or additional support needs which could best be served in that school.
 4. Siblings of pupils currently in attendance at the school.
 5. Religious belief (denominational schools only).
 6. Educational courses not available at local school.
 7. Attendance at associated primary school. (S1 requests only).
 8. Proximity of home to school.
 9. Road safety/ease of travel.
- Once a child from outwith the local school catchment has secured a place they will not be asked to move to allow a child into the school who has moved into the school's catchment area.
 - A place will be reserved in the local school for children whose parents have requested a place in another school until the outcome of the request is known.
 - A successful request for a placement in a primary school will not automatically place the child in its associated secondary school if this differs from the child's **local** secondary school. A further placing request will be required.

1.3 Reasons for refusing a Placing Request **Adhbharan airson Iarrtas Sgoile a Dhiùltadh**

The Highland Council may refuse to allow a child to be admitted to the school requested by the parent in order to retain places for school age children of incoming families who reside in the school catchments area concerned, or for any one of the following reasons.

- a) If placing the child in the school would:
- make it necessary for the authority to take an additional teacher into employment;
 - give rise to significant expenditure on extending or otherwise altering accommodation or facilities provided in connection with the school;
 - be seriously detrimental to the continuity of the child's education;
 - be likely to be seriously detrimental to order and discipline in the school;
 - likely to be seriously detrimental to the educational wellbeing of the pupils there;
 - will result in the need for an additional class or the employment of an additional teacher at a future stage of the child's education in primary school even if pupil numbers remain constant;
 - exceed the overall capacity of the school even if space in a class is available and additional resources are not required;
- b) If the education normally provided at the school is not suited to the age, ability or aptitude of the child;
- c) If the Education Authority has already required the child to discontinue his attendance at the school.

1.4 Timescale for Making Decisions **Ùine airson Tighinn gu Co-dhùnaidhean**

The timescales for making decisions on placing requests are outlined below.

- If you wish your child to start the school of your choice at the beginning of the school year in August your application must be submitted by 15 March. You will be given a decision by 30 April;
- If you apply for the new school term after 15 March you will be given an answer within 2 months of receipt of your application;
- If you wish your child to move school during the school year, you will be given an answer within 2 months of receipt of your application.

As soon as a decision is made you will be notified and if successful, the school will contact you to establish arrangements for enrolment.

1.5 If your Request is Refused – Appeals **Ma Thèid ur n-Iarrtas a Dhiùltadh – Ath-thagraidhean**

If your request is refused you will have the right to appeal to an appeal committee. If you do not get an answer within the above timescales, your request is treated as a refusal.

In the case of a refusal for a child or young person who has a co-ordinated support plan or a plan in the process of being prepared, the appeal should be made to a Tribunal. Every effort will be made to ensure this situation doesn't occur.

Details of the procedures relating to making an appeal are available from your Area Education, Culture and Sport Service Office (contact information at the end of this document).