

## SCHOOL PLACING REQUESTS

As a parent you have the right to ask for your child(ren) to be educated in a school other than your catchment area school. This applies only to primary and secondary schools and not to early learning and childcare provision. This request is called a placing request.

Where your child has Additional Support Needs you also have the right to make a placing request to a local special school or to specialist provision outwith the Council area.

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 and Additional Support for Learning Act (as amended) 2009.

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 early learning and childcare to a P1 class for a child who has attended nursery at a school which is not his or her catchment school, 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

If you wish to make a placing request, please complete the online process at:

[https://self.highland.gov.uk/service/enrol\\_your\\_child\\_in\\_a\\_school\\_outside\\_your\\_catchment\\_area](https://self.highland.gov.uk/service/enrol_your_child_in_a_school_outside_your_catchment_area)

Your child must first be enrolled in your catchment area or Gaelic Medium catchment area school in order for the placing request to be assessed. If your child is not already enrolled, please complete the online enrolment process prior to making a placing request.

If you do not have access to the online process, you should complete a paper Placing Request Application form, which is available from the school you wish your child to be placed in.

### **1.1 Siblings**

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 on school admissions are made:**

A decision on admission takes into account the following issues in order of priority:

1. Pupils living within the geographical catchment of the school concerned, or pupils seeking Gaelic medium education living within the Gaelic Medium catchment of the school concerned. \*
2. A local authority placement for any reason (e.g., certified medical reasons or recognised additional support needs which could best be served in that school; or because of capping of intake in the catchment school).
3. Religious belief (denominational schools only).

*\*Pupils seeking Gaelic Medium education (GME), who are not yet within a defined GM catchment area, should contact their Area Office about enrolling in the appropriate school offering GME.*

School enrolments not covered by the above criteria will be subject to the placing request process. Decisions on precedence amongst placing requests takes into account the following issues in order of priority:

1. Pupils living within the Highland area.
2. Certified medical reasons or recognised additional support needs which could best be served in that school.
3. Siblings of pupils currently in attendance at the school.
4. Pupils living within the catchment area of a school which is not the subject of the placing request where the intake is capped.
5. Attendance at associated primary school. (S1 requests only)
6. Proximity of home to school.
7. Road safety/ease of travel.

- Once a child from outwith the school catchment area has secured a place, they will not be asked to move out of the school to allow a place for a child who has moved into the school's catchment area.
- For children whose parents have requested a place in another school, a place will be reserved in the catchment area school until the outcome of the request is known.
- A placing request that is granted for the start of a new school session, should be taken up within a month of the start of that session. Similarly, a placing request for a transfer of schools within the school year, should be taken up within one month of the date the request is granted. Any placing requests granted but not taken up within these periods will be deemed as no longer required. If the place is still wanted, a further placing request application must then be made.
- 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 catchment secondary school. A further placing request will be required.
- Parents submitting a placing request for their child in a school outside their catchment, are not entitled to transport. If a placing request is granted, transport is the responsibility of parents. They may, however, complete a transport request form for transport on a concessionary basis. If available, this will normally be subject to a charge. Concessionary transport ('privilege' places) is offered where there is sufficient capacity on the vehicle and may be withdrawn when a seat is no longer available. Concessionary transport is provided according to the terms and conditions set out in the Highland Council School Transport policy - [school transport policy](#).

### **1.3 Reasons for refusing a Placing Request**

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 catchment area concerned, or for any one of the following reasons.

- 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
- be likely to be seriously detrimental to the educational wellbeing of the pupils there
- 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

2. If the education normally provided at the school is not suited to the age, ability or aptitude of the child.
3. If the Education Authority has already required the child to discontinue his attendance at the school.

#### **1.4 Timescale for Making Decisions**

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 two months of receipt of your application.

As soon as a decision is made you will receive a decision letter. If successful, the school will contact you to establish arrangements for enrolment. If unsuccessful the decision letter will outline how to make an appeal should you wish to do so.

#### **1.5 If Your Request is Refused – Appeals**

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, or if the school which is the subject of a placing request is a special school, then the Appeal should be made to the First Tier Tribunal.

<https://www.healthandeducationchamber.scot/contact-us>

Details of the procedures relating to making an appeal are available from your Area Care and learning Office (contact information at the end of this document). 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. Where a child has Additional Support Needs, if the Tribunal refuses your appeal, you have the right of appeal on a point of law to the Court of Session.

## **AREA EDUCATION AND LEARNING OFFICES**

**North Area Education and Learning Office**  
Drummui  
Golspie  
Sutherland  
KW10 6TA  
✉: [CL.NorthAdmin@highland.gov.uk](mailto:CL.NorthAdmin@highland.gov.uk)

**South Area Education and Learning Office**  
Glenurquhart Road  
Inverness  
IV3 5NX  
✉: [carelearningadmin@highland.gov.uk](mailto:carelearningadmin@highland.gov.uk)

**Mid Area Education and Learning Office**  
County Buildings  
Dingwall  
IV15 9QN  
✉: [cl.adminmid@highland.gov.uk](mailto:cl.adminmid@highland.gov.uk)

**West Area Education and Learning Office**  
Fingal Centre  
Viewfield Road  
Portree, Skye  
IV51 9ES  
✉: [CLLochaberAdmin@highland.gov.uk](mailto:CLLochaberAdmin@highland.gov.uk)