



Management CIRCULAR No.

3

**January 2010
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Glasgow City Council
Education Services
Wheatley House
25 Cochrane Street
Merchant City
GLASGOW
G1 1HL

To **Heads of all Educational Establishments**

Dear Colleague

Admissions to Schools

Taking account of the provisions of the Education (Scotland) Act 1981, the Education Children and Families Policy Development Committee agreed that:

1. On a date or dates to be intimated by the Service Director: Education in January each year, Heads of Primary Schools must register for education all children resident within the delineated area of their school who have attained the age of five years before that and who are not already on a school register. They will also register all children resident within the delineated area of the school who will attain the age of five years on or before the last day of February of the succeeding year. Heads of Primary Schools should not register children whose fifth birthday is on or after 1 March of the following year. Parents/Carers of such "early entry" children should be provided with the appropriate information booklet and advised to make a request for early entry, even for what would normally be their delineated area school. This should be submitted to the Service Director: Education, for her consideration. Heads of Primary Schools should make no comment on the child's suitability for school.
2. A Head of Establishment should also register any child(ren) of school age whose parents/carers, having moved into the delineated area, present their child(ren) for education.
3. Parents/Carers must be advised that they have a right to make a placing request whereby their child(ren) can be educated in a school other than the one which serves their delineated area. An information booklet for parents/carers will be provided and a list containing the names, addresses and phone numbers of other local schools will be made available for reference. An application form and guidance notes can be downloaded from the Glasgow City Council website at: www.glasgow.gov.uk/en/residents/goingtoschool/primary/placingrequests/index.htm
4. Where a parent/carer does not wish to make nor asks for time to consider making a placing request, his/her child(ren) may be enrolled at the time of registration.
5. The Service Director: Education has the delegated function to deal with all placing request matters. Those placing requests for starts in education at the beginning of a new school session which can be met administratively within the resources available will be dealt with by the Service Director: Education after consultation with the Head of Establishment. Those which cannot be met will be refused in terms of Section 28A of the Education (Scotland) Act 1981 (as amended).

Where there are more placing requests than there are places available, allocation of these places will be in line with Glasgow City Council guidelines on priorities for admission.

6. The deliberations of the officers when considering applications for a child to be enrolled in a school outwith the delineated area in which he/she resides can be prejudiced by any statement by a Head of Establishment to the effect that he/she is willing to enrol the child. Heads of Establishment are advised to refer the parent/carer, without comment, to the appropriate school or the Service Director: Education.

Yours sincerely

Maureen McKenna
Service Director: Education