



# MANAGEMENT CIRCULAR

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Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

**August 2018**

Management Circular No. 21

To **Heads of all Establishments**

## **Deferment of young people at secondary stages**

In an urban environment, young people move across schools for a range of reasons - sometimes linked to family circumstances, sometimes linked to their behaviour. It can therefore be expected that there would be some variance in the numbers in year groups year on year.

If a school wishes to defer a young person then they should submit a request to the Executive Director of Education. The request should be submitted on the attached proforma and can be submitted at any time during the year but must be submitted by the end of June at the latest. Supporting evidence should accompany the proforma. The supporting evidence could include the young person's additional support plan(s), pastoral notes and any other evidence which supports the proposal to defer the young person.

It should be noted that the decision to defer a young person should be taken in partnership with parents and carers and the young person themselves. By definition, any young person who would benefit from deferring has additional support needs and, therefore, in almost all cases should have an additional support plan.

No young person should be deferred without the permission of the Executive Director of Education. Schools may wish to consider the following before recommending deferment:

- Young people start to disengage at a much earlier stage than S4, therefore, interventions need to start much earlier
- Young people at S4 are unlikely to agree to repeat S3 for educational reasons due to the change in peer group
- Some young people with English as an additional language who arrive in Scotland as teenagers may benefit from repeating a year to prepare them better for SQA examinations. This combined with Glasgow's policy on ESOL would better meet their individual learning needs.
- Schools need to take the ownership of young people who may benefit from deferment as they know them best. Local solutions provide best for young people
- Schools are resourced for all young people on their roll whether they are attending or not.

When registering young people in the annual census, schools should note that if code 04 is used for young people attending college at S3 and S4 then these young people should not be included in the school's overall roll for the purpose of staffing and resources as nationally this is not the case when GAE is being calculated. Discussion should take place with the area Head of Service.

Maureen McKenna  
Executive Director of Education



# Deferment of Young People at Secondary Stages

PLEASE USE BLACK INK AND BLOCK LETTERS

<b>1</b>	Name of Establishment	
	Name of Young Person	
	Date of Birth	Current Year Group
	Proposed Deferred Year Group	
<b>2</b>	Address	Postcode
	<i>Please tick</i>	
	Is the young person Looked After?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>3</b>	Reason(s) for Deferment from School	
	Views of Young Person	
	Views of Parent(s)/Carer(s)	
	Views of other interested parties ( <i>please state who they are, for example, Social Worker, educational psychologist, EAL teacher</i> )	
<b>4</b>	Supporting Evidence (attached)? <i>For example: Additional Support Plan(s), Pastoral Notes, Care Plan, Attendance records</i>	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>For Office Use ONLY</b>		

After consideration of the attached evidence:

Permission is granted for \_\_\_\_\_ to be deferred into \_\_\_\_\_ for session \_\_\_\_\_

Signature \_\_\_\_\_ Executive Director of Education Date \_\_\_\_\_