



MANAGEMENT CIRCULAR

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

October 2018

Management Circular No 4

To Heads of all Educational Establishments

School Leaving Dates

1. The school leaving dates for Glasgow City Council are as follows:
 - i. 31 May
 - ii. the first day of the Christmas holiday period
2. Young people who attain the age of 16 years on or between 1 March and 30 September cease to be of school age on 31 May and young people who attain the age of 16 years on or between 1 October and the last day of February cease to be of school age on the first day of the Christmas holiday period. The young person is then free from the obligation to attend school and may take up employment.
3. A young person nearing school leaving age may transfer to an appropriate full-time further education course in advance of his/her normal leaving date. This will require the prior approval of the appropriate Head of Service, having considered all aspects of the case (e.g. transport, free meals, etc.) and provided that:
 - i. the young person has completed four years of secondary education;
 - ii. the course is a full-time one providing subjects approved by Education Services; and
 - iii. in the view of the authority, the young person, because of his/her circumstances, could benefit from such a placement.

Maureen McKenna
Executive Director of Education