

**December 2018**  
**Management Circular No. 45**

To Heads of all Educational Establishments

## **The admission of children and young people ordinarily resident outwith Glasgow**

Education Services' arrangements for admitting to its schools children and young people ordinarily resident outwith Glasgow are as follows:

1. Categories of child or young person potentially involved

Children and young people who seek enrolment in schools in Glasgow and whose parents or carers live permanently outwith the area, fall into four categories, as follows:

- a) Children and young people living with their parents or carers who are permanently resident outwith Glasgow;
- b) Children and young people who have been committed to the care of an authority under the Children and Young Persons (Scotland) Act 1937 or the Children Act 1948 and who are boarded out either with foster parents/carers or in a children's home;
- c) Children and young people who are resident in children's homes on a voluntary basis (e.g. placed therein by parents/carers or relatives);
- d) Children and young people who are resident within the area as a result of arrangements made by parents or carers but whose parents or carers are permanently resident outwith Glasgow City Council.

2. Conditions for enrolment in a school - procedure to be adopted by Heads of Establishment

Category a) Children

- i. Parents/Carers living outwith the area may ask for a placing request for their children to attend a Glasgow school. Such placing requests will be treated in the same way as other placing requests. Where a placing request of this type is granted Heads of Establishment should advise Education Services in September of each year whether or not the children and young people are still in attendance in order that where appropriate, charges can be levied on the authority in which the parents/carers are resident.
- ii. Parents/Carers who change residence to live outwith the area and who request that their children remain in their present school should have their request dealt with as set out in Management Circular No. 9 with update information being supplied to Education Services annually as indicated in i. above.

Category b) Children

Education Services will normally be aware in advance of any children and young people included in this category who will be presented for enrolment and will advise Heads of Establishment that the children and young people should be enrolled.

Where a child or young person is resident in a children's home or similar centre or in the care of a foster parent and the Head of Establishment has not been previously advised by Education Services that the child or young person would be presented for enrolment, the child or young person should be enrolled wherever accommodation permits and the following particulars forwarded to Education Services:

- i. Child's or young person's name;
- ii. Address of foster parent/carer or home in which the child is resident;
- iii. Date of birth of child or young person;
- iv. Date of admission.

Category c) and d) Children

Such children and young people may only be enrolled on production of a permit for the session issued by Education Services. Heads of Establishment should advise Education Services when the child or young person has been enrolled and ensure that the permit is renewed annually as necessary.

- 3 As soon as any child or young person in any of the categories listed above is withdrawn from the school, this should be notified to Education Services.

Maureen McKenna  
Executive Director of Education