



Management CIRCULAR No.

9

November 2011
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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**

Mid-Session Children and Young People Transfers

The following procedures should be adopted in relation to potential mid-session children and young people transfers.

1. Placing requests made for implementation at times other than at the start of a new session

In most instances, other than where children and young people move home into a new area, there are sound educational reasons for advising parents/carers that transfer of children from one school to another should take place only at the start of the school session. The Education, Children and Families Policy Development Committee has agreed that Heads of Establishment should advise parents/carers accordingly, explaining the educational arguments against mid-session transfers and should seek agreement to delay activating placing requests until the start of the coming session. The parents/carers must always be advised however of their right to request that their cases be dealt with at an early date if they so wish.

2. Requests to remain at a school following moves out of the local area

When parents/carers change residence and request that their children remain in their present school, they can be advised that these requests will be granted by the Executive Director of Education but no responsibility can be accepted by Education Services for associated transport costs other than in exceptional circumstances. On receipt of such a request and after receiving approval from Education Services, Heads of Establishment should complete the attached letter and send it to the parents/carers forthwith. A copy should be sent to Education Services. These procedures will also apply (in similar circumstances) to young people aged 16 and over who require to make requests on their own behalf rather than have them submitted by their parents/carers.

In either of the above situations other than in exceptional circumstances the granting of a placing request or a request to remain must be accompanied by an acceptance by the parents/carers or the young people involved of the responsibility to make and meet the cost of any associated home to school transport arrangements.

Maureen McKenna
Executive Director of Education



Executive Director of Education
Maureen McKenna

Name of Educational Establishment
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Web www.establishment.glasgow.sch.uk

Head of Establishment
Name of Head of Establishment

Mid-Session Children and Young People Transfers

Original Name and Address

Current School Name and Address

New Name and Address

Date Commencing

Dear _____

Request to Remain in _____ School

I understand you have recently changed/are about to change residence to an area outwith the delineated area of _____ School and you have requested that your child _____ remain in this school. A place is available for _____ in _____ school, which is the local school for your new area. Nevertheless your request, which is in effect a placing request, for _____ to continue to be educated in this school can be granted.

However, Education Services policies on home to school transport regarding placing requests will apply in these circumstances. Transport costs relating to _____ continuing to attend this school will not normally be met by Education Services in terms of its policies and you will require to make appropriate arrangements and meet any associated costs yourself, unless exceptional circumstances are agreed to apply.

Should you wish to proceed with your request on the basis outlined above, _____ will be most welcome to remain in this school and I hope that he/she/they will enjoy a fulfilling future educational career with us.

Yours sincerely

Name
Head of Establishment

**If phoning or visiting please ask for
Direct phone 0141 000 0000**