



# Management CIRCULAR No.

**70c**

**September 2013  
Management Circular No. 70c**

Glasgow City Council  
Education Services  
City Chambers  
40 John Street  
Merchant City  
GLASGOW  
G1 1JL

To **Heads of all Educational Establishments**

## **School Admission - Over Subscription for Local School Full**

### **TIMETABLE FOR ANNUAL ENROLMENT/TRANSITION PROCESS WITH EFFECT FROM AUGUST 2013**

<b>Task</b>	<b>Action</b>	<b>Start Date</b>	<b>Completion Date</b>
Adverts notifying parent/carers of registration week and their right to make a placing request to be placed in Evening Times, The Sun and Daily Record	Advert to be placed four weeks prior to registration date - CYPS team	2nd week in September to be press for 2nd week October each year	
P1 Admission and Registration. P7 to S1 Transition week	<ul style="list-style-type: none"> <li>Registration week for P1 admissions</li> <li>Letters issued to P7 parents/carers by Schools</li> </ul>	2nd week in November each year	Five days
Deadline for schools to return P1 and P7 details and numbers	Schools	3rd week in November	One day
Placing requests can be submitted by parents/carers	Parents/Carers	2nd week in November to 15th March	15th March
Alert issues to CYPS where catchment figures exceed spaces	Schools to Children Young People Support team	1st week in December	One day
Identify number of spaces available at next local schools for oversubscribed catchment schools	CYPS to link with Nearest school	2nd week in December	Four weeks
Meetings held to discuss demand for places in oversubscribed schools and agree proposed intake limits and classification	CYPS/Headteachers/ABSM	1st week in January	One day
Additional enrolment week and check for updates on P1 and S1 catchment list	CYPS to issue spreadsheet to HT for criteria info and to ensure info is current and accurate	2nd week in January	One week
Alert members of Education Directorate of any issued relating to P1 and S1 intake	Follow on from Meetings	End of 2nd week in January	One day
Initial alert to be issued to parents/carers for any schools oversubscribed	CYPS to issue letters/choice form to parents/carers	3rd week in January	Two weeks
Parent/Carer choice returns due	10 days from issue	1st week in February	One day
Collate the parent/carers returns and confirm alternative placement with schools	CYPS to collate	1st week in February	Two weeks
Confirm the proposed placement in writing to parents/carers	Legislation states that parents/carers must be given at least six months before the commencement date on which the child is due to commence attendance	2nd week in February	One week
Decisions on placing requests to be made immediately following 15th March	CYPS to collate	Last two weeks in March	Two weeks
Parents/Carers informed of outcome of placing requests by end of March, although those schools affected by OOA placing requests will likely be end of this period	CYPS	Dring Period from end of March until end of April	

## **GENERAL INFORMATION ON ENROLMENT FOR PARENTS/CARERS<sup>1</sup>**

Every primary and secondary school has a catchment area around it. Children and young people living in this area are given priority for places in the school. Entitlement to a place in a school is based on home address and not on attendance at a primary or early years' establishment unless the associated secondary school is delineated. The list of delineated schools is on page 2 of Management Circular No. 70a.

Every household has the opportunity to choose either a denominational or a non-denominational school. If you choose denominational Roman Catholic education for your child then you should do so in the knowledge that you are in support of the religious ethos of the school and that this will mean that your child will participate in religious activities which permeate the life of the school.

Catchment P1 registration, P7 to S1 transfers and the handling of placing requests across the city commences in November with schools being asked to register their catchment children/P7 transfers, and parents being asked to make their placing requests at the time of enrolment. The annual deadline for placing requests remains as 15th March.

Headteachers are involved throughout the process and initial figures are analysed during January to establish class organisations and identify any accommodation issues and where catchment child/young person numbers might exceed school capacity.

### **ASPIRATION FIGURE**

An aspiration figure is provided to schools for P1/S1 intake by Education headquarters. The schedule of accommodation and the school classification are taken into consideration when deciding on the aspiration figure. The aspiration figure should be used as a guide for the number of enrolments for the August intake. Children and Young People Support team will discuss any capacity issues with the school and will agree a capped figure for P1 enrolment and S1 transfers.

Any issues with an oversubscription of catchment children should be highlighted to Children and Young People Support team via the appropriate form by the school or as soon as becomes known.

### **OVER SUBSCRIPTION OF CATCHMENT CHILDREN/YOUNG PEOPLE FOR AUGUST INTAKE**

When there is an over subscription of catchment children the school will provide a list of all children presented for enrolment/transfer to the Children and Young People Support team.

Children and Young People Support team will write to you as a parent/carer of a child presented for enrolment/transfer at the oversubscribed school including an option form. The option form should be returned to Children and Young People Support team from you with any supporting evidence attached. (See criteria for the allocation of places).

Children and Young People Support team will identify available spaces with the headteacher of the receiving school(s), the next local school(s) and those with a shared catchment area to allocate spaces for those children/young people who cannot be accommodated at their local catchment school using the criteria outlined below.

<sup>1</sup> Throughout this document the term "parents" should be taken to include foster carers, residential care staff and carers who are relatives or friends.

## CRITERIA FOR THE ALLOCATION OF PLACES

Where there are more catchment children presented for enrolment than there are places available then the following criteria (the placing request criteria) set by Glasgow City Council will be applied when allocating catchment places, in the following rank order:

1. A child/young person who has a medical condition who requires facilities or support available only in the requested school. All applications seeking to receive recognition under this category should be supported by documentary evidence from your family doctor and a local health practitioner. **Please note:** All medical documentation should be submitted to the headteacher of the catchment school where presented to enrol.
2. In relation only to denominational schools, those children/young people whose parents can demonstrate or have declared an affinity with the religious ethos of the school. For example, baptismal certificate from the Roman Catholic (RC) Church.
3. If the child/young person has a sibling already in the chosen school and a brother or sister will be attending the same school for the session the application is being made.
4. The child is from a single adult household and for example, the proximity of a school to the parent's/ carer's place of work would be advantageous for the care and wellbeing of the child or young person. You will be asked to support this by suitable documentation.
5. The distance between home and the requested school by a safe walking route. In most cases this can be calculated on Google Maps and Yell.com however there will be some instances where consulting a map or walking the route may be necessary.
6. The suitability in the parents'/carers' choice of school of particular teaching methods to meet the child's/young person's needs or the availability of subjects which he/she was previously studying.

## ALLOCATION OF PLACES

The above criteria will be applied to allocate the agreed number of spaces for enrolment/transfer. Children and Young People Support team will cross reference with the school to ensure they have captured all children/young people with evidence of criteria.

For those unsuccessful in gaining a place at their catchment school, another school will be identified. Consideration will be given where you have ticked non-denominational catchment option or another RC school on the choice form.

Children and Young People Support team will write to the successful applicant(s) who can be enrolled/ transferred into the local catchment school.

Children and Young People Support team will write to the unsuccessful applicants allocating either local non-denominational school or next nearest RC School from the information provided by the parent on the choice form.

Details of any further enrolments/transfers after the information has been submitted should be passed to Children and Young People Support team by the school.

A list of successful catchment children and the list of those unsuccessful applicants including the school allocated to them will be issued to the catchment school.

## **OVER SUBSCRIPTION OF CATCHMENT CHILDREN/YOUNG PEOPLE IN-TERM**

### **(Local school full)**

Glasgow City Council does not hold spaces for possible enrolments at a future date therefore there may be occasions where catchment children cannot be enrolled due to capacity issues. As with oversubscribed spaces for P1 enrolment/S1 transfers, a school may need to refuse a catchment child presented for enrolment mid term.

Any over subscription of catchment children who cannot be accommodated at the local catchment school should be held on a waiting list at the catchment school.

When this occurs the headteacher should confirm with you that you wish to be considered for a catchment waiting list. You should complete the enrolment process to be placed on a catchment waiting list to be held at the school.

The school should submit a request to refuse form to the Children and Young People Support team within two days of you completing the enrolment process along with any supporting evidence to refuse a catchment child who wishes a space mid term. They should advise you that Children and Young People Support team will contact them within five working days with an alternative school.

Children and Young People Support team will consider the grounds refusal and where necessary will contact the next local school available to ensure they can accommodate the stage/year group requested.

Once a place has been identified Children and Young People Support team will advise you to contact the named school to enrol. Children and Young People Support team will inform the headteacher of the catchment school who should retain and maintain the child/young person's details on a catchment school waiting list.

### **Catchment Waiting List**

When a space becomes available in the catchment school the headteacher should contact the first eligible parent/carer on the catchment school waiting list to offer a space. If there is more than one child held on the catchment waiting list the above criteria (1 to 6) should be applied to prioritise for the allocation of spaces.

If the offer is declined the parent/carer should be advised they will no longer be considered at a future date for any place that may become available and any free travel assistance will be withdrawn. The catchment school should advise the current school of the outcome.

If the parent/carer refuses a place at the catchment school they must complete a placing request form to remain in the current school. The current school should mark the child/young person as a placing request on click and go. The current school should cancel transport with the Children and Young People Support team and advise the parent/carer that travel pass should be returned.

**No placing request to be granted to schools that hold a waiting list for catchment children.**

### **Transport for local school full**

Glasgow City Council will award assistance with travel if the distance between the home address and the allocated school is greater than 1.2 miles for primary school and 2.2 miles for secondary schools, based on a safe walking route.

## Appeals Process

We will try to explain clearly to you the reasons why you have not been able to get a place in your catchment school and also why we have offered you the named alternative.

If you are still not happy with the allocated school offered as an alternative to the catchment school then you should write to the Executive Director of Education, Education Services, Glasgow City Council, City Chambers, 40 John Street, Glasgow G1 1JL, in writing outlining the grounds for your **request** and stating what additional information you feel the authority has not considered when placing your child in an alternative school.

For administrative purposes it would be helpful if the request to reconsider is received within 14 days of receipt of the letter from Children and Young People Support.

Your letter and any new information will be passed to a Senior Officer within the Council who will review the decision made. If you remain dissatisfied you can appeal the decision of the authority. In most cases the appeal should be to the Education Appeal committee and must be received within 28 days of the date on which the request was deemed to be refused.

There will be a few exceptional cases where the appeal would be lodged with the additional support needs tribunal e.g. when the child has Co-ordinated Support Plan. (See Management Circular No. 70b for further information).

If a parent/carer/young person wishes to appeal they are required to lodge an appeal to the Additional Support Needs Tribunal within two months from the date on which the request was deemed to be refused.

Maureen McKenna  
Executive Director of Education