

Education Services

Placing Request and Local School Full Guidance



1.

Background

For the purposes of this document the term “parent” also applies to a young person as defined under the Education (Scotland) Act 1980 as a person over school age, normally 16 years of age (with capacity) who has not attained the age of eighteen years

In addition throughout this document, the term “parent” should be taken to include foster carers, residential care staff and carers who are relatives or friends.

Under the Education (Scotland) Act 1980, parents have a statutory right to make a placing request for any educational establishment.

A parent can apply for a placing request for their child under 16 years of age on their behalf.

A young person who is 16 years of age or over (with capacity) must apply for a placing request on their own behalf.

Placing Requests must be considered by Glasgow City Council and unless there is a statutory ground to refuse then the placing request must be granted.

The right to make a placing request can be exercised throughout a child’s/young person’s education and not just when the child is starting primary or secondary school. However, there are good educational reasons for trying to ensure that the transfer or admission of children and young people takes place at the start of a school session.

A Placing Request can be made to:

- **Any Mainstream School managed by Glasgow City Council;**
- **Any Additional Support for Learning School managed by Glasgow City Council;** and
- **Any Independent Special School not managed by Glasgow City Council.**

It is the policy of Glasgow City Council to encourage parents to enrol children in their local school, known as the catchment school - as it allows children and young people to develop and learn with other children from their own community

Every primary and secondary school has a defined catchment area. 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 primary or early years establishment.

You can check the catchment schools associated with your address on Glasgow City Council website, Schools and Learning 'My Catchment Area':

glasgowgis.maps.arcgis.com/apps/webappviewer/index.html?id=3296a79016c34af98c4e71c0f1e02fa5

If your child is due to start school in the forthcoming August, they should be registered with their catchment primary school in the second week of the preceding November. Public Notifications and social media posts issued in October each year provide details of this. Thereafter you are free to make a placing request to a school of your choice. Registration can be done online at:

www.glasgow.gov.uk/article/18007/Starting-Primary-School

All schools have up to date handbooks which are available for parents, which provides information about the school. This can be found on Glasgow City Council website - 'Schools and Learning' - then click on the name of the school:

www.glasgow.gov.uk/article/17026/Schools-and-Nurseries

Where there are more applications than places available, priority will always be given to children and young people living in the catchment area. No placing requests will be granted for schools that hold a catchment waiting list.

2.

How to make a Placing Request

Placing request applications can be made at any time during the year. Most placing requests are made for entry into P1 and entry into S1.

If you want to make a placing request application for a mainstream Primary or Secondary School, you need to submit a placing request form. The easiest way to do this is online via the Glasgow City Council website, School and Learning, Placing Requests:
www.glasgow.gov.uk/article/18205/Placing-Requests

If you choose not to submit an online Placing Request, postal copies of the application form are also available if required from Glasgow City Council website, School and Learning, Placing Requests:
www.glasgow.gov.uk/article/18205/Placing-Requests

If required postal applications can be requested by contacting the Customer and Business Services on 0141 287 8000.

Please note you will need to set up a Glasgow City Council 'My Account', to allow you to submit a Placing Request Form online. For more information on Glasgow City Council - 'My Account':
www.glasgow.gov.uk/myaccount

All requests, along with supporting evidence, will be considered by Glasgow City Council. **It is therefore very important that you provide all relevant documentary evidence in support your request. This may include medical evidence or reports from any other services/agencies that may have been involved with your child. This information can be scanned and sent along with your application.**

You must give accurate answers to the questions asked as failure to do so will entitle Glasgow City Council to reconsider any decision made in respect of there quest.

You can make a placing request for more than one school. Only one application requires to be submitted indicating priority choice of schools on the form. Glasgow City Council will make a decision on your first choice of school. Only after a decision to refuse the placing request on the first choice has been made will other establishments then be considered. If the priority choice is granted the remaining choice of schools are automatically withdrawn.

If you have more than one child starting school or transitioning to S1, for example, twins, you will need to make a separate placing request application for each child. These will be considered separately and while we will do our best, there are no guarantees that both placing requests will be granted if facing capacity issues. Where this is going to be a difficulty we will contact you to discuss.

You should be aware that the granting of a placing request for one child/young person does not guarantee that any future placing requests made for a younger sibling for the same school will automatically be granted.

If resident in Glasgow City Council area or within another Local Authority, your child should be enrolled in their local catchment school prior to submitting a placing request application to a Glasgow School. This is to ensure a space is available in your catchment school if the placing request is not successful.

If your placing request application is granted the allocated space at the catchment school (within Glasgow City Council area) will automatically be withdrawn. If you subsequently change your mind and wish to attend your catchment school, you would require to submit a fresh catchment enrolment application online, and if a space is still available this will be confirmed in writing for you. You should not withdraw your granted placing request until you have received confirmation of an available space to return to your catchment school.

You should note that if your placing request is successful, then you are responsible for getting your child to school as free school transport will not normally be provided for children/young people attending school as a result of a placing request.

There is guidance available on the Glasgow City Council website to assist with any **Foreign National Enrolments**. This explains the paperwork you require to complete prior to enrolling your child at their catchment school and/or submitting a placing request for an alternative choice of school. You must reside in the United Kingdom for a placing request to be considered. For more information:

www.glasgow.gov.uk/article/17780/Enrolling-a-Child-From-Overseas-at-a-Glasgow-School

There are some other specific situations where a placing request must be made, for example:

- When you wish your child to transfer from a school in one sector, e.g. denominational, to the non- denominational sector or vice versa within the Glasgow City Council area even if they reside in the catchment area for the requested school.

When a child initially starts school, families choose either a denominational or non-denominational school, this means in effect they are no longer part of the catchment area of the **other** sector.

For example, if a family choose denominational primary school A and then wish to transfer to S1 in non-denominational secondary school B, despite their address being in the catchment for school B, they would still require to submit a placing request application to request a place in non-denominational secondary school B, as they are “*crossing sector*”.

- Placing request applications made from out-with the Glasgow City Council area do not fall into the above category and children/young people who move from a denominational/non-denominational establishment in another authority and now reside in the Glasgow area, will be treated as a catchment enrolment from their home address.
- You can choose to register your child for Gaelic Medium Education in Glasgow. Further Information is available on Glasgow City Council website: www.glasgow.gov.uk/article/17535/GaelicGCC
- If you wish your child to go to one of the Gaelic Medium Education locations out-with your catchment area then you will need to submit a placing request.

3.

Placing Requests for P1 and S1 August entry

If you do not want your child to go to your local catchment school for P1 or S1 then you should submit a placing requests at the same time as the registration of P1 and S1, that is, in November for children and young people due to commence P1 or S1 the following August. Applications received after this date are all still considered, but if any later than 15th March (legislative deadline date), it is possible that available places in the chosen school may have been allocated.

You must, however, register your child at their local catchment school in November. This is to ensure that there is a place available should the placing request not be successful.

If you have submitted an on-line placing request for P1 or S1 entry and submitted before 15th March then you will receive an automated response confirming receipt at the time of submission. It is important to retain this, as this is the evidence that you submitted on time. You will also receive written acknowledgement of your placing request within five working days as a legal requirement. Glasgow City Council must respond to your placing request with a decision by no later than 30th April. It is also important for you to retain this letter and if you do not receive this you should make an enquiry with **Customer and Business Services** on **0141 287 8000**.

Placing Requests received after the 15th March will be processed after all other applications have been considered, with a decision being notified within two months of receiving the placing request.

How are places allocated?

Glasgow City Council will always prioritise places for catchment children. The number of places available for placing requests will depend on how many places remain after P1/S1 catchment children have been accommodated.

Once catchment children have been placed, Glasgow City Council considers all the placing requests received before the 15th March and places them in order using the Placing Request Criteria. There is detailed advice on these criteria in section that follows. Places are then allocated in that order.

If you are not successful then you can appeal. More details on how to appeal are provided towards the end of this document.

In term Placing Requests

Placing Requests made during term will be processed in the order in which they are received, for example, requests for children/young people to move school during the school term due to family moving house.

The in term process differs from the process of allocating places for P1 and S1 at the start of a new session as outlined above and decision notified within two months of receiving the placing request.

4.

Criteria for the allocation of places for Placing Request applications

Where there are more placing request applications made than places available, the criteria set by Glasgow City Council will be applied when allocating places, in the following rank order:

1. Children residing within Glasgow City Council area who have additional support needs and **require the provision of support provided only within the school requested. Supporting documentation evidencing the reasons for the request, signed by an appropriately qualified person with a proven expertise in the particular matter which has led to the additional support need will be required.** The Head of Service with responsibility for inclusion will assess and decide on all applications seeking to receive priority under this criteria. ***Please refer to section on Additional Support Needs above for more clarification.***
2. In relation only to denominational schools, those children whose parents can demonstrate an affinity with the religious ethos of the school (for example, a baptismal certificate from the Roman Catholic Church or a supporting letter). **All applications seeking to receive recognition under this category should be supported by documentary evidence as outlined above.**
3. Children who will have siblings at the school during the next academic year. Priority will be given to children who have a sibling in the year group closest to P1 or S1.
4. Children who face on-going family circumstances, **requiring support that only placement in the requested school is likely to address. Supporting documentation evidencing the reasons for the request will be required.** The Head of Service with responsibility for inclusion will assess and decide on all applications seeking to receive priority under this criteria.

Please note the “family circumstances” criteria will not consider child care issues, school travel arrangements issues or parental work related issues. To meet family circumstances criteria this requires to be a significant matter which will be an issue for the length of the academic school session or beyond. An example of family circumstances would be.

Joint Parental Court Order in place showing child resident at different address during the week when attending school and closer to requested school.

5. Children living in the catchment area of the requested school whose parents are required to make a placing request because the children are not attending a school of the same denomination as the requested school. (please refer to earlier section Page 3, regarding – “*specific situations where a placing request must be made*” for further explanation).
6. Children ranked by distance between home and school by a suitable walking route (This criteria will be used when all of the above have been exhausted). Those living closest to school ranking highest.

The criteria will be applied in the order shown above.

If, for any category, the number of requests exceeds the number of places available the next succeeding criteria will be used to prioritise those requests, and so on, until all priority criteria have been exhausted.

Please note where there are too many applications from **catchment children** for their local primary or secondary schools, then the above **placing request criteria, numbers 1 to 5 will be applied** in order to decide on those children to be offered places. (Local School Full – see below).

If, after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by a senior officer of Education Services.

Note that the final criteria of distance will only be used to determine the allocation of placing requests. A ballot will be used in cases of over-subscription where all the children being considered live within the catchment area.

All requests, along with supporting evidence, will be considered by Glasgow City Council. **It is therefore very important that parents provide all relevant information in support of their request. All supporting evidence will be checked for accuracy.** Only the above criteria will be used.

5.

Over-subscribed schools – Catchment P1/S1 August entry - use of Placing Request criteria

When a Primary School is unable to accommodate all the children who have registered to commence in P1/S1 for August entry, the “*over-subscription*” process is applied.

You will be advised in writing of the position and asked to provide specific details to assist with the ranking process.

The above **Placing Request criteria** is then applied to decide which children rank highest for a place in their catchment school.

6.

Local School Full process/ School Catchment waiting lists

During term time, if a school cannot accommodate a catchment enrolment due to the year group being full, the “*Local School Full*” process will be applied. The Headteacher will place your child’s name on their waiting list to be contacted at a later stage should a place become available.

The Local School Full process takes place when there are more applications than places available. The above “**Placing Request criteria**” numbers 1 - 5 will be applied to decide which child on the waiting list should have the space. If after this process, two or more requests cannot be distinguished as having priority, then a ballot will be held to allocate the places available. This ballot will be organised by a Senior Officer in Education Services.

School catchment waiting lists are not dealt with on a first come first served basis, or by the length of time the child has been on the waiting list. The Placing Request criteria will always require to be applied to be fair to all parents.

Should the distance from home to the offered school be over the required qualifying distance of 1.2 miles (primary) 2.2 miles (secondary), you are entitled to apply for free school transport. Please note, free school transport is only granted until such times as a space becomes available at the catchment school. If parents decide to request that their child remains at the offered school, they will become a Placing Request there, and the offer of any free transport is likely to be withdrawn.

7.

Children who have Additional Support Needs

This advice is appropriate if you are making a placing request for a mainstream school in Glasgow. If you want to make a placing request to a special school or enhanced provision within a mainstream school then you should refer to Glasgow City Council website for further Additional Support Needs information:

www.glasgow.gov.uk/article/18941/Meeting-Additional-Support-Needs

You should provide as much information on the placing request application form as possible and tick the appropriate boxes that make reference to additional support needs.

You should understand that the additional support need must require the provision of support provided only within the school requested. You might find the guidance below helpful, it has been taken from the Statutory Guidance published in 2017:

www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland

What is meant by additional support?

All children and young people need support to help them learn. The main sources of support in pre-school provision and schools are the staff who, through their normal practice, are able to meet a diverse range of needs. All children and young people are entitled to support to enable them to review their learning and plan for next steps, gain access to learning activities which will meet their needs, plan for opportunities for personal achievement and prepare for changes and choices and be supported through changes and choices. With good quality learning and teaching and an appropriate curriculum, most children and young people are able to benefit appropriately from school education without the need for additional support.

The definition of additional support provided in the Act is a wide, inclusive one and it is not possible to provide an exhaustive list of all possible forms of additional support. Additional support falls into three overlapping, broad headings: approaches to learning and teaching, support from personnel, and provision of resources.

The statutory guidance above provides some examples which you may find useful:

www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland

8.

Considering the application

The Equality Act 2010 protects certain characteristics. In the delivery of education the characteristics that are protected are disability, gender reassignment, race, religion or belief, sex or sexual orientation, pregnancy and maternity. When making decisions in relation to admissions the school has a duty to have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010;
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

When you submit your placing request on-line you will receive an automated response confirming receipt of your submission. All Placing requests (on-line or written submissions) are also acknowledged in writing within five working days as a legal requirement. However, if a place is offered before that, only the decision letter will be issued.

Every attempt will be made to place children/young people and if there are no statutory grounds for refusing a placing request, it will be granted.

If there is a place available, the placing request should be granted and you will be contacted by Customer and Business Services hub to advise to make arrangements directly with the school to enrol.

Exceptional cases may be when a place is expected to become available in the next few weeks, i.e. during school holidays where an answer may not be possible, or when more specialist advice is required e.g. Additional Support Needs indicated which require to be explored and may delay the two week timescale. In all cases, parents or the young person themselves should be kept informed of progress by Customer and Business Services and/or school.

You should receive notification of the Education Authority's decision within two months from the date of submission of the placing request application. It does not normally take this length of time to inform you of decision and is expected that, for all but exceptional cases, the decision will be made and you will be notified by within two weeks of receipt of the request.

If you do not receive this notification within two month period then in terms of the Section 28A (5) of the Education (Scotland) Act 1980 it will be deemed that the placing request has been refused.

9.

Placing Request refusals

Glasgow City Council will make every effort to place a child/young person at the requested school but where there are more placing requests than places or there are no places available the Council may need to refuse a placing request.

The Council must give a reason for the refusal as these are prescribed by law under the Education (Scotland) Act 1980 Section 28A for most cases however, for refusals for additional support need will be as these prescribed by law under the Education (Additional Support for Learning) (Scotland) Act 2004 Section 22 and Schedule 2.

Some reasons may require third party evidence to support the refusal i.e. Police or Social Work Services evidence etc. as outlined below:

- The authority would require to employ another teacher.

An extra class would be needed and as such requires a teacher.

- Placing your child in this school would prevent the education authority from retaining reserved places for catchment children.

In this school, we need to keep some space for catchment children that are likely to move into the catchment area.

- Likely to be seriously detrimental to the educational well-being of pupils attending the school.

This reason relates to the ability of the school to meet the educational needs of the children in the school. If your request was granted, it would mean that space that is used at the moment for other important Educational activities wouldn't be available any more. The removal of this space would have a negative impact on the children's education.

- The accommodation at the school would have to be altered or significant money spent.

An extra class would be needed, but there is no suitable space in the school to accommodate that extra class. The authority would need to carry out some substantial building works if your placing request was granted.

- At a later stage in the school another class would have to be created or another teacher employed.

In other words, although it seems as though there is space for another child at the moment, if your request is granted it will mean that within a few years the authority would need to employ another teacher and/or carry out substantial building works which will not otherwise be needed.

- Pupil numbers in the school would exceed the capacity agreed for the school by the Council.

The authority has identified the maximum number of children that can be accommodated at the school and if the placing request is granted, that number would be exceeded.

10.

What happens if the application is refused

If a placing request is refused you must ensure your child takes up their place in the already confirmed school:

- If a placing request is refused the application is not held on a waiting list;
- School waiting lists are only held for catchment children.

If a placing request is refused you have the following choices available:

- Submit a placing request for another school;
- Submit another placing request for the same school at a later date;
- Lodge an appeal against the refusal of the placing request.

11.

Appeal process

You can appeal the decision to refuse. A young person over school leaving age normally 16 years (with capacity) must appeal on their own behalf the decision to refuse.

If you wish to appeal you need to lodge an appeal within 28 days of the date on which the request was deemed to be refused.

You should send your letter of appeal in writing to one of the addresses below. The refusal letter will provide the specific details on which address to use:

**Committee Services
Glasgow City Council**

City Chambers
George Square
GLASGOW
G2 1DU

or

**Health and Education Chamber
First Tier Tribunal for Scotland
Glasgow Tribunals Centre**

20 York Street
GLASGOW
G2 8GT

You should include your name and address, the name of the child/young person for whom the appeal is being made, the name and address of the school of choice, the date and reference of the letter of refusal and statement indicating the reasons for appeal against the decision.

Please note: The Scottish Government's Choosing a School: A Guide for Parents 2016 (link below) advises parents about appeals as follows:

“You may be very disappointed that your child cannot go to the school you want, but there is not much point in appealing simply because you are disappointed. You must have a good reason for asking the appeal committee to look at your request again.

Before parents decide to appeal, they should consider: whether they agree with what Glasgow City Council has said; whether what Glasgow City Council has said is allowable (see The Scottish Government's Choosing a School: A Guide for Parents 2016, pages 11 and 12 for reasons allowable in the law); and whether the council's guidelines have been followed (see The Scottish Government's Choosing a School: A Guide for Parents 2016, page 13 for notes of guidelines).

www.gov.scot/publications/choosing-school-guide-parents-nov-16

Glasgow City Council, Education Services, will provide parents with as much information as possible as to why the placing request has been refused.

If the appeal is refused then an appeal can be made to the Sheriff Court within 28 days of any decision letter from the Appeal Committee.

For those children/young people who have a Co-ordinated Support Plan or one is about to be opened the appeal should be to the Additional Support Needs Tribunal and parents should refer to Management Circular No. 70b (Appeals section) for more information. Please note an appeal to the tribunal must be made within two months.

Please note: By law where an appeal for a placing request is refused by the Education Appeal Committee, another appeal cannot be lodged within a calendar year by the same parent or a young person 16 years and over.

Maureen McKenna

Executive Director, Education Services