



# MANAGEMENT CIRCULAR

70a

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

August 2019

**Management Circular No. 70a**

To Heads of all Educational Establishments

## **Making a Placing Request to a Mainstream Establishment and Local School Full / Over-subscription Guidance**

*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**

## **BACKGROUND**

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.

If a child is due to start school in the forthcoming August, they should be registered in their **catchment** primary school 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.

All schools have up to date handbooks which are available for parents, which provides information about the school. This can be found on the GCC Web page – “Schools and Learning” - then click on the school. Catchment information can also be found on GCC Web page – “Schools and learning” and click on “My catchment area”. Follow under-noted link

<https://www.glasgow.gov.uk/education>

Where there are more applications than places available, priority will 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.

## **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 parents want to make a placing request application for a mainstream Primary or Secondary School, they need to submit a placing request form. The easiest way to do this is on-line via the Glasgow City Council Website, School and Learning, Placing Requests. [clickhere](#)

If parents 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 [clickhere](#)

If required postal applications can be requested by contacting the CBS Hub on 0141 287 8000

Please note parents will need to set up a GCC “My Account”, to allow them to submit a Placing Request Form on line. [Clickhere](#) for more information on Glasgow City Council – “My Account”

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

Parents 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 the request.

Parents 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 parents have more than one child starting school or transitioning to S1, for example, twins, they 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 parents to discuss.

**Parents 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, parents require to enroll their child 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 their catchment school if the placing request is refused.**

If a placing request application is granted the allocated space at the catchment school will automatically be withdrawn. If parents subsequently change their mind and wish to attend their catchment school, they would require to submit a fresh catchment enrolment application on line, and if a space is still available this will be confirmed in writing for parents. Parents should not withdraw their granted placing request until they have received confirmation of an available space to return to their catchment school.

Parents should note that if their placing request is successful, then they are responsible for getting their 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 GCC Website to assist with any **Foreign National Enrolments**. This explains the paperwork parents require to complete prior to enrolling their child at their catchment school and / or submitting a placing request for an alternative choice of school. Families must reside in the United Kingdom for a placing request to be considered. [Clickhere](#)

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

- When a parent wishes a child/young person to transfer from an educational establishment 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”.

However placing requests from children living in the catchment area and falling in to the above “cross sector” category are given priority

- 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 going by their home address.
- Parents can choose to register their child for Gaelic Medium Education (GME) in Glasgow. Further Information is available on GCC Website please [Click here](#)
- If parents wish their child to go to one of the GME locations out-with their catchment area then they will need to submit a placing request

## **PLACING REQUESTS FOR P1 AND S1 AUGUST ENTRY**

If parents do not want their child to go to their local catchment school for P1 or S1 then they 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.

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

Placing Requests received after the 15 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 15 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 a request is un-successful then parents 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.

## **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. (See Local School Full 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.

### **OVER-SUBSCRIBED SCHOOLS – CATCHMENT P1 /S1 AUGUST ENTRY – USE OF PLACING REQUEST CRITERIA**

When a School is unable to accommodate all the catchment children who have registered to commence in P1 or S1 for August entry, the "over-subscription" process is applied.

Parents 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 catchment children rank highest for a place in their catchment school.

## **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 child's name will be placed on the catchment school waiting list to be contacted at a later stage should a place become available.

Should there be more applications than places available the above "**Placing Request criteria**" will be applied to decide which child on the waiting list should have the space.

The Local School Full process takes place when there be more applications than places available. The above "**Placing Request criteria**" **numbers 1 - 5** will be applied to decide which child on the catchment 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 used 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), parents 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.

## **CHILDREN WITH ADDITIONAL SUPPORT NEEDS**

**Please refer to Management Circular 70b for further guidance on making a placing request application to an additional support for learning school or unit or an independent school, should**

This advice is appropriate if parents are making a placing request for a mainstream school in Glasgow. If parents want to make a placing request to a special school or enhanced provision within a mainstream school then they should refer to GCC Webpage for further Additional Support Needs information

[Click here for more information](#)

Parents 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.

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

<https://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 parents may find useful. [Clickhere](#)

## **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 parents submit their placing request on-line they will receive an automated response confirming receipt of their 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.

The Head Teacher / Head of Service should decide on the outcome of the placing request in conjunction with Customer and Business Services.

***Head Teachers should also refer to Appendix A for further guidance on the Head Teacher's responsibility for ensuring placing requests are processed within the advised timeframe.***

If required, a transition planning discussion should be arranged with the current school, with advice from the Quality Improvement Officer. However this must not delay the decision being made. Schools may wish to arrange a meeting with the parent, but again this must not delay the decision.

Every attempt should 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 parents will be contacted by Customer and Business Services (CBS 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, including 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 CBS and / or school.

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

Please note if parents do not receive this notification within a 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.

## **PLACING REQUESTS REFUSALS**

Glasgow City Council should 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.

Before a placing request is refused the reason for refusal must be verified by an Education Support Services Manager to ensure it meets with the correct statutory grounds for refusal

Requests to refuse a placing request must be submitted to Customer and Business Services (CBS) in the first instance, including a full explanation for the reasons to refuse. The school must provide all the supporting documentation along with their request to refuse form when sending this to CBS prior to any refusal being made.

***Head Teachers should also refer to Appendix A for further guidance on the Head Teacher's responsibility for ensuring placing requests are processed within the advised timeframe.***

The grounds for refusal will be justified at this stage in preparation for any appeal that the parent may lodge

Please note:-

- No refusal to be issued unless authorisation to refuse has been granted by Education Support Services Team
- All refusal letters must have Section 28 Duty information enclosed which provides details of the legislation and information for parents who may wish to appeal.
- Not being able to offer the subjects requested does not constitute grounds for refusal. School require to discuss this with parents

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.

## **EXPLANATION OF REFUSAL REASONS USED / DETAILED IN PARENTAL DECISION LETTER**

**The reason/reasons for this decision is/are that if the authority granted your request:**

- **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.*

### **Legal Duty Section 28A. — Duty to comply with parents requests as to schools.**

- (1) Where the parent of a [qualifying child] makes a written request to an education authority to place his child in the school (other than a nursery school or a nursery class in a school) specified in the request, being a school under their management, it shall be the duty of the authority, subject to subsections (2), (3), (3A) and (3F) below, to place the child accordingly. Such a request so made is referred to in this Act as a “*placing request*” and the school specified in it is referred to in this Act as the “*specified school*”.
- (2) Where a placing request relates to two or more schools under the management of the education authority to whom it was made, the duty imposed by subsection (1) above shall apply in relation to the first mentioned such school, which shall be treated for the purposes of this Act as the specified school.
- (3) The duty imposed by subsection (1) above does not apply—
  - (a) If placing the child in the specified school would—
    - (i) Make it necessary for the authority to take an additional teacher into employment;
    - (ii) Give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school;
    - (iii) Be seriously detrimental to the continuity of the child’s education;
    - (iv) Be likely to be seriously detrimental to order and discipline in the school
      - (v) be likely to be seriously detrimental to the educational well-being of pupils attending the school;
      - (vi) assuming that pupil numbers remain constant, make it necessary, at the commencement of a future stage of the child’s primary education, for the authority to elect either to create an additional class (or an additional composite class) in the specified school or to take an additional teacher into employment at that school; or
      - (vii) though neither of the tests set out in sub-paragraphs (i) and (ii) above is satisfied, have the consequence that the capacity of the school would be exceeded in terms of pupil numbers;
  - (b) if the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;
  - (c) if the education authority have already required the child to discontinue his attendance at the specified school;
  - (d) if, where the specified school is a special school, the child does not have [additional support needs] requiring the education or special facilities normally provided at that school; or
  - (e) if the specified school is a single sex school (within the meaning given to that expression by Equality act 2010) and the child is not of the sex admitted or taken (under that section) to be admitted to the school.

## **WHAT HAPPENS IF THE APPLICATION IS REFUSED**

If the placing request has been refused the letter to the parent will outline the grounds for refusal and the right to appeal within 28 days of receipt of the letter.

**If a placing request is refused the parent must ensure their child takes up their place in the already confirmed school**

**If a placing request is refused the following are the choices are available to the parent:**

- 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

**Please note:-**

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

## **APPEAL PROCESS**

A parent 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 a parent/young person wishes to appeal they are required to lodge an appeal within 28 days of the date on which the request was deemed to be refused.

A parent who wishes to lodge an appeal should send his/her letter of appeal in writing to one of the addresses below. The refusal letter will provide the specific details on this:-

Glasgow City Council  
Committee Services  
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

The parent/young person should include their 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 2010 (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 the council has said; whether what the council has said is allowable (see pages 11 and 12 for reasons allowable in the law); and whether the council's guidelines have been followed (see page 13 for notes of guidelines)."***

<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2016/11/choosing-school-guide-parents-nov-16/documents/00509525-pdf/00509525-pdf/govscot%3Adocument/00509525.pdf>

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 (CSP) 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 of Education

## **ESTABLISHMENT RESPONSIBILITY**

The earlier part of the Management Circular has provided the legal framework and how the Council addresses the responsibility the legislation places on it.

Some families do not send their child to school after submitting a placing request. This may be for many reasons but as attendance at a school is essential for a child's attainment, placing requests should be addressed in an efficient and effective manner.

In order to allow the system to operate, establishments require to support the system and this section details the responsibilities placed on Heads of Establishments/teachers.

### **In-term Placing Request**

- Receiving schools will be contacted by the Hub with placing request details such as name, stage, date of birth, accessibility issues etc of the child concerned. Establishments should respond within two weeks either stating that they can or cannot accommodate the placing request.

It is only in exceptional circumstances that this period can be extended and, if an extension is required, the establishment must e-mail the Hub requesting the extension and providing reason(s) why.

Please note placing requests require to be answered within an eight week period.

Establishments that wish to refuse a placing request are required to state the reason(s) for refusal and provide the appropriate additional information. Establishments have been provided with forms for this purpose. Additional forms are available via the Hub. Guidance can be found within this management circular, in particular the section-Placing request refusals.

Please note transition activities should not delay the placing request. It is therefore important that placing requests are addressed quickly as possible to allow transition to process in parallel to the placing request.

### **Placing Requests for P1 and S1 August Entry**

- Establishments are required to classify the school taking account of various factors such as:
  - Capacity for P1 or S1
  - Teacher allocations
  - Reserved Places
  - Enrolments
  - Placing Requests
- If there are appeals against the decision made by Education regarding the placing requests, establishments must respond timeously to request for evidence to be provided to the Appeals Committee.
- Please note just prior to the appeal, an up-to-date classification will be required taking account of the position at that time.

### **Additional Information**

Please note Heads of Establishments (or a Depute) will be required for any appeal hearing and also for attendance at The Sheriff Court (if families appeal to the Court).

Also, any staff providing evidence to support a family's placing request are likely to be called as a witness, either at the Appeals Committee Hearing and, in particular, at The Sheriff Court to support the family's case.

**Contact details for the hub are as follows:** 0141 287 8000 - email [cbshub@glasgow.gov.uk](mailto:cbshub@glasgow.gov.uk)