

# **Making a Placing Request or Request to Remain to a Roman Catholic or Non- Denominational Primary or Secondary School In East Renfrewshire**

## **Guidance Information and Application Form**

If you are making a request for a place in Calderwood Lodge, a different set of criteria is used to allocate places.

**This document should be read in conjunction with Arrangements for Admissions and the Transfer of Pupils from Primary to Secondary in Respect of all East Renfrewshire Roman Catholic & Non-Denominational Primary & Secondary Schools**

# Making a Placing Request to a School in East Renfrewshire

## 1. Information

- 1.1 Parents/carers have the right to make a placing request for their child or children to be educated in a school other than their local catchment school.

## 2. When a Placing Request is Required

- 2.1 A placing request is required if:

- 2.1.1 the number of applications received in respect of catchment pupils for a school is greater than the number of places available (in such situations the applications will be deemed and processed as placing requests; and there is no need by the parent/carer to submit a placing request)
- 2.1.2 a parent/carer wishes for their child to attend a school other than a designated catchment school
- 2.1.3 if after commencement of attendance at an East Renfrewshire catchment school, the parents/carers would like their child to attend the alternative sector catchment school (e.g. transfer from a non-denominational to denominational catchment primary or secondary school or vice versa)
- 2.1.4 if at the point of transition from primary to secondary education the parents/carers would like their child to attend a secondary school other than a catchment secondary school
- 2.1.5 a family residing outwith East Renfrewshire Council wish their child to attend an East Renfrewshire school.

- 2.2 A placing request to remain in a school is required if:

- the family are or become resident within the catchment area of the school which the child attends, and at a later date move out of the catchment area.

- 2.2.1 Where a placing request to remain relates to a school's year stage which is full, and which already has a redirected child as a consequence, the request to remain will be refused. Exceptionally, if the request to remain is submitted for an East Renfrewshire catchment pupil, and the year stage at the child's new East Renfrewshire catchment school is also full, the application to remain will be granted

- 2.2.2 In all cases where a request to remain cannot be granted parents/carers should make arrangements for their child to attend an alternative school as quickly as possible. The Council expects parents/carers to remove their child from the school register within 4 weeks of receipt of the Request to Remain Refusal Letter.

- 2.2.3 A child's parent(s) is/are responsible for submitting a placing request to remain for a child in the event that they no longer reside within the delineated catchment area of the school and wish for the child to continue to attend the school. Where it is found that a child is no longer entitled to a place in a school (whether that be before or after school enrolment) due to no longer residing in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council will seek to exclude that child from the school in question.

## 3 Submitting a Placing Request

- 3.1 In December/January of each year, the authority will advertise its arrangements with regards school admission applications and placing requests. Placing requests received before 1 December for a school placing commencing the following academic year will not be processed

and the applicant advised to resubmit once the placing request period is open from 1 December.

- 3.2 Where the number of applications submitted on behalf of catchment pupils is greater than the number of places available at that year stage in the catchment school requested i.e. oversubscription, these applications will be treated as placing requests. In this situation, applications will be processed as per the priorities detailed in appendices 1 to 4, as appropriate.
  - 3.2.1 Where an application submitted on behalf of a catchment pupil cannot be satisfied and a preferred alternative school has been recorded then this will now be treated as a placing request.
- 3.3 For placing requests received by the deadline date of 31 January, every effort will be made to meet parent/carer requests within the limits of places available in schools, but you should note that it is not always possible to grant every placing request.
- 3.4 Placing requests received after the 31 January may be considered after decisions are made for requests received by the due date.
- 3.5 The parents/carers will declare on the application form that the information they provide is accurate and correct. The Council reserves the right to request further proof of residence or other relevant information related to an application from parents/carers or other Council officials to confirm details.
- 3.6 There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. You are advised to avoid changing schools part way through the school session to avoid disruption to your child's education.
- 3.7 Most placing requests are made for pupils to change school at the start of a new school session. However it is accepted that there will be circumstances when a placing request will be made for a pupil to change school at any time. In such cases requests will be considered in the order in which they are received.
- 3.8 If you are applying for more than one child please complete a separate form for each child. For each child, you may only apply for one school at any one time.
- 3.9 Please send the completed placing request application form(s) to the Education Department and inform the head teacher of the school that the child attends, or has applied for a catchment place at, of the intention to make a placing request.
- 3.10 You will receive an acknowledgement when your request has been received. If you submitted your application by electronic means the acknowledgment will be sent by e-mail; it is your responsibility to ensure that you provide an accurate and correct e-mail address. If you submitted your application by post, you will receive a postal acknowledgement, unless you provide a valid email address. If you have not received this within 10 working days you should contact the department at 0141 577 3246.

#### **4 How decisions are made**

- 4.1 The responsibility for decisions on placing requests lies with the Education Directorate. The presumption is that a placing request will be granted unless there is a valid reason not to grant it.
- 4.2 A successful application for a placing request in a primary school does not guarantee a place in the associated secondary school; a subsequent placing request must be submitted in the January of the child's P7 year stage. Children who attend an associated primary school have an order of priority as detailed in appendices 1 to 4, as appropriate.

- 4.3 The Education Department cannot guarantee placing requests for future siblings. This may result in any future placing request for siblings being refused if, at the point of application the year/stage in the requested school is full.
- 4.4 All applications submitted on behalf of catchment pupils received on time will be considered together.
- 4.5 All placing requests received by 31 January for a school place commencing the following August (new school academic year) will be considered together, along with any placing requests from East Renfrewshire parents/carers whose catchment school application could not be satisfied and who recorded a preferred alternative school.
- 4.6 Where the number of placing requests received is greater than the number of places available at that year stage in the school requested, places will be allocated using the listed priorities in appendices 1 to 4 as appropriate.
- 4.7 If all placing requests received on time for a particular school are granted, and places remain available (taking account of reserved places –see section 6), any placing requests which were received late will then be processed with places allocated using the listed priorities in appendices 1 to 4 as appropriate.
- 4.8 Where the number of requests is greater than the number of places available, the priorities in appendices 1 and 2 will be utilised for applications received from January 2017 for school places in academic sessions 2017-18 and likewise for school session 2018-19. For school places commencing August 2019 and beyond, the priorities in appendices 3 and 4 will be applicable.
- 4.9 The criteria will be applied in the order shown in appendices 1 to 4 as appropriate. If for any category the number of requests exceeds the number of places available, the next succeeding criteria will be used to prioritise these requests and so on until all priority criteria have been exhausted. 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 education officer.
- 4.10 As soon as a decision has been made you will be notified of the result. If your placing request is successful you will receive a letter inviting you to enrol your child in your chosen school.
- 4.11 A successful placing request to a primary school is valid only until the end of primary 7.
- 4.12 Successful placing requests for a secondary school are valid until the child leaves the school.

## **5. Why Requests are sometimes not granted**

- 5.1 You may be sent a letter notifying you that your request has been refused. This will state why your request has been refused and quote the section of the Education Act which applies.
- 5.2 The most common reason for a placing request refusal is that the school is full at the required stage, that is, all available places at the stage have been allocated and as such additional pupils would require the authority to employ an additional teacher and/or modify or extend the school's accommodation or facilities at this stage or at a future stage of your child's education.
- 5.3 There are other circumstances where a request may be refused including:
  - where the granting of the request would interrupt the continuity of the child's education
  - where it is likely that order and discipline in the school or the well-being of pupils in the school would be adversely affected
  - in secondary schools where it is not possible to provide the courses you want.

## **6. Reserved places**

- 6.1 As part of the East Renfrewshire Council Scheme of Delegated Functions the Director of Education is authorised:

*“to exercise the powers available to the Council as education authority, in terms of the Standards in Scotland’s Schools etc. Act 2000, with regard the number of places to “reserve” in a particular school to accommodate pupils likely to become resident in the school’s catchment;”*

The East Renfrewshire Council Scheme of Delegated Functions is available via the Council’s website.

- 6.2 The number of places reserved for catchment pupils by East Renfrewshire Council for a school depends on a range of factors some of which are listed below:

- Number of intake classes
- House building in the catchment
- Catchment migration information
- History of late applications for catchment places
- Exceptional increase in demand for catchment places evidenced via the most recent normal placing round as known by the first working day on/after 15 March (the stage 1 date referred to in the arrangements for admissions and transfer policy)
- Evidence of re-direction of pupils to other East Renfrewshire schools

The list above is not exhaustive and other factors may be taken into consideration when determining the number of reserved places for a school. These numbers may vary for a school depending on the individual circumstances known at that time.

- 6.3 The number of reserved places is kept as low as possible to meet the wishes of as many parents as possible who have submitted placing requests, but high enough to allow the Local Authority to meet its statutory duty of providing an appropriate education, preferably in the child’s local school, for most children.

## **7. If your Placing Request is refused**

- 7.1 You may be very disappointed that your child cannot go to the school you want. You should have a good reason for asking an appeal committee to look at your request again.

- 7.2 You may lodge an appeal and your appeal will be heard by the Education Appeal Committee. The Committee will decide whether the Council have followed its procedures and applied the priorities for granting placing requests for the particular school correctly, and if so, whether they should in any event confirm the authority’s decision.

- 7.3 If you are not provided with a decision on your placing request by 30 April for requests for the new academic year commencing August (or within 2 months for requests made at other times of the year), you may also appeal. However if you decide to appeal you will not be able to make another placing request until the appeal is heard or you withdraw your appeal.

- 7.4 In the case of an Early Entry request there is no opportunity for appeal.

- 7.5 As a general rule, you can only appeal a decision regarding a particular school once each year for each of your children.

7.6 Before you decide to appeal you should consider these points:

- Would it be more advantageous to apply for another school at this time rather than appeal?
- Do you agree with what the Council have said?
- Do you think what they have said is allowable?
- Have the Council's guidelines been followed?

7.7 Your appeal should be sent to the Education Department. You will know the reasons why your placing request was refused and you will be given the opportunity to explain to the Education Appeal Committee why the authority was wrong to refuse your request in person or through a representative, whichever you prefer.

7.8 If the appeal committee refuses your request you have the right of further appeal to the Sheriff in which case you may wish to contact a solicitor.

## 8. Further information

### 8.1 Submission of information

8.1.1 The information provided as part of an application or placing request must be full and correct in every respect to the best of the parent's/carer's knowledge. East Renfrewshire Council will conduct checks to establish the accuracy of information supplied which may include visits to premises to confirm residence. Any attempts to obtain a place by deception may result in the rescinding of your application/placing request and the matter being passed to the Procurator Fiscal's office for consideration of criminal proceedings.

### 8.2 Other information

Information concerning schools in other authorities is available from the education offices or department of that authority.

Specific information on placing request procedures may be found in:

"Choosing a School: A Guide for Parents"

*from: The Scottish Government Learning Directorate, Victoria Quay, Edinburgh EH6 6QQ*

and on the Scottish Government website. The publication is regularly updated, and is best found by searching the web for "Choosing a School Scotland".

If your child has additional support needs you will find advice including information about choosing a school and your appeal rights in "The Parents' Guide to Additional Support for Learning" published by Enquire:

*from: Enquire, Children in Scotland, Princes House, 5 Shandwick Place, Edinburgh EH2 4RG*  
and on the web at <http://www.childreninScotland.org.uk/>

Legislation relevant to this topic includes:

Education (Scotland) Act 1980 (HMSO) as amended.

Education (School and Placing Information) (Scotland) Regulation 1982 (S1 1982 No 950 (S.125)) and Amendment Etc. Regulations 1993.

Education (Appeal Committee Procedures) (Scotland) Regulations 1982 (S1 1982 No 1736)

Education (Placing in Schools and Deemed Decisions) (Scotland) Regulations 1981 (S1 185 No 1733)

Education (Additional Support for Learning) (Scotland) Act 2004

Education (Additional Support for Learning) (Scotland) Act 2009

Contacts: East Renfrewshire Council Offices – PLACING REQUEST, Education Department, 211 Main Street, Barrhead, East Renfrewshire G78 1SY Education Department: Telephone 0141 577 3246 or email [admissions@eastrenfrewshire.gov.uk](mailto:admissions@eastrenfrewshire.gov.uk)

Education: November 2016  
As amended August 2017

## Appendix 1

**Order of Priorities for Granting Placing Requests  
To All Roman Catholic and Non-Denominational Primary and Secondary Schools  
Effective from January 2017 for School Sessions Commencing August 2017 & August 2018:  
*Oversubscription by Catchment***

In the event that a school is oversubscribed by catchment demand, the criteria below are used to allocate places and are listed in order of priority:

1. The parent, with whom the child resides, is resident within the school's delineated catchment area.
2. In the case of a Roman Catholic school, the parent with whom the child resides is resident within the school's delineated catchment area and the child is a baptised Roman Catholic as evidenced by a baptismal certificate.
3. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
4. Those cases where a brother or sister attends the school and will continue in this school during the next session.
5. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. East Renfrewshire residents with no other listed priority

*Please Note:*

*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 these requests and so on until all priority criteria have been exhausted. 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 education officer.*

## Appendix 2

**Order of Priorities for Granting Placing Requests**  
**To All Roman Catholic and Non-Denominational Primary and Secondary Schools**  
**Effective from January 2017 for School Sessions Commencing August 2017 & August 2018:**  
***Placing Requests (Other than Oversubscription by Catchment)***

The criteria below are used to prioritise places to placing request applications from those who do not reside within the delineated catchment area of the school, in order of priority:

1. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
2. Non-East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
3. Those cases where a brother or sister attends the school and will continue in this school during the next session.
4. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
5. Non-East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. Non-East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
8. East Renfrewshire residents with no other listed priority
9. Non-East Renfrewshire residents with no other listed priority.

*Please Note:*

*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 these requests and so on until all priority criteria have been exhausted. 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 education officer.*



## Appendix 3

**Order of Priorities for Granting Placing Requests  
To All Roman Catholic and Non-Denominational Primary and Secondary Schools  
Effective for School Session Commencing August 2019 and Beyond:  
*Oversubscription by Catchment***

In the event that a school is oversubscribed by catchment demand, the criteria below are used to allocate places and are listed in order of priority:

1. The parent, with whom the child resides, is resident within the school's delineated catchment area.
2. In the case of a Roman Catholic school, the parent with whom the child resides is resident within the school's delineated catchment area and the child is a baptised Roman Catholic as evidenced by a baptismal certificate.
3. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
4. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
5. Those cases where a brother or sister attends the school and will continue in this school during the next session.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. East Renfrewshire residents with no other listed priority

*Please Note:*

*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 these requests and so on until all priority criteria have been exhausted. 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 education officer.*

## Appendix 4

**Order of Priorities for Granting Placing Requests  
To All Roman Catholic and Non-Denominational Primary and Secondary Schools  
Effective for School Session Commencing August 2019 and Beyond:  
*Placing Requests (Other than Oversubscription by Catchment)***

The criteria below are used to prioritise places to placing request applications from those who do not reside within the delineated catchment area of the school, in order of priority:

1. East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
2. Non-East Renfrewshire residents where the child has a medical condition, supported with evidence from a medical practitioner, and requires facilities or support available only in the requested school.
3. East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
4. Non-East Renfrewshire residents: when applying for secondary schools, children who attend a primary school associated with the secondary school according to the length of time at the associated primary. This means that pupils who have attended the school for the longest time will have the highest priority.
5. Those cases where a brother or sister attends the school and will continue in this school during the next session.
6. East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
7. Non-East Renfrewshire residents: the child is part of a single parent/carer family where it would be advantageous to the care and welfare of the child to attend the requested school. Please provide details with your application.
8. East Renfrewshire residents with no other listed priority
9. Non-East Renfrewshire residents with no other listed priority.

*Please Note:*

*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 these requests and so on until all priority criteria have been exhausted. 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 education officer.*

# Placing Request /Request to Remain– Application Form



Please read the accompanying "Making a Placing Request Guidance Information". Tick all of the boxes which apply.

## Parent/Carer or Young Person over 16

Title (Mr/Mrs/Ms/Miss/Other) \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address: \_\_\_\_\_  
\_\_\_\_\_

I pay my Council Tax to \_\_\_\_\_  
(name of local authority)

## Child/Young Person

Last name \_\_\_\_\_

First name(s) \_\_\_\_\_

Gender \_\_\_\_\_

Date of Birth \_\_\_\_\_

## School Requested

Name of school \_\_\_\_\_

Stage required \_\_\_\_\_

Date to start \_\_\_\_\_

## Sibling Information

- The child/young person has a brother or sister already attending the school and will continue to do so next academic year. Please provide name(s) and stage(s)

## Current School

Please give details of the school your child/young person presently attends, or at which he/she is registered for admission. *If you are applying for a place in a P1 class please state nursery school attended.* (\*Please refer to note in the declaration)

Current School or Nursery \_\_\_\_\_

Town \_\_\_\_\_

## Which sector of education does your child currently attend? (tick one or more boxes)

- None
- Mainstream Early Years
- Mainstream Primary or Secondary
- Additional Support Needs Unit
- Special School
- Privately Funded
- Other

*If other, or your child attends more than one sector, please provide further details of this arrangement:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Have you ever received a recommendation that your child attends a special school or service?

- Yes
- No

*If yes, please provide further details:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Support Needs

In the best interest of your child, East Renfrewshire Council's Education Department will determine whether or not the school which your placing request relates to can accommodate your child's educational needs. East Renfrewshire Council's Education Department will contact the Education Department of the local authority where your child is currently being educated and/or the local authority in which you reside in order to gather relevant information regarding your child's educational needs. East Renfrewshire Council's Education Department will only contact other local authorities where genuine concerns regarding a school's ability to meet your child's educational needs exist. The Education Department will advise an applicant of its intention to contact another local authority for further information.

Does the child/young person have any additional support needs? If so please specify, and attach any reports or evidence.

- Vision
- Hearing
- Learning
- Physical Skills
- Language and Communication
- Behaviour
- Other – please specify

---

---

If the child/young person is receiving additional support in the current school or nursery, what is the support and who provides it?

---

---

- The child/young person has, or there is in preparation, or you have asked for an assessment for, a Coordinated Support Plan. (CSP)

- Is an external agency such as Social Work, Housing, Health, or Psychological Services is involved with the child/young person? If so please specify.

---

---

---

### Support with English Language – for children whose first language is not English

What is the first language of the child/young person?

---

- The child/young person will need support with English language.

### Complete this section if you are applying for a priority to be given because the child/young person has a medical condition.

Such an application must be supported by a letter from your GP or other health professional, which must be attached to this application.

Explain what the condition is and why it is that only the requested school can provide for your child's medical condition.

### Complete this section if you are applying for a priority to be given because the child/ young person is part of a single parent/carer family.

- I am a single parent/carer

Details must be provided below to explain how the attendance of the child at the requested school will help with your child's care and welfare.

**Complete this section if the application is for a place in stages S2 to S6 of a secondary school.**

State subjects required and which level:

**If there is any more information you want to give in support of your request, please use the space below, or attach a further sheet. No other documentation is required to be submitted at this stage of the application process other than evidence from your GP or other health professional in support of a medical condition or additional support needs, where applicable.**

### **Declaration**

I confirm that I have made myself fully aware of ERC's Placing Request Guidance Information before submitting this application form.

The information I have given is full and correct in every respect to the best of my knowledge.

I acknowledge that if the information that I have submitted is found to be fraudulent my placing request application will be rescinded and the Council may pass the matter to the Procurator Fiscal's Office.

I acknowledge that the form will be returned to me if I have not completed the application in full.

I understand that East Renfrewshire Council will not provide transport for pupils attending schools as a result of successful placing requests.

\*If your child currently attends a school within East Renfrewshire Council and a placing request is made and granted, the place in your child's current school will be automatically given up and made available for allocation to another child. If you change your mind before you receive a decision please notify us as soon as possible to withdraw your placing request application.

**Signature:** \_\_\_\_\_  
*of Parent/Carer or Young Person (if over 16)*

**Date:** \_\_\_\_\_

**If any of the information provided on this form is found to be incorrect at any time, any place offered may be withdrawn.**

**Please send your completed form to:**

PLACING REQUEST  
East Renfrewshire Council Offices  
Education Department  
211 Main Street, Barrhead  
East Renfrewshire  
G78 1SY

Alternatively scan the completed form to:-  
[admissions@eastrenfrewshire.gov.uk](mailto:admissions@eastrenfrewshire.gov.uk)

The information you supply on this form will be used by East Renfrewshire Council to process your application for a school place within an East Renfrewshire educational establishment. We will use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task carried out in the public interest. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy). If you do not have access to a computer and wish a paper copy, please contact the Education Department.