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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b>	<b>17 January 2017</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; Organisational Development</b>	<b>Report No:</b>	<b>EDUCOM/06/17/RB</b>
<b>Contact Officer:</b>	<b>Ruth Binks</b>	<b>Contact No:</b>	<b>01475 712891</b>
<b>Subject:</b>	<b>Draft revised Policy for Admission and Pupil placement in Mainstream schools</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval from the Education & Communities Committee for the proposed changes to the 2009 Policy on Admission and Pupil Placement in Mainstream Schools.

## 2.0 SUMMARY

- 2.1 The Corporate Director Education, Communities & Organisational Development recommended that a revised policy on placing requests be presented to the Education & Communities Committee for consideration in September 2016. This was due to the amount of placing requests and appeals for some schools, most notably Notre Dame High School. Also the 2009 policy had not been reviewed since its implementation.
- 2.2 After a comprehensive review of the policy, statutory consultation has been undertaken and the full final outcome report of the consultation is attached as Appendix A. This outcome report was published on the Council website prior to this meeting.
- 2.3 Much of the original policy remains in place but the revised policy that was taken forward for consultation introduced two new criteria for the order of priority when allocating placing requests and these were:
3. In secondary schools: children who attend a primary school *associated* with the secondary school as a result of a placing request or a request to remain according to the length of time at the *associated primary school*. This means that pupils who have attended for the longest time will have the highest priority.
  4. In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
- 2.4 After comprehensive consultation, it is proposed to add the following additional wording to criterion 4:

In the case of denominational schools: pupils **within the catchment area** who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.

The additional wording was requested by the Diocese of Paisley, and both Education Scotland and Inverclyde Education Services agree that the amendment to this wording will make the new policy more equitable. The final amended proposed policy is attached to this paper as appendix B and this specifies the order of priority for these new criteria.

- 2.5 The revised policy also states the criteria that will be used to allocate places in the unlikely event that a school is oversubscribed for pupils of their chosen denomination within their catchment area. These will be:
1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
  2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
  3. In the case of denominational schools: pupils ***within the catchment area*** who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
  4. Distance of home address from chosen school.

### **3.0 RECOMMENDATIONS**

- 3.1 That the Education & Communities Committee agrees to implement the revised policy for admission and pupil placement in mainstream schools as outlined in Appendix B of this report.

**Ruth Binks**  
**Head of Education**

## **4.0 BACKGROUND**

- 4.1 The Policy and Resources Executive Sub-Committee on 21 May 2009 agreed to commission an independent review by an experienced consultant of the policies and procedures for school admissions and placing requests, and their operational implementation, following decisions made by the Council's Schools Appeals (Placing Requests) Committee.
- 4.2 The review into the arrangements for admissions into mainstream schools in Inverclyde identified a number of issues which required to be addressed. In summary these were:
- The need for a single policy which is applicable to all schools.
  - The need for a policy which acknowledges the reduced availability of places and supports the delivery of the Schools Estate Management Plan.
  - The need for a policy which reflects current legislation.
  - The need for a policy which clearly defines priorities in respect of placing requests.
  - The need for a policy which clearly defines the decision making process in place in respect of all admissions to main stream schools in Inverclyde.
- 4.3 The Education & Lifelong Learning Committee of 18 August 2009 approved the issue of a revised Policy for Admissions and Placing Requests for consultation. The Education & Lifelong Learning Committee of 03 November 2009 agreed to the implementation of the new policy.
- 4.4 A comprehensive review of the 2009 policy has been undertaken. This has involved an evaluation of the strengths and challenges of how the policy works in practice and assessing the guidance associated with the policy to see if it is fit for purpose. To inform the review process, a detailed analysis was undertaken of the policy documentation relating to the admissions and placing requests policies and procedures of 18 other local authorities. In addition, an analysis was undertaken of the reasons for appeal that were submitted during March 2016.
- 4.5 The revised draft policy was written and the wording of the policy to be taken to public consultation was agreed at the Education and Communities Committee on 06 September 2016.

## **5.0 CURRENT POSITION**

- 5.1 The Schools (Consultation) (Scotland) Act 2010 requires a local authority to undertake statutory consultation if it wishes to modify its guidelines for placing requests for a school. The statutory consultation on the revised policy opened on 19 September 2016 and closed on Monday 07 November 2016. An online survey was set up and written responses were received. Two public meetings were held as well as meetings with church representatives.
- 5.2 Inverclyde Council sent a copy of the proposal document to Education Scotland on 16 September 2016. As required, on 09 November 2016, Education Scotland was provided with a summary of all relevant written responses and oral representations made during the consultation period. A copy of Education Scotland's report was received on 28 November 2016. A summary of this report is included in the outcome report in Appendix A.
- 5.3 Following the consultation period a review of the proposal has taken place, taking account of the feedback received from stakeholders during the consultation period which includes online responses, written responses and oral representations made during the public meetings. The content of Education Scotland's report has also been taken into consideration. The review of the consultation process is contained in the full consultation outcome report which is attached as Appendix A to this paper. It should be noted that, as required by legislation, the consultation outcome report was published on the Council website on 13 December 2016.
- 5.4 In the revised policy the first two criteria for priority for admission for placing requests remain unchanged from the current policy. The criteria remain as:
1. A child who has a medical condition or additional support needs, who requires facilities

or support only available in the requested school.

2. Those cases where a brother or sister attends the school and will continue in this school during the next session.

- 5.5 The revised policy proposes the following change to the third qualifying criterion for the allocation of placing requests:

**In secondary schools: children who attend a primary school *associated* with the secondary school as a result of a placing request or a request to remain according to the length of time at the *associated primary school*. This means that pupils who have attended for the longest time will have the highest priority.**

Within the current policy, if a child attends a primary school as a result of a placing request for whatever reason, then that child is given no preference if they submit a placing request for the associated secondary school. In practice this means that a child who submits a placing request because they wish to change the denominational sector of their school at the point of transfer from primary to secondary can have priority over those who attended the associated primary school as the result of a placing request. This has meant in the past that classes and friendship groupings from associated primary schools have been split up because placing requests from pupils changing denomination have received priority. The fact that pupils were not staying with the friendship groups from associated primary schools was one of the most common reasons for placing request appeals during 2016. This change would give higher levels of priority to pupils who attend an associated school as the result of a placing request and would avoid splitting up established friendship groups.

This proposal was welcomed by the majority (78%) of those who responded to the consultation. The reasons given by respondents who agreed with the proposal were that it allows for continuity of friendships and avoids disruption for pupils at a crucial stage of their education. Those who did not agree were concerned about the oversubscription of some schools, especially those associated with Notre Dame High School and the perceived differing quality of schools. Some respondents felt that distance from the school or living in the catchment area should be given a higher priority. The authorities response to specific issues raised can be found in the consultation outcome report attached as Appendix A to this paper.

- 5.6 The fourth qualifying criterion for the proposed allocation of placing requests in the revised policy was:

**In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**

Whilst the majority (56%) agreed with this proposal, concerns were raised about equalities, the fact that some people felt that religion should not be a factor in schooling, that catchment area should take priority over baptism into the Catholic faith and that a certificate of baptism is not substantial proof of faith. Those who agreed stated that they felt that priority for a Catholic education should be given to those who choose to follow the Catholic faith. Again, full details can be found in the outcome report in Appendix A.

During the consultation process, the Diocese of Paisley proposed the following additional wording to this criterion:

**In the case of denominational schools: pupils *within the catchment area* who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**

The additional wording was proposed because the Diocese felt that the proposal as it currently stands would give priority for Catholic pupils who did not attend a catchment area school and lived outside the catchment area over those who lived within the catchment area. To give an example; If the wording were not changed, a pupil who has a certificate of baptism who lives in

one catchment area would have an element of priority for all denominational schools in Inverclyde and this would mean they may get a place in preference to a non-baptised pupil living within the catchment area of their chosen school. The change of wording means that this would not be the case. Pupils with a certificate of baptism would only be given an element of priority for the school within their catchment area. The proposed new wording means that a pupil within the catchment area who does not have a certificate of baptism would be given preference over a pupil with a certificate of baptism who lives outwith the catchment area.

Education Scotland recommended that the council should adopt the additional wording proposed by the Diocese of Paisley, and Inverclyde Education Services agree that this amendment would make the proposed policy more equitable. Adopting the additional wording would also address some of the concerns raised during the consultation process that pupils who live within the catchment area should have priority over faith.

5.7 The revised policy proposes to keep the remaining criteria for the allocation of placing requests in the same order as the current policy. That is:

5. All other children of school age residing in the defined catchment area of the school according to distance of home address from chosen school.
6. All other children of school age residing in Inverclyde according to distance of home address from chosen school.
7. Children of school age residing outwith Inverclyde whose additional support need is supported by significant input by education and another appropriate agency and who are requesting a place within a school which has specialist provision to meet the child's needs.
8. Children of school age residing outwith Inverclyde according to distance of home address from chosen school.

5.8 Although rare, the situation may arise whereby a school is oversubscribed at either the primary 1 or secondary 1 stage for pupils of the chosen denomination who live within the catchment area of the school. In these circumstances, the Pupil Placement Panel will convene to determine the allocation of places. The current policy does not make explicit the criteria that should be used by the panel to allocate places. If a school is oversubscribed and cannot take pupils within the defined catchment area and chosen denomination then the proposal is to grant places in the following order:

1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
3. In the case of denominational schools: pupils ***within the catchment area*** who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
4. Distance of home address from chosen school.

The majority (56%) of respondents agreed with this proposal. Most of the responses and opinions were based on whether or not the respondent agreed or disagreed with criterion 3, the certificate of baptism as a selection criterion for Catholic schools. It is worthy of note that the inclusion of this criterion will allow the authority to manage any oversubscription of Catholic primary schools if the associated secondary school becomes an influencing factor in the choice of primary school.

5.9 Education Scotland agreed that the proposal to revise the Policy for Admission and Pupil Placement in Mainstream schools has educational benefits for the pupils in Inverclyde. They found that the majority of stakeholders who submitted responses or expressed a view are in favour of the proposal. In providing a clear and fair set of guidelines which can be understood

by all stakeholders, Education Scotland said that the proposal has the potential to reduce both the risk of schools becoming oversubscribed and the number of appeals submitted following placing request decisions. Should the proposal be adopted, it will further help to ensure that it is more likely for young people to remain with existing friendship groupings in the move to secondary school thus supporting their wellbeing. It should in addition ensure that school places remain available for young people and their families who wish for them to be educated in a Roman Catholic faith establishment. By helping to reduce pressure on existing school accommodation, resources and facilities, it will also enable the council to demonstrate best value through making most effective use of its existing school estate, in providing all young people with the most appropriate curricular pathway and opportunities to achieve.

Education Scotland stated that in taking forward the proposal the council should consider how it will address the concerns raised during the proposal including ensuring that placing request decisions are made at the earliest opportunity to ensure all young people, particularly those with additional support needs, are given the highest quality of support in transitioning to secondary school. In response to this, Inverclyde Education Services aims to make decisions on placing requests as soon as possible after the closing date for requests to be submitted. This is normally within the month of January, but for 2017 only it will be during the month of February. Decisions are considered by the Inverclyde Council Pupil Placement Panel and communicated to parents as soon as possible after the panel has met, and within the legislative timeframe of a decision having been made by 30<sup>th</sup> April. Any parent wishing to appeal the decision is informed of their right to do so and the Education Appeal Committee, administered by the Council's Head of Legal and Property Services considers the appeal. It is hoped that the new policy will lead to a more streamlined process which is better understood by all. This will avoid the current situation where some places are allocated as late as June. For pupils with additional support needs within the mainstream setting who submit a placing request, this means that there will be less uncertainty as to the allocation of a place at a school and therefore enhanced transition arrangements can be put in place. For pupils with more complex additional support needs, the Inverclyde Additional Support Needs Forum meets on a regular basis to discuss the allocation of places to schools. In this way, pupils who require extra support with transitions are identified as early as possible and the appropriate support is put in place.

Education Scotland also asked that the council outline more clearly how it will address the potential implications on schools likely to be most affected by the proposal, and any increase in demand, should it arise, in the associated primary establishments of Notre Dame High School should the proposal be accepted. In response to this, there is already a high level of placing requests to some of the primary schools in the Notre Dame cluster and this will continue to be managed through the revised policy. There is always the possibility that a school can be oversubscribed to pupils within the catchment area, and the revised policy proposes measures to address this. This situation would arise in particular if an unexpected proportion of pupils chose a denominational school within their catchment area. If this was to be the case then the council would prioritise places using the criteria outlined in the proposed revised policy, giving priority to additional support needs, siblings, faith and distance.

Education Scotland asked that the council provide more information about projected rolls and current capacity of schools affected by the proposals, current and projected waiting lists for denominational schools as well as any impact of the proposal on non-denominational schools. Much of this was addressed in the paper to identify the capacity of each secondary school in Inverclyde and the maximum yearly intake for S1 which was presented and agreed at the Education and Communities Committee on 01 November 2016. Increasing the S1 yearly intake of Notre Dame High School from 140 to 160 should alleviate some of the pressure but it is acknowledged that last year the school had no choice but to accept 180 pupils into S1. Notre Dame High School cannot continue to accept 180 pupils on a year by year basis. The proposed policy should help Education Services to allocate places on a more equitable basis that is less open to challenge on appeal.

## **6.0 IMPLICATIONS**

### **Finance**

6.1 There is no cost connected to the implementation of this policy.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

**Legal**

6.2 This policy takes into account the requirements of the Education (Scotland) Act 1980, as amended by the 1981 Act.

**Human Resources**

6.3 The processing of placing requests is labour intensive for Education Services. The outcome of the placing request exercise informs the annual teacher staffing exercise which cannot be completed until the placing request exercise and subsequent appeals are finalised. Having a clear policy that is more robust, fairer and likely to lead to fewer appeals. will mean that this process can be completed more effectively.

**Equalities**

6.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

**Repopulation**

6.5 This policy supports the Council's repopulation agenda.

**7.0 CONSULTATIONS**

7.1 Comprehensive statutory consultation has taken place with all stakeholders.

**8.0 CONCLUSIONS**

8.1 The revised recommended policy allows Education Services to more effectively manage allocation of places to schools in the event of any school being oversubscribed.

## **9.0 BACKGROUND PAPERS**

- 9.1 Policy and Resources (Executive) Sub-Committee on 21 May 2009
- Review of Admissions and Placing request Policy of Inverclyde Council August 2009
- Review of Admissions and Placing request Policy of Inverclyde Council November 2009
- Notre Dame High School – Review of Agreed Capping Figure May 2016
- Draft Revised Policy for Admission and Pupil Placement in Mainstream Schools September 2016
- Establishing the Capacity of Secondary Schools in Inverclyde November 2016



# **Outcome of the Statutory Consultation on the proposal to review the policy for admissions and pupil placements in mainstream schools.**

*January 2017*

This report has been published by Inverclyde Council in response to the statutory consultation undertaken under the terms of the Schools (Consultation) (Scotland) Act 2010. This report will be presented to the

Education and Communities Committee of Inverclyde Council for consideration in January 2017.

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- 7. Resource, risk and policy implementation**
- 8. Inaccuracy or omissions relating to the content of the consultation proposal document.**

**Appendices**

1. List of consultees
2. Consultation paper and response form
3. Comments from consultation response form submissions
4. Comments from public meetings
5. Report from Education Scotland

### **1. Purpose of the report**

- 1.1 The purpose of this report is to advise all stakeholders on the outcome of the statutory consultation exercise undertaken in respect of the proposal to review the policy for admissions and pupil placements in mainstream schools.

### **2. Background on the consultation process**

A consultation proposal document was issued as a result of a decision taken by the Education and Communities Committee on 06 September 2016 to consult on the proposal to review the policy for admissions and pupil placements in mainstream schools.

- 2.2 Notice of the proposal and publication of the proposal document was placed in the Greenock Telegraph to engage with the general community.
- 2.3 A copy of the proposal document was made available from Monday 19 September to Monday 07 November to statutory and other consultees as listed in Appendix 1. In addition, further communications were made with parents, pupils, parent councils and Church representatives.
- 2.4 The consultation document was available from a variety of sources including the Inverclyde Council website, schools and early years centres, libraries and the council buildings.
- 2.5 The consultation, in terms of the Schools Consultation (Scotland) Act 2010 was carried out over the period Monday 19 September to Monday 07 November during which time all interested parties were invited to submit written representations. A copy of the consultation response form and the consultation document is attached to this report (Appendix 2). The collated feedback received from the consultation response forms is shown in Appendix 3.
- 2.6 As part of the consultation process there were also two public meetings held. The first was on Wednesday 26<sup>th</sup> October at the Port Glasgow Community Complex and the second was at Inverclyde Academy on 27<sup>th</sup> October. A summary of the oral representations made at each meeting is included in Appendix 4 in this report.
- 2.7 Inverclyde Council sent a copy of the proposal document to Education Scotland on 16 September 2016. As required, on 9<sup>th</sup> November 2016

## Appendix A Outcome of Statutory Consultation

Education Scotland was provided with a summary of all relevant written responses and oral representations made during the consultation period.

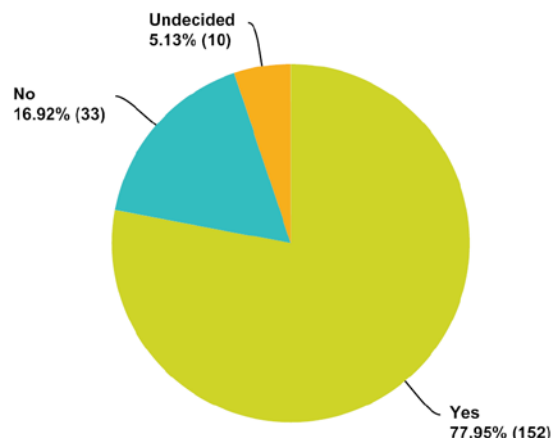
- 2.8 Inverclyde Council received a copy of Education Scotland's report on 28 November 2016. A summary of this report is included in section 5 of this report and a copy of the full report is included in Appendix 5.
- 2.9 Following the consultation period it is the Council's duty to review the proposal taking account of the feedback received from stakeholders during the consultation period which includes online responses, written responses and oral representations made during the public meetings. The content of Education Scotland's report should also be taken into consideration.
- 2.10 It should be noted that this consultation outcome report is published at least 3 weeks before it is formally considered by the Education and Communities Committee on 17 January 2017.

### 3.0 SUMMARY OF WRITTEN RESPONSES (FULL RESPONSE APPENDIX 2)

#### 3.1

**Q1 Do you agree with the addition of criterion 3 for placing requests? In secondary schools: children who attend a primary school associated with the secondary school as a result of a placing request or a request to remain according to the length of time at the associated primary school. This means that pupils who have attended for the longest time will have the highest priority**

Answered: 195 Skipped: 1



This proposal was clearly welcomed by the majority of those who responded. Reasons given by respondents who agreed on the whole matched the educational benefits statement put forward in the authority proposal paper e.g. it allows for continuity of friendships and avoids disruption for pupils at a crucial stage of their education.

## Appendix A Outcome of Statutory Consultation

Below is a collation of comments from those who disagreed and a response.

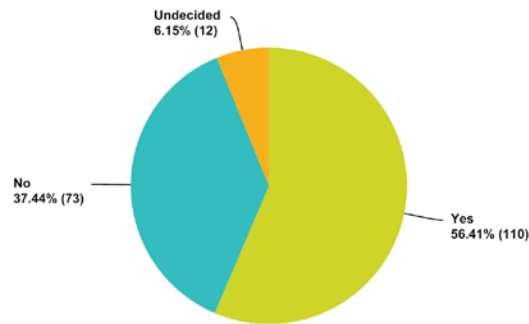
Concern raised	Response
Concerns that parents will opt to send their children to the catchment school of their preferred secondary.	This will always be a possibility, however parents give many reasons for opting to send their children to the school of their choice and often this is dictated by childcare arrangements. If this does become a real issue in the future then the proposed policy will allow the authority to manage the process to ensure that schools are not oversubscribed.
Concerns raised about the quality of different schools.	Inverclyde is fortunate to have high quality schools, not only because of the high quality of the buildings but because we have schools that are inclusive, and attain and achieve well. Across Inverclyde each school contributes to the improving overall authority picture by focussing on key aspects for improvement on a year by year basis. The wide range of achievements across each of our schools helps us to support young people into a wide variety of positive destinations.
It is clearly set out in the Education Act (Scotland) that distance is a priority.	This is not the case. The Education Act (Scotland) allows local authorities to set the criteria for the order and allocation of placing requests.
It should be catchment area or distance based.	This is the currently the third priority in the existing policy which parents have reported to us is unfair.
This is discrimination or against Equalities legislation	The policy is premised on the fact that all schools remain open to all pupils. It is only in the case of a school being oversubscribed that the qualifying criteria would be used.
Pupils should be referred automatically if they attend an associated primary school.	The policy is premised upon parents sending their child to the school of their chosen denomination in their catchment area. It is assumed that pupils will remain in their chosen denomination having made the choice in P1. Parents have the right to change denomination or to send a pupil to a school outwith their chosen catchment area but this is treated as a placing request. Under the revised policy, pupils who are at a primary school as the result of a placing request will be given an element of priority if they submit a placing request for the associated secondary school but not an automatic transfer.

## Appendix A Outcome of Statutory Consultation

3.2

**Q2 Do you agree with the addition of criterion 4 for placing requests?In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**

Answered: 195 Skipped: 1



This proposal had less support from respondents but still showed a majority in favour. An education authority has a duty to provide Catholic education where there is sufficient number of pupils to do so. The proposed policy does not restrict admission to Catholic schools to those of the Catholic faith but rather will give some element of priority to those who are baptised into the Catholic faith if a Catholic school is oversubscribed. Many of the respondents who agreed commented on the fact that those who choose to follow the Catholic faith should be given priority for a Catholic school.

Concerns raised	Response
Religion should not be a factor in education.	As stated above, an education has a duty to provide a Catholic education if there are sufficient pupils to justify this. This consultation is not about whether or not Catholic schools should exist. This consultation is about managing the priority for placing requests and admission if a Catholic school is oversubscribed.
This is against the equalities act.	This is lawful under the equalities act. Section 2.33 of the act states that: Schools that are conducted in the interest of a denominational body are permitted under the Equalities Act to give preference to members of their own religion when deciding who to admit to the school. However, in the case of public schools and grant-aided schools, this is subject to the terms of section 9 of the Education (Scotland) Act 1980, which requires all such schools to be open to pupils of all denominations and faiths, and to pupils of no denomination or faith. The only area in which education authorities can discriminate on religious grounds in relation to pupil

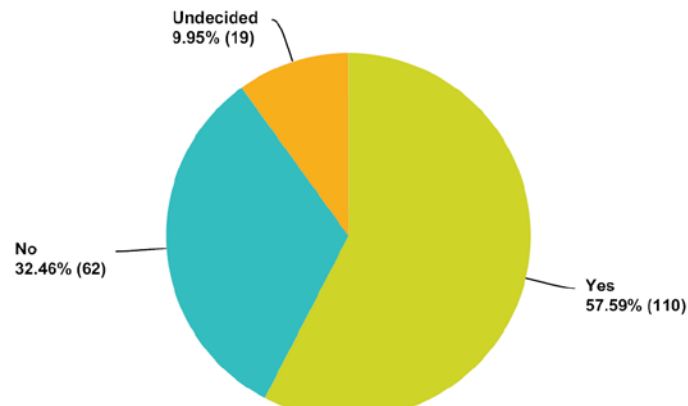
## Appendix A Outcome of Statutory Consultation

	<p>admission is in their criteria for accepting placing requests. Education authorities can choose to give preference to children of particular religious belief as part of their criteria for assessing whether to grant a placing request.</p>
<p>A certificate of baptism does not necessarily mean that you are committed to the faith.</p>	<p>This point has been debated at length and this wording is the preference of the Education and Communities Committee and church representatives from differing faiths. The Catholic church agree that a certificate of baptism should be the only acceptable documentation.</p>
<p>Clearly each school catchment area has a school which is denominational so to consider this as a priority for placing requests for pupils outwith the catchment area would be unjust.</p>	<p>This is a fair point and one also raised by the church representatives. This proposal as it currently stands would give priority for Catholic pupils who did not attend a catchment area school and lived outside the catchment area over those who lived within the catchment area. Therefore a change to the wording of this criterion is proposed. The proposed new wording is "In the case of denominational schools: pupils <b>within the catchment area</b> who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith." To give an example; If the wording were not changed, a pupil who has a certificate of baptism who lives in one catchment area would have an element of priority for all denominational schools in Inverclyde and this would mean they may get a place in preference to a non-baptised pupil living in that catchment area. The change of wording means that this would not be the case. Pupils with a certificate of baptism would only be given an element of priority for the school within their catchment area. The proposed new wording means that a pupil within the catchment area who does not have a certificate of baptism would be given preference over a pupil with a certificate of baptism who lives outwith the catchment area.</p>

## Appendix A Outcome of Statutory Consultation

### Q3 Do you agree with the order of priority for the allocation for placing requests?

Answered: 191 Skipped: 5



Again, although the majority agreed, this was not by the significant margin of the response for proposal 1. Respondents tended to disagree if they had also responded that one of the criteria was unfair. Some respondents disagreed with the retained order of priority in the existing policy e.g. ASN or siblings.

ASN needs. Should these not be dealt with separately?	ASN places are allocated through the Additional Support Needs Forum so it is in fact very rare that this is used to allocate placing requests sought by parents. However, keeping this as the top priority affords some protection from challenge for both the authority and those who may have significant needs that cannot be met at their catchment school.
Siblings as priority 2.	Whilst most agreed with this, citing that families should not be split across different schools, some respondents thought that if a school was oversubscribed then siblings should not make a difference.
Priorities 3 and 4	Some respondents thought that catchment area should take priority over faith. The amended wording to criteria 4 will hopefully ensure that this is taken into account.

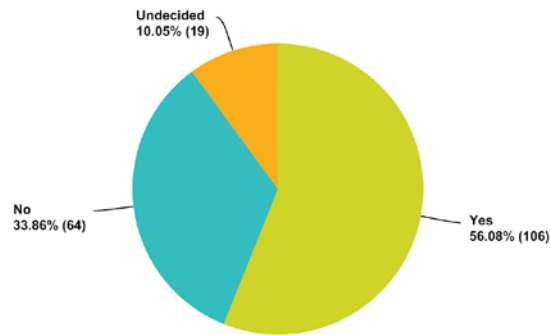
3.4

### Q4 This question is about the order of allocation of places in the unlikely event that a school is oversubscribed for pupils within the catchment area for their chosen denomination. Do you agree with the order of the allocation of places if a school is oversubscribed for pupils within the catchment area?

Answered: 189 Skipped: 7

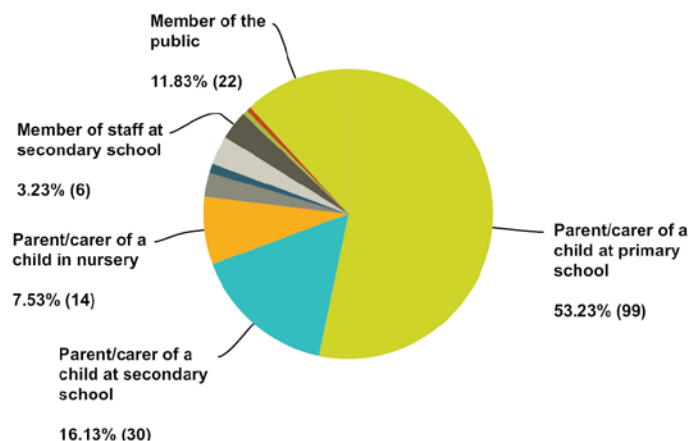


## Appendix A Outcome of Statutory Consultation



Most of the responses for this question about the criteria to be used if a school is oversubscribed for pupils within the catchment area matched the responses for the first three questions. Most of the opinions were based on whether or not the respondent agreed or disagreed with the certificate of baptism as a selection criterion for Catholic schools. It is worthy of note that the inclusion of this criterion will protect Catholic primary schools becoming oversubscribed if the link to the associated secondary school becomes an influencing factor in the choice of primary school.

### 3.5 People who responded to the survey



## 4. Summary of oral responses from public meetings (full response in appendix 4)

4.1 During the public meetings, there was a presentation which provided information on the proposal and statutory consultation process.

4.2 A question and answer session then followed involving members of the public and Council officers.

4.3 Two people attended the consultation event on 26 October 2016. They were a serving head teacher and a church representative from the Education and Communities

## Appendix A Outcome of Statutory Consultation

Committee. General comments were that, “This should have been done ages ago, that it was clear and balanced and made good sense”. A question was asked about the implementation timescale and the answer to this was that this would be in February 2017 if agreed by committee. The wording of priority 4 was discussed and both of those who attended agreed with the possible proposed new wording to include only those who live in the catchment area.

Ten people attended the consultation meeting on 27 October 2016. This included two pupils, seven parents (including 1 parent council representative) and a representative from Education Scotland. The summary of questions asked is attached in appendix 3 but most opinions were positive about the proposed changes with some clarification sought about how this was affected by the transport review.

- 4.4 Appendix 4 provides notes of the oral representations from each of the public meetings.

### **5. Summary of response by Education Scotland (full report in appendix 5)**

- 5.1 The section below is the summary of the report by Education Scotland addressing the educational aspects of the proposal by Inverclyde Council to review the Policy for Admissions and Pupil Placements in Mainstream Schools.
- 5.2 Education Scotland found that Inverclyde Council’s proposal is of educational benefit. The majority of stakeholders who submitted responses or expressed a view are in favour of the proposal. In providing a clear and fair set of guidelines which can be understood by all stakeholders, the proposal has the potential to reduce both the risk of schools becoming oversubscribed and the number of appeals submitted following placing request decisions. Should the proposal be adopted it will further help to ensure that it is more likely for young people to remain with existing friendship groupings in the move to secondary school thus supporting their wellbeing. It should in addition ensure that school places remain available for young people and their families who wish for them to be educated in a Roman Catholic faith establishment. By helping to reduce pressure on existing school accommodation, resources and facilities, it will also enable the council to demonstrate best value through making most effective use of its existing school estate, in providing all young people with the most appropriate curricular pathway and opportunities to achieve. In taking forward the proposal the council should consider how it will address the concerns raised during the proposal including ensuring that placing request decisions are made at the earliest opportunity to ensure all young people, particularly those with additional support needs, are given the highest quality of support in transitioning to secondary school. The council also needs to outline more clearly how it will address the potential implications on schools likely to be most affected by the proposal, and any increase in demand, should it arise, in the associated primary establishments of Notre Dame High School should the proposal be accepted. In finalising the proposal the council should adopt the suggested additional wording from the Diocese of Paisley in respect of qualifying criterion 4 to further improve, ensure equity and bring

greater clarity to the proposal. It should also take steps to remove the reference to 'qualifying letter' as outlined in the admission policy, paragraph 1.11.

### 5.3 Council response

We welcome the findings of Education Scotland that the proposal to review the policy for admissions and pupil placements in mainstream schools is of educational benefit to pupils. Education Scotland raised several key issues that the council should consider if the proposal is taken forward and these are addressed below.

*In taking forward the proposal the council should ensure that placing request decisions are made at the earliest opportunity to ensure all young people, particularly those with additional support needs, are given the highest quality of support in transitioning to secondary school.*

Inverclyde aims to make decisions on placing requests as soon as possible after the closing date for requests to be submitted. This is normally within the month of January, but for 2017 only it will be during the month of February. Decisions are considered by the Inverclyde Council Pupil Placement Panel and communicated to parents as soon as possible after the panel have met and within the legislative timeframe of a decision having been made by 30<sup>th</sup> April. Any parent wishing to appeal the decision is informed of their right to do so and the Education Appeal Committee, administered by the Council's Head of Legal and Property Services considers the appeal. It is hoped that the new policy will lead to a more streamlined process which is better understood by all resulting in less appeals being upheld. This will avoid the current situation where some places are allocated as late as June. For pupils with additional support needs within the mainstream setting who submit a placing request, this means that there will be less uncertainty as to the allocation of a place at a school and therefore enhanced transition arrangements can be put in place.

For pupils with more complex additional support needs, the Inverclyde Additional Support Needs Forum meets on a regular basis to discuss the allocation of places to schools. In this way, pupils who require extra support with transitions are identified as early as possible and the appropriate support is put in place.

*The council also needs to outline more clearly how it will address the potential implications on schools likely to be most affected by the proposal, and any increase in demand, should it arise, in the associated primary establishments of Notre Dame High School should the proposal be accepted.*

The schools most likely to be affected by this proposal are the primary schools who feed into Notre Dame High School. There is already a high level of placing requests to some of the primary schools and this will continue to be managed through the revised policy. There is always the possibility that a

## Appendix A Outcome of Statutory Consultation

school can be oversubscribed to pupils within the catchment area, and the revised policy proposes measures to address this. This situation would arise in particular if an unexpected proportion of pupils chose a denominational school within their catchment area. If this was to be the case then the Council would prioritise places using the criteria outlined in the proposal document, giving priority to ASN, siblings, faith and distance.

*In finalising the proposal the council should adopt the suggested additional wording from the Diocese of Paisley in respect of qualifying criterion 4 to further improve, ensure equity and bring greater clarity to the proposal.*

It is recommended that the council fully accepts the amended wording and considers that this will be a positive step to address some of the concerns raised during the consultation about equity of choice for pupils.

*The council needs to provide more information about projected rolls and current capacity of schools affected by the proposals, current and projected waiting lists for denominational schools as well as any impact of the proposal on non-denominational schools.*

A paper to identify the capacity of each secondary school in Inverclyde and the maximum yearly intake was agreed at the Education and Communities Committee in November 2016. Inverclyde does not keep a waiting list for places at schools.

### **6. Review of proposals by Education Services (Inverclyde Council)**

- 6.1 Education Services Senior Management Team has considered the original proposal and reflected upon all the responses received.
- 6.2 It is proposed that the wording of the criterion relating to certificate of baptism should be amended to say, "In the case of denominational schools: pupils **within the catchment area** who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith."

### **7. Resource, risk and policy implementation**

#### **7.1 Resource implications**

If the proposal is approved, staff resource will be required to implement the changes and communicate the changes with parents/carers.

Further communications about the process will be made with parents during the month of January 2017.

#### **7.2 Risk implications**

## **Appendix A Outcome of Statutory Consultation**

There is a risk of demand being placed on certain schools as a consequence of the decision being taken to implement the policy, but this is balanced by the current position where a high number of placing request appeals are upheld thus creating the late allocation of places to schools. If implemented, the policy addresses all cases of any oversubscription to schools.

### **7.3 Policy Implications**

If the proposal is approved, the necessary changes will be reflected in Council policy in February 2017.

# **Appendix 1**

## **List of Consultees**

### **Statutory consultees:**

- The Parent Council of affected schools
- The parents/carers of the pupils at the affected schools
- Parents whose children are expected to attend the affected schools within 2 years of publication of the proposal document
- Pupils (where they are considered to be of suitable age and maturity)
- Council employees at the affected schools
- Trade Union representatives
- Church representatives
- Bord na Gaidhlig
- Community Councils

### **Other stakeholders who will be contacted:**

- Education Scotland
- Elected Members
- Local Members of Parliament and local members of Scottish Parliament
- General Public (Inverclyde)

## Education Services

### Review of Policy for Admissions

and

### Pupil Placements in Mainstream Schools

### Consultation Proposal Document

We are looking for your views on our proposal to apply new procedures for admissions and placing requests to schools within Inverclyde. The Schools (Consultation) (Scotland) Act 2010 requires a local authority to undertake statutory consultation if it wishes to modify its guidelines for placing requests for a school. The proposed policy is attached in its entirety as an appendix to this consultation proposal document; however the two main areas for changes to the policy for consideration are outlined below.

Please note that the proposed amended guidelines for priority for admissions to schools and placing requests are **only** in the event of a school being oversubscribed.

**When considering the priority for placing requests for schools, we propose to add two qualifying criteria to those already in place. The changes, and the order in which they will be considered are highlighted, below, in bold.**

We will consider placing requests using the following sequence of priority criteria:

1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
3. **In secondary schools: children who attend a primary school *associated* with the secondary school as a result of a placing request or a request to remain according to the length of time at the *associated primary school*. This means that pupils who have attended for the longest time will have the highest priority.**
4. **In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**
5. All other children of school age residing in the defined catchment area of the school according to distance of home address from chosen school. (An example of such a placing request would be where a child who has attended the non-denominational primary school of his/her geographical catchment area makes a placing request to the

denominational secondary school of its catchment area due to the distance of his/her home address from the said secondary school).

6. All other children of school age residing in Inverclyde according to distance of home address from their chosen school.
7. Children of school age residing out with Inverclyde whose additional support need is supported by significant input by education and another appropriate agency and who are requesting a place within a school which has specialist provision to meet the child's needs.
8. Children of school age residing out with Inverclyde according to distance of home address from their chosen school.

**In the particular and exceptional circumstances where a school has insufficient capacity to accommodate all pupils for the chosen denomination living in its defined catchment area, then it is proposed to regard all such pupils as having made placing requests which will be considered, in order of priority, as below:**

- 1) A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
- 2) Those cases where a brother or sister attends the school and will continue in this school during the next session.
- 3) In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
- 4) Distance of home address from chosen school.

**Closing date for responses on this consultation will be:**

**Monday 7 November 2016**

**There will be 2 public meetings held on:**

**Wednesday 26 October 2016 at the Port Glasgow Community Campus, 6:30 pm**

**Thursday 27 October 2016 at Inverclyde Academy, 6:30 pm**

This document has been issued by Inverclyde Council for consultation under the terms of the Schools (Consultation) (Scotland) Act 2010.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone: (01475) 712853.



## **Contents**

### **List of Consultees and how to access the proposal document**

- 1. Background to the proposal**
- 2. Proposed Changes**
- 3. The consultation process**
- 4. Implementation date for the proposal**
- 5. Educational benefits – assessment of the likely effects of the proposal**
- 6. Employee implications**
- 7. Financial implications**
- 8. Responding to the proposal**
- 9. Appendix 1 – Copy of the proposed draft policy**
- 10. Consultation response form**

## **Communication list and how to access the proposal document:**

### **Statutory consultees:**

- The Parent Council of affected schools
- The parents/carers of the pupils at the affected schools
- Parents whose children are expected to attend the affected schools within 2 years of publication of the proposal document
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- Council employees at the affected schools
- Trade Union representatives
- Church representatives
- Bord na Gaidhlig
- Community Councils

### **Other stakeholders who will be contacted:**

- Education Scotland
- Elected Members
- Local Members of Parliament and local members of Scottish Parliament
- General Public (Inverclyde)

Consultees will be informed that in order for their views to be taken into account, they must complete and submit a copy of the Consultation Response Form. Interested parties are invited to respond to the proposal by making an online submission using the link:

[www.inverclyde.gov.uk/yoursay](http://www.inverclyde.gov.uk/yoursay)

Alternatively, written submissions should be made using the form attached at the end of this document no later than Monday 7 November 2016.

### **Accessing the proposal document**

The steps listed below have been taken to ensure that the proposal document is widely available.

- Notice of the proposal and of publication of this proposal document has been placed in The Greenock Telegraph to engage with the general community
- The proposal document has been published on the Inverclyde Council website: [www.inverclyde.gov.uk/yoursay](http://www.inverclyde.gov.uk/yoursay)
- This document can be made available in alternative forms or translated by contacting Education Services on (01475) 712853
- The proposal document will also be available for inspection at all educational establishments, Council Customer Services and libraries

## **1.0 BACKGROUND TO THE PROPOSAL**

- 1.1 The Education and Lifelong Learning Committee meeting of 18 August 2009 approved the issue of a revised policy for Admissions and Placing Requests for consultation and agreed to the implementation of the new policy on 3 November 2009. The review took into consideration several key areas which included:
  - The need for a single policy which is applicable to all schools
  - The need for a policy which acknowledged the reduced availability of places at the time and supported the delivery of the Schools Estate Management Plan
  - The need for a policy which reflected current legislation
  - The need for a policy which clearly defined priorities in respect of placing requests
  - The need for a policy which clearly defined the decision making process in place in respect of all admissions to main stream schools in Inverclyde
- 1.2 The revised policy has been in place for 6 years during a period of significant changes in the school estate in Inverclyde. Inverclyde now has a school estate that meets the current and projected requirements for pupils who reside in the area. We are fortunate to have high quality schools across Inverclyde and whilst most parents opt to send their children to the school of their chosen denomination which serves the area that they live in, current legislation gives parents the right to submit a placing request to another school.
- 1.3 Whilst this legislation gives parents the right to submit a placing request, it does not guarantee that the placing request will be granted. Inverclyde has a policy on placing requests and admissions to schools in order to ensure that schools are not oversubscribed or that Inverclyde Education Services does not have to employ extra teaching staff. This policy contains the criteria for the allocation of places if a school is oversubscribed.
- 1.4 On 3 May 2016 in a report presented to the Education and Communities Committee, the Corporate Director of Education, Communities & Organisational Development recommended that a revised policy on placing requests be presented to the Education and Communities Committee for consideration in September 2016. This was in light of the large number of placing requests that could not be accommodated through the current policy to Notre Dame High School and the high number of appeals to the Education Appeals Committee.
- 1.5 In their meeting on 6 September 2016, the Education and Communities Committee agreed to the wording of the draft proposal that would be taken out to consultation.
- 1.6 In reviewing the current policy, the reasons given by parents who make placing requests has been taken into consideration, along with decisions made by the Education Appeals Committee. Similar policies from other local authorities have also been reviewed.

## 2.0 PROPOSED CHANGES

- 2.1 Change 1 - is to add the following statement as the third qualifying criterion for the allocation of placing requests:

**In secondary schools: children who attend a primary school *associated* with the secondary school as a result of a placing request or a request to remain according to the length of time at the *associated primary school*. This means that pupils who have attended for the longest time will have the highest priority.**

Within the current policy, if a child attends a primary school as a result of a placing request for whatever reason, then that child is given no preference if they submit a placing request for the associated secondary school. In practice this means that a child who changes denomination at the point of transfer from primary to secondary can have preference over those who attended the associated primary school. This has meant in the past that classes and friendship groupings from associated primary schools have been split up because placing requests from pupils changing denomination have received priority. The fact that pupils were not staying with the friendship groups from associated primary schools was one of the most common reasons for placing request appeals during 2016. This change would give higher levels of priority to pupils who attend an associated school and would avoid splitting up established friendship groups.

- 2.2 Change 2 – This is to add the follow statement as the fourth qualifying criterion for placing requests:

**In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**

All of the denominational schools in Inverclyde are Roman Catholic. There are three Roman Catholic secondary schools and 9 primary schools. If priority for placing requests is given to pupils who attend an associated school, then there is a possibility in the future that denominational schools could be oversubscribed because parents opt to send their child to a denominational primary school in order to help secure a place at their preferred secondary school. The addition of the above qualifying criterion hopes to provide a fair and equitable solution to managing the rolls of all schools, but to specifically ensure that places remain available for children whose families are Roman Catholic and wish them to be educated in the Roman Catholic faith environment.

- 2.3 Change 3 - The current policy is not clear as to the selection criteria that should be used if a school is oversubscribed for pupils who wish to attend a school of their chosen denomination in their catchment area. It should be noted that this is currently not a scenario for Inverclyde and our pupil projections show that we would not expect it to be. However, because it is a situation that could possibly arise in the future, then it makes sense to have a clear set of guidelines that are understood by all. The proposed order for allocation of places in this situation broadly follows the proposed criteria for the allocation of placing requests but it omits attendance at an associated primary school as a qualifying criterion for a secondary school. This is because almost all pupils would already be in attendance at an associated school within the catchment area. However, this proposal would still give some element of priority to pupils who wish to attend a denominational school who could demonstrate an affinity to the church in the form of a certificate of baptism.

### **3.0 THE CONSULTATION PROCESS**

3.1 The formal consultation on the proposal within this document will be undertaken under the terms of the Schools (Consultation) (Scotland) Act 2010 as amended. The consultation requires to run for 30 school days and will start on Monday 19 September 2016 and will end on Monday 7 November 2016. Written representations must be received by this date in order to be taken into account.

3.2 All schools will be affected by this proposal.

#### **3.3 Public Meeting**

There will be 2 public meetings held on:

- Wednesday 26 October 2016 at the Port Glasgow Community Campus, 6:30 pm
- Thursday 27 October 2016 at Inverclyde Academy, 6:30 pm

The meetings will provide those in attendance with an opportunity to:

- Hear about the proposal
- Ask questions about the proposal
- Express views about the proposal

A note will be taken of the views expressed during the public meeting and of any questions asked. In addition to the public meeting, written representations including online responses will be able to be made during the consultation period.

#### **3.4 Who will be consulted?**

Statutory consultees:

- The Parent Council of affected schools
- The parents/carers of the pupils at the affected schools
- Parents whose children are expected to attend the affected schools within 2 years of publication of the proposal document
- Pupils (where they are considered to be of suitable age and maturity)
- Council employees at the affected schools
- Trade Union representatives
- Church representatives
- Bord na Gaidhlig
- Community Councils

Other stakeholders who will be contacted:

- Education Scotland
- Elected Members
- Local Members of Parliament and local members of Scottish Parliament
- General Public (Inverclyde)

Consultees will be informed that in order for their views to be taken into account, they must complete and submit a copy of the Consultation Response Form.

Pupil consultation will take place through Primary (P4 - 7) and Secondary Pupil Councils.

### **3.5 Involvement of Education Scotland**

The Council will provide the proposal document to Education Scotland at the start of the consultation period. When the consultation period has ended, Inverclyde Council will collate all of the written and oral representations. Thereafter, the following information will be provided to Education Scotland:

- A copy of relevant written representations made to Inverclyde Council on the proposal (or summary of them if agreed within Education Scotland)
- A summary of oral representations made at the public meetings
- Other relevant documentation, as far as is practicable

Education Scotland will prepare a report on the educational aspects of the proposal taking account of the above, the Educational Benefits Statement contained in this proposal document and in so far that Education Scotland considers them relevant, any written representations made directly to them. Education Scotland may also visit the schools affected by the proposal and make reasonable inquiries of persons there and of such other persons as they consider appropriate. Education Scotland require to send their report to Inverclyde Council no later than 3 weeks (or longer if agreed with Inverclyde Council) after having received the information from Inverclyde Council.

### **3.6 Consultation Report**

After receiving Education Scotland's report, Inverclyde Council will review the proposal taking account of relevant written representations received during the consultation period, oral representations made during the public meeting and Education Scotland's report. Inverclyde Council will then prepare and publish a consultation report which will include a recommendation on the proposal.

Inverclyde Council will notify on the publication of the consultation report, which will be made available on Inverclyde Council's website, in schools and at Inverclyde Council's Customer Service Centre.

The consultation report will be published 3 weeks before it is formally considered by Inverclyde Council.

### **3.7 Inaccuracies or omissions**

Where inaccuracies or omissions are discovered within this proposal document, Inverclyde Council will determine whether relevant information has been omitted or, if there has been an inaccuracy. Appropriate action will then be taken by Inverclyde Council which may include issuing corrections, issuing a corrected proposal document or an extension of the consultation period. In any of these events all relevant consultees (and where applicable the notifier(s) of any omissions or inaccuracies) and Education Scotland will be advised of the appropriate action. Notifiers of any omissions or inaccuracies will also be given the opportunity to make representations if they disagree with Inverclyde Council's determination of and any action on the matter, which may result in Inverclyde Council making a further determination / decision on the matter.

## **4.0 IMPLEMENTATION DATE FOR THE PROPOSAL**

- 4.1 It is expected that the proposal, if accepted, would be implemented from the 1 February 2017. The enrolment process for the academic year 2017/18 will take place during the month of December 2016 for secondary schools and January 2017 for primary schools. Normally any placing requests would be considered in January. Because the outcome of the consultation will not be known until mid-January which is half way through the enrolment process, for 2017 only, the submission of placing requests will be delayed by one month and take place between the 1 and 28 February 2017. This means that parents or carers submitting placing requests will have knowledge of the outcome of

the proposal and the criteria that will be used for the allocation of places before they submit their request. In January 2018, for the academic year 2018/19 the procedure will revert back to that stated in the policy.

## **5.0 EDUCATIONAL BENEFITS – ASSESSMENT OF THE LIKELY EFFECTS OF THE PROPOSAL**

Education is a key priority of Inverclyde Council.

- 5.1 Inverclyde Council is firmly committed to delivering a high quality education provision in learning environments fit for learning and teaching in the 21<sup>st</sup> century. Environments that nurture ambition and aspirations, improve attainment and achievement, and create and widen opportunities for all children and young people to achieve their full potential and move into positive and sustained destinations when they leave school. Inverclyde Council also demonstrates its strong belief in the value of education through financial investment to allow full implementation of Curriculum for Excellence and Getting it Right for Every Child (GIRFEC), and supporting programmes and activities that focus on removing barriers to learning and closing the attainment gap.
- 5.2 This policy builds upon current practice and the previous criteria for the allocation of placing requests remain in place. The proposed changes give two additional criteria for placing requests that will be considered as priority three and priority four. This means that pupils with a medical condition or additional support needs or those who have siblings at a school will continue to receive the top priority for placing requests. This will be regardless of the school they currently attend or an affinity to a faith. In this way, families can be assured that Inverclyde Education Services will always make every effort to ensure that brothers and sisters are educated at the same school if they so wish. We see this as a key educational benefit and in line with our continued focus on opportunities for family learning.
- 5.3 All Inverclyde schools remain open to all pupils and will continue to have an inclusive and respectful ethos which helps every pupil to achieve their best. This policy only proposes changes to admissions to schools if a school is oversubscribed. This means that the education authority is reducing the risk of extremely high occupancy levels that may take a school over a defined capacity. It also means that Inverclyde can meet the requirements in relation to the provision of Roman Catholic education.
- 5.4 When a school is nearing capacity or goes over capacity there are inevitable pressures on both the facilities available for pupils and the curriculum. This has particularly been the case in Notre Dame High School in recent years.
- 5.5 If a secondary school is oversubscribed, social areas will become increasingly congested and will have to be managed in a way that ensures the safety of all pupils. This may mean measures are put in place to avoid congestion at certain busy times and pupils do not always have the freedom to socialise with their peers in an environment that is stress free and relaxing. This will affect all youngsters but could especially add to the stress of those who are undergoing exam preparation in the senior phase.
- 5.6 As pupils progress through the Broad General Education the outcomes and experiences are delivered across each of the curriculum areas in a framework that provides opportunities for personalisation and choice. Schools work with their parent and pupil councils to establish a curriculum rationale that is appropriate for the learners within their school. If a school is working close to capacity then this personalisation and choice would be restricted by the availability of facilities, resources and access to appropriate staff.

- 5.7 Flexible routes for qualifications are established for each learner over the course of the senior phase of education. The current formula for defining the capacity of a secondary school allows for flexibility of pupil choice in the senior phase. The closer a school is to the defined capacity for the school, the less flexibility can be built in to the senior phase. This means that pupils may not get access to their first choice of subjects because classes are oversubscribed.
- 5.8 In both primary schools and secondary schools, the closer to capacity a school gets then the more pressure there is on resources. This means increased pressure on lunch halls, social areas and the timetabling of facilities such as music rooms, gym halls, science labs, libraries and ICT provision. This gives schools less flexibility to provide high quality learning experiences and opportunities for social interaction and means that projects that involve inter-disciplinary learning could suffer because of the lack of availability of resources and space.
- 5.9 Whilst all schools across Inverclyde Council work hard to ensure smooth pastoral and curricular transitions regardless of the schools attended, there are some specific educational benefits to a transition from P7 to S1 within associated school groups. Because schools work as associated school groups, often staff will have worked together to identify curriculum rationales and progression through curricular areas. Pupils from the primary schools may well have visited the associated secondary schools or have been involved in joint projects with other pupils and staff. In this way the transition in learning can be more seamless if a pupil has attended a primary school associated with the secondary. Under the current policy no consideration is given to pupils who have attended the primary school associated with the secondary school.
- 5.10 Another advantage of considering attendance at a primary school associated with the secondary is the consideration of friendship groupings. Under the current policy there have been cases where a child was the only one from their friendship group not to be allocated a place at the associated school because they lived further away than pupils from other schools who had also submitted placing requests to change denomination. Parents reported that they felt this was unfair and the stress of being split from their friends caused some pupils to become ill and for pupils to feel isolated. Whilst the proposed changes will not stop this entirely, it does go some way to redressing the balance and reducing stressful situations for pupils in their transitions from primary to secondary.
- 5.11 Because a change has been proposed to the allocation of placing requests with regard to associated schools, there is a possibility that this could lead to an oversubscription of denominational schools within Inverclyde, especially in the primary sector. This proposal makes provision to control the intake to denominational schools by giving priority to pupils with a declared affinity for the religious ethos of a Roman Catholic school, evidenced by a certificate of baptism.
- 5.12 It is not considered that there will be any adverse impacts on children attending Inverclyde schools by implementing this proposal. There would also be no detriment to other users of the school facilities or the wider community.
- 5.13 An equality impact assessment has been undertaken in the preparation of this proposal and any equality issues that are raised during the consultation period will be taken into account.

## **6.0 EMPLOYEE IMPLICATIONS**

- 6.1 None.

## **7.0 FINANCIAL IMPLICATIONS**

- 7.1 This proposal has no financial implications but may mitigate against extra teachers being taken into employment because of placing request appeals.



## **8.0 RESPONDING TO THE PROPOSAL**

- 8.1 Page 4 of this document provides details on how to access a copy of the proposal document.
- 8.2 Interested parties are invited to respond to the proposal by making an online submission using the link:

[www.inverclyde.gov.uk/yoursay](http://www.inverclyde.gov.uk/yoursay)

Alternatively, written submissions should be made using the form attached at the end of this document no later than Tuesday 7 November 2016.

## **9.0 Appendix 1 – Proposed Draft Policy on Admissions and Pupil Placement in Mainstream Schools:**

### **Inverclyde Council Draft Policy on Admissions and Pupil Placement in Mainstream Schools**

Contents

#### **Section A - Core principles of the policy**

#### **Section B - Admissions procedures**

- 1.0 Arrangements for registering a pupil in P1.
- 2.0 Arrangement for transferring from primary to secondary school.
- 3.0 Arrangements for registering a pupil into primary and secondary school after the start of the school session in August.

#### **Section C - Oversubscription of catchment area schools and the capping of schools**

- 1.0 Oversubscription of Schools.
- 2.0 Capping of schools.

#### **Section D - Making a Placing Request**

- 1.0 Arrangements for making a placing request at the beginning of an academic year.
- 2.0 Arrangements for making a placing request out with the normal enrolment timescale.
- 3.0 Families who move to a new address.
- 4.0 School Transport.
- 5.0 Appeal Procedures.

## Appendices

1. Glossary of terms
2. Reasons for refusing a request at a school
3. Associated school groups by catchment area
4. Capacity of schools

## Section A - Core Principles

- 1.0 The Admissions and Pupil Placement Policy is applicable to all **mainstream schools** in Inverclyde.
- 1.1 The Admissions and Pupil Placement Policy recognises the right of parents to make a placing request to have their child educated in a school of their choice. Parents in turn should recognise that they do not have an automatic right to have their **placing request** granted.
- 1.2 For the purposes of determining which school a pupil should attend the authority is divided into defined geographical **catchment areas**. Each address in Inverclyde is assigned to a non-denominational and a denominational primary and secondary school.
- 1.3 At the point of entry to primary school parents may choose the primary school of either educational sector, (**non-denominational** or **denominational**) assigned to their home address, which they wish their child to attend. This policy is premised on the assumption that having made a choice about the educational sector (**denominational** or **non-denominational**) at primary stage, a pupil will remain in that sector for the duration of their education in Inverclyde.
- 1.4 All of the **denominational** schools in Inverclyde are Roman Catholic. Roman Catholic schools are open to all children regardless of faith. Where a **denominational school** is oversubscribed, either for within the **catchment** area pupils or through **placing requests** then priority will be given to pupils who can demonstrate or have declared an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith and a supporting letter from the Church.  
(see sections C and D)
- 1.5 There are no **denominational** primary schools within the areas of Quarriers Village, Kilmacolm, Inverkip and Wemyss Bay. Parents often choose to send their children to the local non-denominational primary school because of the travelling distance to their nearest denominational primary school. In such circumstances the following admission arrangements will apply:
  - children whose parents have selected to send their child to the **non-denominational** school serving their defined **catchment area** assigned to their address rather than to their assigned denominational primary school because of travelling distance, will have the choice at primary 7 of seeking admission to either the **non-denominational** or **denominational** school assigned to their address. The Council's policy in respect of school transport will apply.
- 1.6 Inverclyde has a Gaelic nursery and primary unit attached to Whinhill Primary School. It is the right of parents to make a request to the Authority for Gaelic medium education. Parents wishing their child to be educated in Gaelic medium should register with their local school and make a **placing request**. Gaelic Secondary education is accessed in Glasgow. Transport is provided.
- 1.7 Each secondary school has a list of **associated primary schools**. This means that pupils who live within the geographical **catchment area** and of the chosen sector (**denominational** or **non-denominational**) would normally transfer to the secondary school without the need for a **placing request**.

- 1.8 Attendance at an **associated primary school**, either through a **placing request** or the submission of a request to remain if a family have moved house does not guarantee a place at the **associated secondary school** and a **placing request** should be submitted.
- 1.9 A **Pupil Placement Panel** will be convened by the Corporate Director of Education, Communities and Organisational Development if the situation arises where the number of pupils in a defined catchment area who are eligible to enter a school in primary or secondary is greater than the number of places available in the school.

The **Pupil Placement Panel** will also scrutinise recommendations on entry made by the appropriate Head of Service in Education Services to ensure the criteria has been applied appropriately and to determine which placing request applications should be granted and which should be refused.

- 1.10 The **Pupil Placement Panel** will comprise the Corporate Director of Education, Communities and Organisational Development, the Head of Legal and Property Services and a Head of Service from another council service selected from a rota.
- 1.11 Where documentation such as **proof of residence**, a qualifying letter or baptism into a faith are requested, then the applicant will be given 4 weeks to produce original copies of an documentation requested. A Council Tax notice, plus a recent utility bill or other acceptable evidence will be accepted as proof of residence. Where there is doubt about any of the documentation, the Authority reserves the right to verify this information by cross checking with Council Tax records or undertaking spot checks.

## **Section B – Admissions Procedures**

### **1.0 Arrangements for registering a pupil in P1.**

- 1.1 The Education (Scotland) Act 1980, as amended by the 1981 Act, requires education authorities to secure the adequate and efficient provision of school education including arrangements for the admission of children to schools.
- 1.2 The process of registration records a child as eligible for education to be provided by the authority. The procedure of enrolment commits the authority to providing that education in a particular school.
- 1.3 The process for enrolling is as follows:  
On a date or dates in January each year intimated and publicly advertised by Education Services, parents/carers should register their children with their catchment area school of their chosen denomination if their children:
  1. Have attained the age of 5 years before that date
  2. Will attain the age of 5 years on or before the last day of February of the following year
- 1.4 Birth Certificates and proof of residence (Council Tax letter, plus a recent utility bill or other acceptable evidence) must be produced.
- 1.5 At the point of registration parents will have access to the handbook containing information about the school. Parents will also receive information about how to make a **placing request** should they decide not to send their child to their catchment school.

- 1.6 If a parent wishes to defer entry to primary school they still must register at the appropriate school to be advised of the Council's **deferred entry** procedures.
- 1.7 If a child has not reached the age of 5 years by the last day in February they would not be eligible to register at this time. In exceptional circumstances, a formal request for early entry should be submitted to Education Services for consideration.

## **2.0 Arrangements for transferring from primary to secondary school**

- 2.1 On completion of their primary education, pupils will normally transfer to the secondary school within their geographical **catchment area** and of their chosen denomination unless they have been granted a placing request to another secondary school.
- 2.2 Pupils will transfer from primary school to secondary school once per year on the date of the start of the new session for pupils. Transfer will normally take place at the end of primary 7.
- 2.3 The Head Teacher of the primary school will advise parents/carers in December each year that their children are due to transfer to secondary school in the following August. Intimation will be made of the name of the secondary school to which the child should transfer and details of liaison meetings with parents will be provided.
- 2.4 There are no denominational primary schools within Quarriers Village, Kilmacolm, Inverkip and Wemyss Bay. Parents often choose to send their children to the local non-denominational primary school because of the travelling distance to their nearest denominational primary school. In such circumstances the following admission arrangements will apply:
  - Children whose parents have selected to send their child to the non-denominational school serving the defined catchment area assigned to their address rather than to their assigned denominational primary school because of travelling distance, will have the choice at primary 7 of seeking admission to either the **non-denominational** or **denominational** school assigned to their address. Inverclyde Council's policy in respect of school transport will apply.

## **3.0 Arrangements for registering a pupil into primary and secondary school after the start of the school session in August.**

- 3.1 This applies to pupils moving into the **catchment area** of their chosen denomination after the start of a school session. In the first instance parents should make contact with the school directly to enquire if they have space for their child in the relevant stage or year group. Parents should provide proof of the address and the child's date of birth.
- 3.2 In addition, for secondary school placements, parents will need to provide details of the subjects that the child has studied, particularly at stages S4 and above. It may not be possible to match all subjects previously studied and children may need to choose new subjects to make a full timetable.
- 3.3 During school holidays, parents should contact Education Services to discuss the arrangements for registering their child into their preferred primary or secondary school.

## **Section C - Oversubscription of catchment area schools and the capping of schools**

### **1.0 Oversubscription of Schools**

Although rare, the situation may arise whereby a school is oversubscribed at either the primary 1 or secondary 1 stage for pupils of the chosen denomination who live within the **catchment area** of the school. In these circumstances, the **Pupil Placement Panel** should convene to determine the allocation of places.

Applications for all other stages of schooling for pupils within the **catchment area** of the chosen denomination should be dealt with by Head Teachers.

While every effort is made to provide places for all children in the school in their defined catchment area within their chosen denomination, places cannot be guaranteed. In such circumstances, pupils will be offered a place in the school of their chosen denomination nearest to their home address, until such times as a place becomes available in their catchment school. Inverclyde Council will meet any additional transport costs incurred due to attendance at the non-catchment school.

If a school is oversubscribed and cannot take pupils within the defined catchment area and chosen denomination then places will be granted in the following order:

1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
  2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
  3. In the case of denominational schools pupils: who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
  4. Distance of home address from chosen school.
- 1.1 If within catchment area places for the chosen denomination have had to be declined then a waiting list will be held by Education Services reflecting the above criteria. Parents will be informed if places become available. If the parent subsequently chooses that their child remain at the school out with the **catchment area** or chosen denomination the following should be borne in mind:
- Transport will only be made available for that academic year
  - The pupil may have to submit a placing request to their chosen secondary school
- 1.2 If Inverclyde Council refuses an application to one of its schools it must explain the reasons why to parents in writing. The grounds for refusal of a place are listed in Appendix 2. Parents have the right to appeal this decision through the **appeals process**.

## **2.0 Capping of schools**

- 2.1 Inverclyde Council is permitted to limit the overall roll of a school (the term commonly used is “capping”). It can limit not just the overall roll but also the intake of pupils into specific year groups. Where there are schools whose rolls will exceed their capacity or by the granting of placing requests will exceed their capacity in the future, there is a need to restrict access to these schools so that the roll can remain within the agreed capacity of the school.
- 2.2 The Council is allowed to reserve places within primary and secondary schools, based on the assumption that the places will be required for children and young people who are likely to move into the delineated areas of the schools during the session (Section 28A of the Education (Scotland) Act 1980 as amended).

- 2.3 For the purpose of secondary schools which are approaching capacity, Inverclyde Council may keep two places for S1 for pupils who move into the catchment area and one place for pupils in other years.

For primary schools who are approaching capacity, Inverclyde Council will keep one space per year group for pupils who move into the catchment area.

Inverclyde Council will not employ an extra teacher or create another class due to placing requests.

## **Section D - Making a Placing request**

### **1.0 Arrangements for making a placing request at the beginning of an academic year**

- 1.1 Parents who wish their child to attend a school other than their defined catchment school are entitled to make a **placing request** for the school of their choice.
- 1.2 Information on how to make a **placing request** is distributed to parents/carers by Head Teachers at the point of enrolment in January in the case of pupils who are starting primary 1. When pupils transfer from primary to secondary school the information will be given out as part of the information pack in December.
- 1.3 Parents/carers may make only one **placing request** at a time for a pupil. If the initial request is refused the opportunity will be available to parents to make another request should they so wish.
- 1.4 Where applications are being made for the start of a new session these should be submitted to Education Services no earlier than 1 January and no later than 1 February prior to the start of the session in August. Applications received for P1 or S1 after the 1 February will only be considered after the applications received on time have been processed.
- 1.5 Applications will be acknowledged within 5 working days of receipt of each application.
- 1.6 Parents/Carers will be advised in writing of the decision made in respect of their application no later than 30 April.
- 1.7 Late applications may be considered at the discretion of the Head of Education.
- 1.8 If a **placing request** is submitted then the **catchment area** place that the pupil is entitled to will be kept until the outcome of the placing request application has been confirmed.
- 1.9 While every effort is made to grant **placing requests**, circumstances can arise whereby there are more applications than places available. In such cases the priorities for admission will be as follows:
1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
  2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
  3. In secondary schools: children who attend a primary school **associated** with the secondary school as a result of a placing request or a request to remain according to the length of time at the **associated primary school**. This means that pupils who have attended for the longest time will have the highest priority. Appendix 3 shows the list of **associated school groups**.

4. In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
  5. All other children of school age residing in the defined catchment area of the school according to distance of home address from chosen school.
  6. All other children of school age residing in Inverclyde according to distance of home address from chosen school.
  7. Children of school age residing out with Inverclyde whose additional support need is supported by significant input by education and another appropriate agency and who are requesting a place within a school which has specialist provision to meet the child's needs.
  8. Children of school age residing out with Inverclyde according to distance of home address from chosen school.
- 1.10 When a **placing request** is granted the previously allocated place at the catchment school will be withdrawn. The newly allocated place will not be withdrawn unless the place was obtained on the basis of false information.
- 1.11 The **Pupil Placement Panel** should convene to determine the allocation of places. It will be the role of the **Pupil Placement Panel** to scrutinise recommendations on placing request applications made by the appropriate Head of Service in Education Services to ensure the criteria have been applied appropriately and to determine which applications should be granted and which should be refused. Where a placing request application is refused parents will be advised in writing of the grounds for refusal.

## 2.0 Arrangements for transferring from primary to secondary school

- 2.1 Parents who wish to make a **placing request** during the school year or school holidays should contact the school of their choice or Education Services to obtain an application form.
- 2.2 **Placing request** applications which are submitted to Education Services during the school year or school holidays will be acknowledged within 5 working days of receipt. Parents/Carers will be notified of the decision made in respect of their application within 8 weeks (exclusive of school holidays).
- 2.3 Such applications will be referred to the Head Teacher of the school concerned who will advise if there are places available in the school. Where the Authority declines an application for reasons other than there being no places available in the school the application will be referred to the Pupil Placement Panel for decision. If a placing request application is refused parents will be advised in writing of the reasons for refusal.

## 3.0 Families who move to a new address

- 3.1 Where a family moves to a new address which is out with the catchment area of the school their child currently attends, they have two options:
  - Enrol their child in the school serving their new defined **catchment area** for their chosen denomination.
  - Complete a form requesting that their child remains in the school they currently attend. If this

option is selected Inverclyde Council will not provide school transport. In the case of primary pupils, parents should check which the secondary school assigned to their new home address. It is likely that a placing request may be required for their child to attend the secondary school assigned to their previous home address.

#### **4.0 School Transport**

- 4.1 Inverclyde Council provides school transport for pupils who live more than one mile from their local primary school or two miles from their local secondary school by the shortest safe walking route.
- 4.2 Children who attend a school as a result of a **placing request** are not entitled to school transport. If, in exceptional circumstances, a pupil is unable to attend the catchment area school of their chosen denomination because it will pose a risk to the safety of the pupil or there is a legal reason why they cannot attend that school then the Authority may consider providing transport at the discretion of the Head of Education.

#### **5.0 Appeal procedures if a placing request is refused**

- 5.1 If Inverclyde Council refuses an application to one of its schools it must explain the reasons why to parents in writing. The grounds for refusal of a place are listed in Appendix 2.
- 5.2 If parents/carers are aggrieved by a decision of the Education Authority to refuse a placing request then the parent/carer may refer the decision to the **Education Appeal Committee** set up by Inverclyde Council.
- 5.3 The **Education Appeal Committee** hearing an appeal shall have a membership of three; one Councillor and two other members. The Councillor shall not be a member of the Council's Education & Communities Committee. The other members will not be members of the Authority or its Education Committee and will be in one of the following three categories:
  - Parents of children of school age.
  - Persons who in the opinion of the Authority have experience in education.
  - Persons who in the opinion of the Authority are acquainted with the educational conditions in the area of the Authority.

Neither the Councillor nor the other members shall be a member of the Parent Forum of the school affected by the appeal.

- 5.4 The **Education Appeal Committee** shall be administered by the Council's Head of Legal and Property Services from whom details of the appeals procedure may be obtained. Appeals should be submitted in writing to the Head of Legal and Property Services.
- 5.5 The Head of Legal & Property Services shall maintain a rota to be used in selecting members to sit in hearings of the Committee.

#### **6.0 Policy Review**

- 6.1 This policy will be reviewed on a 5-yearly basis, or earlier if required.



## Appendix 1

### Glossary of terms

Catchment Areas	The catchment areas for a school are geographical. Every address in Inverclyde is in the geographical catchment area of a denominational and non-denominational school.
Mainstream School	A mainstream school is any school that is not classed as a special school. The definition of a special school is any school where the sole or main purpose of the school (or stand-alone unit) is to provide education specifically suited to the additional support needs of children and young persons selected for attendance at the school (or unit) by reason of those needs.
Denominational School	The majority of denominational schools in Scotland are Catholic and all of the denominational schools in Inverclyde are Catholic. A Catholic denominational school is one which promotes the ethos and values of the Catholic faith. Denominational schools are run in the same way as other local Authority schools. Every state pupil is open to pupils of all denominations.
Non-Denominational Schools	A non-denominational school is one that does not cater for a specific faith.
Placing Request	This is a request for a pupil to be educated at a school other than that allocated by the Education Authority. A placing request should be submitted if a pupil wants to attend a school out with their geographical catchment area or if a change of denominational sector is required.
Associated School (either primary or secondary)	A group of schools that traditionally work together because they share the same geographical catchment area and denomination. Each associated group of schools has one secondary and feeder primary schools. Whilst most joint working takes place in the associated school group, attendance at an associated primary school does not automatically ensure a place at the secondary school.
Pupil Placement Panel	The Pupil Placement Panel comprises the Corporate Director of Education, Communities and Organisational Development, the Head of Legal and Property Services and a Head of Service from another council service selected from a rota. The role of the panel is to scrutinise recommendations on entry made by the appropriate Head of Service in Education Services to ensure the criteria has been applied appropriately and to determine which placing request applications should be granted and which should be refused.
Proof of Residence	Proof of residence should be a Council Tax notice and another formal letter e.g. a utility bill, a tax credit award notice.
Deferred Entry	All children who are 4 years of age by 28/29 February start primary school in the August of the same year. Children with January/February birthdays can automatically defer school entry for one year. Deferred entry for children born out with January / February is discretionary and is granted by the Additional Support Needs Forum.
Appeals Process	This is the right of the parent to appeal the decision made by the Authority to decline a place at their requested school.
Education Appeal Committee	The Education Appeal Committee is administered by the Council's Head of Legal and Property Services and has a membership of three, one Councillor and two lay members.
Parent Forum	A school's parent forum automatically includes every parent/carers with a child enrolled at the school. This is not the same as a Parent Council who act as a representative group for the parent forum.

### **Reasons for refusal of a place at a school**

**If Inverclyde Council refuses an application to one of its schools it must explain the reasons why to parents in writing. The following are the reasons why a Council may refuse an application for a place in one of its schools.**

- (a) If placing the child in the specified school (that is, the school specified in the application), 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 the 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
  - (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 has already required the child to discontinue his attendance at the specified school
- (d) If the specified school is a special school and the child does not have an additional support need requiring the education or special facilities normally provided at that school
- (e) If the specified school is a single sex school (within the meaning given to that expression by Section 26 of the Sex Discrimination Act 1975) and the child is not of the sex admitted or taken (under that Section) to be admitted to the school
- (f) If accepting the request would prevent the Authority reserving a place at the school for a child likely to move into the area of the school.

(All references to the 'specified school' are to the school specified in the application.)

## Appendix 3

### **Associated School Groups and Catchment Areas**

Pupils who live in the catchment area for:

**Ardgowan Primary School**  
**Gourock Primary School**  
**Moorfoot Primary School**  
**TRANSFER TO Clydeview Academy**

Pupils who live in the catchment area for:

**Aileymill Primary School**  
**Kings Oak Primary School**  
**Lady Alice Primary School**  
**Whinhill Primary School**  
**TRANSFER TO Inverclyde Academy**

Pupils who live in the catchment area for:

**Inverkip Primary School**  
**Wemyss Bay Primary School**  
**TRANSFER TO Inverclyde Academy OR St Columba's High School**

Pupils who live in the catchment area for:

**All Saints Primary School**  
**St Mary's Primary School**  
**St Patrick's Primary School**  
**TRANSFER TO Notre Dame High School**

Pupils who live in the catchment area for:

**Newark Primary School**  
**TRANSFER TO Port Glasgow High School**

Pupils who live in the catchment area for:

**Kilmacolm Primary School**  
**TRANSFER TO Port Glasgow High School OR St Stephen's High School**

Pupils who live in the catchment area for:

**St Andrew's Primary School**  
**St Joseph's Primary School**  
**St Ninian's Primary School**  
**TRANSFER TO St Columba's High School**

Pupils who live in the catchment area for:

**St Francis' Primary School**  
**St John's Primary School**  
**St Michael's Primary School**  
**TRANSFER TO St Stephen's High School**

## Education Services

# CONSULTATION ON CHANGES TO OUR POLICY ON ADMISSIONS AND PUPIL PLACEMENT IN MAINSTREAM SCHOOLS

## CONSULTATION RESPONSE FORM

Please use this form to let us know what you think about this proposal

The closing date for responses is **Monday 7 November 2016**.

**This form should be returned to:**

Education Services  
Wallace Place  
Greenock  
PA15 1JB

We are looking for your views on our proposal to apply new procedures for admissions and placing requests to schools within Inverclyde. The Schools (Consultation) (Scotland) Act 2010 requires a local authority to undertake statutory consultation if it wishes to modify its guidelines for placing requests for a school. The proposed policy is attached in its entirety as an appendix to this consultation proposal document; however the two main areas for changes to the policy for consideration are outlined below. Please note that the proposed amended guidelines for priority for admissions to schools and placing requests are **only** in the event of a school being oversubscribed.

**When considering the priority for placing requests for schools, we propose to add two qualifying criteria to those already in place. The changes, and the order in which they will be considered are highlighted, below, in bold.**

We will consider placing requests using the following sequence of priority criteria:

1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
3. **In secondary schools: children who attend a primary school associated with the secondary school as a result of a placing request or a request to remain**

**according to the length of time at the *associated primary school*. This means that pupils who have attended for the longest time will have the highest priority.**

- 4. In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**
5. All other children of school age residing in the defined catchment area of the school according to distance of home address from chosen school. (An example of such a placing request would be where a child who has attended the non-denominational primary school of its geographical catchment area makes a placing request to the denominational secondary school of its catchment area due to the distance of its home address from the said secondary school).
6. All other children of school age residing in Inverclyde according to distance of home address from chosen school.
7. Children of school age residing out with Inverclyde whose additional support need is supported by significant input by education and another appropriate agency and who are requesting a place within a school which has specialist provision to meet the child's needs.
8. Children of school age residing out with Inverclyde according to distance of home address from chosen school.

**In the particular and exceptional circumstances where a school has insufficient capacity to accommodate all pupils living in its defined catchment area, then it is proposed to regard all such pupils as having made placing requests which will be considered, in order of priority, as below:**

1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
3. In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
4. Distance of home address from chosen school.

**Questions 1- 3 are about the priority for placing requests**

**Q1 Do you agree with the addition of criterion 3 for placing requests?**

**In secondary schools: children who attend a primary school *associated* with the secondary school as a result of a placing request or a request to remain according to the length of time at the *associated primary school*. This means that pupils who have attended for the longest time will have the highest priority**

Yes  No  Undecided

**This box gives an opportunity to explain the reason for your response.**

**Q2 Do you agree with the addition of criterion 4 for placing requests?**

**In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**

Yes  No  Undecided

**This box gives an opportunity to explain the reason for your response.**

**Q3 Do you agree with the order of priority for the allocation for placing requests?**

Yes  No  Undecided

**This box gives an opportunity to explain the reason for your response.**

**Q4 This question is about the order of allocation of places in the unlikely event that a school is oversubscribed for pupils within the catchment area for their chosen denomination.**

**Do you agree with the order of the allocation of places if a school is oversubscribed for pupils within the catchment area?**

Yes  No  Undecided

**This box gives an opportunity to explain the reasons for your response.**

**In order to validate your response to this proposal please provide your details:**  
(this section must be completed in order for your views to be taken into account)

**Name**

**Address**

**Q6** I am responding in my capacity as a *(please indicate by selecting the appropriate answer below)*

- |   |                          |
|---|--------------------------|
| Parent/carer of a child at primary school   | <input type="checkbox"/> |
| Parent/carer of a child at secondary school | <input type="checkbox"/> |
| Parent/carer of a child in nursery          | <input type="checkbox"/> |
| Parent Council member (primary school)      | <input type="checkbox"/> |
| Parent Council member (secondary school)    | <input type="checkbox"/> |
| Member of staff at primary school           | <input type="checkbox"/> |
| Member of staff at secondary school         | <input type="checkbox"/> |
| Church representative                       | <input type="checkbox"/> |
| Elected Member                              | <input type="checkbox"/> |
| Trade Union                                 | <input type="checkbox"/> |
| Member of the public                        | <input type="checkbox"/> |
| Member of Community Council                 | <input type="checkbox"/> |
| Bord na Gaidhlig                            | <input type="checkbox"/> |

Other group (please specify)



**Handling your response – Please note that:**

We will use the information you provide for the purpose of this consultation, including statistical and analytical purposes.

We will pass a full copy of your response to Education Scotland, or a summary of it if agreed with them.

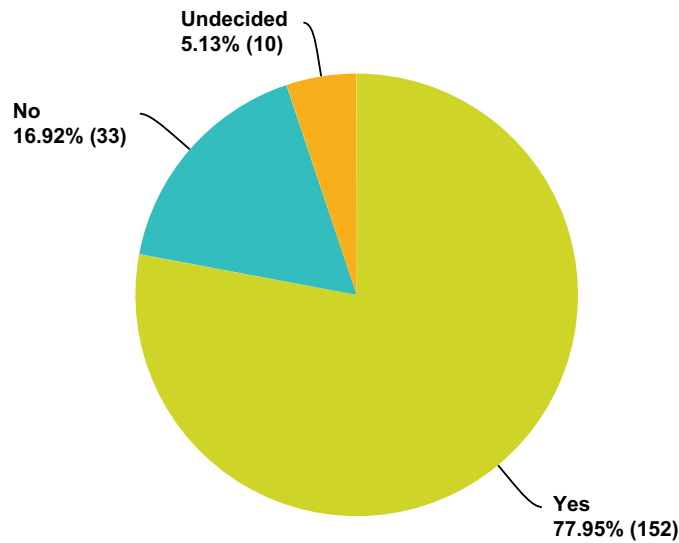
We are subject to the provisions of the Freedom of Information (Scotland) Act 2002 and therefore would have to consider any request made under the Act for information relating to written responses/records or oral representations made to us relating to this consultation.

**Thank you for taking the time to respond.**

**If you would like to make any comment on the proposal, or suggest an alternative option for consideration please do so in the space below:**

**Q1 Do you agree with the addition of criterion 3 for placing requests? In secondary schools: children who attend a primary school associated with the secondary school as a result of a placing request or a request to remain according to the length of time at the associated primary school. This means that pupils who have attended for the longest time will have the highest priority**

Answered: 195 Skipped: 1



#	This box gives an opportunity to explain the reason for your response.	Date
1	This will result in the decline of primary schools that are not with the catchment area for desirable secondary schools as parents remove children from their local schools earlier and earlier in order to secure a place in a high school outside of their catchment area. Affected schools currently lose pupils from p6/p7, however this has the potential to result in dramatic reduction in numbers from much earlier.	11/7/2016 10:46 PM
2	This has the potential to be detrimental to the pupil attendance at schools not associated with the chosen secondary. This has the potential therefore to lower performance and demand at these schools which will ultimately filter on to secondary school.	11/7/2016 10:41 PM
3	If a child moved house during primary and remains in school despite living in catchment then I feel that this is fair. I do not necessarily agree with people who have a primary placing request moving onto secondary based on this.	11/7/2016 9:35 PM
4	Transition to high school can be a challenging time for young people. It is important that established relationships from primary provide continuity for young people.	11/7/2016 9:24 PM
5	This enables children to maintain friendships and gives recognition of pupils commitment to their School. It should help to prevent pupils moving around at end of Primary to meet Placing Request criteria.	11/7/2016 8:11 PM
6	This seems fair and precludes movement for placement in P7.	11/7/2016 4:36 PM

7	This change would mean less placing request appeals for the Council, based on friendship groupings and would avoid disruption for such children, at a fairly crucial stage in their education. The move to secondary can seem daunting and having to attend a different secondary school to the other pupils in the associated primary is a potential upheaval. From an educational perspective, transition from primary to secondary will be more seamless from an associated school, given the work done by staff from associated schools to facilitate this.	11/6/2016 4:11 PM
8	My son will have to put a placing request in when attending high school i.e. Notre dame after completing 7 years in saint Patrick's with all his friends. I feel he should be given higher priority.	11/2/2016 10:44 PM
9	Pupils attending primary school associated with secondary have been attending as a pupil since starting school and teachers know how these children perform in school as in behaviour and attendance.	10/28/2016 5:34 PM
10	Having read the most recent inspection reports for both Notre Dame High School and Inverclyde academy, it is clear that Inverclyde councils educational facilities are not run in an inclusive, equal manner. I have been told by education services that no school in Inverclyde is better than an other. This is clearly not the case. If you read and examine the evidence regarding Notre Dame high school and Inverclyde academy, children from Notre Dame high school have a better educational experience. For example the evidence based statistics for Notredame's last inspection state that 28 % of children felt the school was helping them become more confident compared to 20% in Inverclyde academy. 49% of children asked said they strongly agreed that they get help when they need it compared to a shocking 35% in Inverclyde academy. 44% of NotreDame pupils stated that staff were good at dealing with bullying behavior compared to 39 % of Inverclyde academy pupils asked. Notredame pupils clearly stated in most questions answers which indicate the have a better educational experience aswell as a better social experience than pupils in Inverclyde Academy. I feel that unless Inverclyde council can raise the standards of all local schools to reach this then they cannot discriminate against children based on religion. All facts stated above can be found on the education Scotland website as can both inspection reports. Schools associated with Notredame are Catholic Schools therefore children who have attended them the longest will be of Catholic religion. This is no different to the second proposal it is simply dressed up in a way that Inverclyde council cannot be seen to be discriminating against non catholic children	10/26/2016 12:19 PM
11	Would alleviate the potential problem of children being sent to a high school on their own. However, this problem is undoubtedly caused by parents in the first place, who are willing to "take their chance" at appeals hearings (which have proved ineffective in recent years) and put their children through the uncertainty. Also, Education Services would need to be extra vigilant regarding an increase in Upper school placing requests into feeder primaries of desirable high schools. The word "oversubscribed" needs to be explained and made clear. S1 intake of NDHS was already temporarily increased for Aug 16, even before further children were allowed in.	10/25/2016 7:45 PM
12	It is important that primary pupils moving on to secondary are able to remain with their peer group/friends, this is a life changing experience for children and one that could leave them feeling very vulnerable if they are not able to go to the same school as their friends.	10/22/2016 3:58 PM
13	Too many people are using the schools for the wrong reason e.g. Closer to their house our reputation	10/18/2016 6:30 PM
14	Children making the move from Primary to Secondary School need the reassurance of moving along with friends and classmates they have been with for their primary career. My daughter was impacted in 2015 as we moved outside the Notre Dame catchment weeks before she started high school. She had been in St Kenneth's then All Saints with the same classmates since primary 1. She was refused a place, but was then given one on appeal. But she should have had priority as she was going from an associated primary where she has been since primary 1. It is a very unsettling time for children and they require their support network around them when moving. This should take priority over other placing requests who have no association with that school. All Saints has strong ties to Notre Dame, which is wasted if children aren't given priority.	10/18/2016 5:23 PM
15	Attending school with a peer group who have attended the same Primary School is important.	10/14/2016 3:08 PM
16	Moving from primary to secondary school is a disruptive time in a child's life, and it seems reasonable to want to reduce the impact of this change by allowing a child to remain with their existing schoolmates. However, it is also a time of opportunity for children to expand their horizons, and perhaps the best time to make a change if one has to be made.	10/6/2016 3:34 PM
17	These children have become friendly with their classmates or even grew up with them and most obvious choice would be that they would like to transcend into the secondary school that is associated with that primary as most of those children will be going there also. I do not think it to be fair that it should be made solely on where you stay to the catchment of the school as much as what primary you attended	10/5/2016 8:26 PM
18	No schools should remain accessible to all!	10/5/2016 5:57 PM
19	My children attend a Primary school based on child care arrangements which will not change when one of them starts high school. When applying for a placing request for Primary school this should cover not just the Primary but the feeder Secondary too. This should be figured out on the class sizes at Primary school at the start of the placing request process.	10/2/2016 11:25 PM

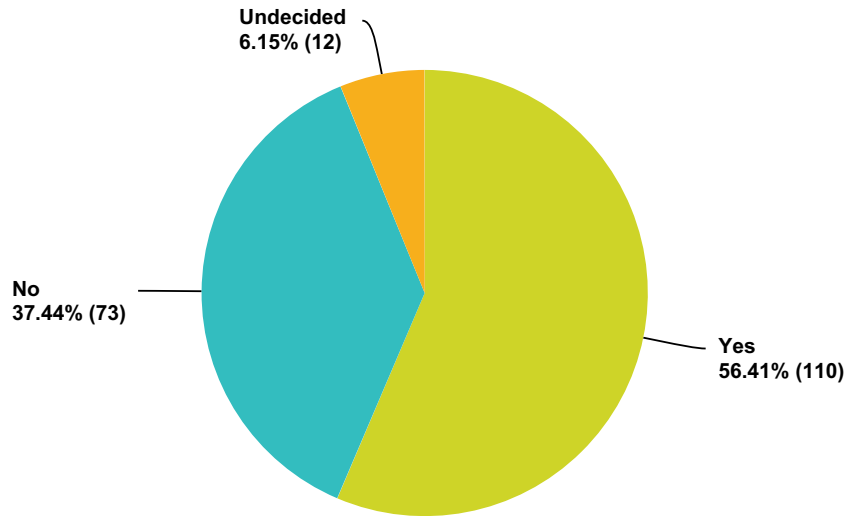
20	Its clearly set out in the Education Act (Scotland) distance is priority. Has Parliamentary agreement been given to this Council to change its laws on a whim because a certain school had an influx of non demoninational students won by my appeal or that they had to provide extra staff?	9/29/2016 12:18 PM
21	Every school should be of equal standard( theoretically) hence a child should go to any secondary from any primary.	9/28/2016 10:28 PM
22	I don't agree with the order as religion shouldn't be taking into it that part should be scrapped altogether.	9/28/2016 4:06 PM
23	This seems unfair as its not the childs fault if they have moved to a new area and only been in associated primary school a short time compared to the other kids.	9/28/2016 1:37 PM
24	This will help children to continue the education with their friends from the primary school. They will not feel lonely and enjoy more the next level of their education. This also could help to settle well in new school and avoid any unnecessary stress.	9/27/2016 10:13 PM
25	Children of primary school age often attend particular schools to suit employment locations of parents or locations of childcare. It is then unfair to separate these children from their classmates of seven years. Also, it is widely known that children from non-denominational primaries are being transferred to feeder schools of Notre Dame High School in primary 6 or 7 in order to get their children to attend this high school under the guide of location and travelling distance.	9/26/2016 9:45 PM
26	I made the decision to have my child attend a Catholic school through choice as I attended Catholic schools throughout my own childhood. I believe that both my children have and still benefit from this choice.	9/25/2016 2:40 PM
27	It should be catchment based on how close the child is from the school and not based on associated schools nor religious ethos.	9/23/2016 4:58 PM
28	I firmly believe that it is important for children to attend the same secondary school with the children they went through primary school with.	9/23/2016 1:03 PM
29	The association is likely to be on grounds of similar faith.	9/22/2016 7:50 PM
30	yes as I think it is paramount to a child's social aspect as well as educational they should be allowed to remain with the peers they have goes through 7 years of primary with. I also think that this rule should be above the fact that siblings are in the school dependant on how far away from the secondary school they live. ie a child has gone through a primary associated with the secondary and lives in Gourock I believe should be have more credibility of being allowed in the secondary than a child who has not attended the associated primary and lives in Inverkip or further and gets in because they have a sibling in the secondary already. that is not benefiting the child socially or educationally.	9/22/2016 6:27 PM
31	I don't necessarily agree that the placing request in primaries are correct, therefore I find it difficult to agree that these placements should get priority in secondary school.	9/21/2016 11:17 PM
32	I disagree with this proposal due to the detrimental impact on other primary schools. Specifically, my experience in Kilmacolm. Many pupils have left Kilmacolm Primary to join Bridge of Weir Primary due to Renfrewshire Council's placing request priorities. These give preference for Gryffe High School placing requests to children who have attended the associated primary school (Bridge of Weir). This has a direct detrimental impact on Kilmacolm Primary as pupils are taken out of year groups (with the associated impact of lost friendships for those left behind) due to parents trying to improve their chance of a placing request to Gryffe High School for secondary. Giving preference to children attending the associated primary school (even where those pupils have never lived in catchment for that associated primary school) is unfairly disadvantaging those pupils over others who have attended their catchment primary but wish to make a placing request for secondary.	9/21/2016 10:16 PM
33	the reasons given sound fair	9/21/2016 9:58 PM
34	think this may prevent people moving into the catchment purely to ensure place in secondary school.Plus is all their friends are moving to that school it seems unfair to exclude them.	9/21/2016 7:31 PM
35	This discriminates other pupils who's closest option is a lower performing school. The council's priority should be to raise the academic levels of all the high schools in inverclyde and that would solve the problems of over subscription at certain schools in the area.	9/21/2016 3:41 PM
36	That's discrimination	9/21/2016 2:54 PM
37	This does not place a fair weight on people who have moved to the area.	9/21/2016 9:00 AM
38	All primary school pupils who are in a primary school that is associated with the secondary school should attend that secondary without question.	9/21/2016 8:38 AM
39	It is imperative that children in feeder schools by means of a placing request are allowed into the associated secondary school. Current system is unfair in the way it allows children who have not attended an associated primary school to secure a place before them. Obviously priority should be given to children with special needs and siblings in the school with children in the feeder schools being given priority next. This criterion is imperative.	9/20/2016 10:54 PM

40	I feel this is discrimination on the basis of religion. Goes against what the Equality Act 2010	9/20/2016 8:07 PM
41	The criteria is clear as mud, however if I understand the jist of it, tenure that is outside the control of the child and could be down to a huge variety of reasons, is a criteria on which the request will be judged. Apart from being convenient, what value or quality does this addition to the criteria actually add? It's a just a numbers game really, hardly a sound basis for a decision.	9/20/2016 1:57 PM
42	If a child attends a primary school for many years whether on request or not then they should automatically go to the corresponding secondary school. Only reason they should not attend the secondary school is if they move home and they decide to move to school closer to their home. I have always felt it very unfair that a child goes through 7 years at primary school only to be told there may not be a place for them at the associated secondary. Pupils from other primary schools in area and close to secondary get places over the associated primary children is very unfair system	9/20/2016 1:29 PM
43	It's only fair that it goes to catchment schools the way it always has	9/20/2016 12:49 PM
44	I know from personal experience that the priority for any child is remaining with their friends and peer group. The level of anxiety caused to these children and families of having to attend a different school cannot be over emphasised. Also children in associated primaries will have been involved in lessons taken by teachers from the Secondary school. There is also the issue of which Foreign Language is taught in primary. In the past some children have done Spanish in primary and then gone to a secondary school which teaches French.	9/20/2016 12:36 PM
45	Children should attend the nearest school.	9/20/2016 11:07 AM
46	It is unfair to expect children who have spent up to seven years with their peers to be sent to a different secondary school for the rest of their school career.	9/20/2016 8:57 AM
47	It is important for children to be able to make the transition into secondary school along with their friends. Children in associated primaries are also more familiar with staff in the secondary school.	9/19/2016 11:32 PM
48	Attendees at a feeder school should be afforded priority.	9/19/2016 8:56 PM
49	I believe that children from a denominational primary school should be given priority when transitioning to secondary school if they have been a pupil of the primary for a few years	9/19/2016 8:29 PM
50	As a parent who due to unforeseen circumstances will have to move out with the catchment area for the high school associated with my daughters primary school I welcome this. It is extremely important that she progresses to secondary with the class group she has been with for the 7 years.	9/19/2016 8:07 PM
51	My child has a placing request for his Primary school due to child care arrangements. These child care arrangements will still be in place for both my children once my son starts high school, therefore, I will need a placing request for Secondary school. I feel it is only fair the placing request for his 7 years in Primary school should stay in place as he moves to high school. To remove him from his friends would be stressful and start his high school years under pressure. I also believe if you apply for a placing request at Primary school this should cover the feeder Secondary school.	9/19/2016 8:07 PM
52	My son has attended Ardgowan primary for 7 years. I believe it is important that where friendships are made at school, that the children have the choice to continue these friendships at the feeder secondary.. For the whole of p7' my son ( as well us us as parents) worried he might be separated from his peers and forced into a school where he had no bond with the other children. My son would not have had the confidence to enter into his catchment secondary and that would have been increased worry for us..fortunately, his placing request was granted and he can continue his journey through high school with the friends he has known for 7 years.	9/19/2016 7:17 PM
53	It is very important that a child who has attended the associated primary for their entire primary school education have an automatic place at the associated secondary without exception. However, great care must be taken to ensure that parents do not abuse this by taking their child out of non-associated primaries to ensure their child gets a place at the secondary of their choice. I have already heard of one parent who was planning to take their child out of a non associated primary to complete primary 7 in an associated primary.	9/19/2016 6:21 PM
54	This would give all children from feeder schools the opportunity to remain with their peers and friendship groups that they have developed over a period of 7 years. This proposed alteration to the placing request criteria would help improve pupils' social and emotional well-being as a result of remaining with their friendship groups.	9/19/2016 6:04 PM
55	A child who is accepted to attend the feeder primary school should be allowed to continue their education alongside their peers in the secondary school associated to their primary.	9/19/2016 4:49 PM
56	I dont beleive that this makes sence? are you saying that a child who attends a primary feeder school for a specific secondary school had to have a placement request accepted to that primary school in order be accepted to that secondary?	9/19/2016 3:18 PM
57	Placing request should be based on where you live not the primary school you have managed to placing request into.	9/19/2016 12:10 PM

58	I feel that if a child has attended an associated primary school by means of a placing request then it would be wrong and detrimental to their well being and continuity of education if they are not allowed into the associated secondary school. Present system is unfair and does not take this into consideration so MUST be changed. Children in feeder schools should be allowed into associated secondary schools. I strongly agree with this proposed change.	9/19/2016 11:16 AM
59	If a child attends a feeder school , either by placing request or right to remain , they should be referred automatically to the secondary school attached. It would reduce emotional distress for the children and families involved and would also give more of an idea as to protected rolls for secondary school.	9/19/2016 10:18 AM

**Q2 Do you agree with the addition of criterion 4 for placing requests? In the case of denominational schools: pupils who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.**

Answered: 195 Skipped: 1



#	This box gives an opportunity to explain the reason for your response.	Date
1	No, religion should not be a factor in assigning school places. It is divisive and works against the principles of equality and inclusion.	11/7/2016 10:41 PM
2	Catholic schools pride themselves on accepting every religion. As a non-Catholic teacher working in a denominational school, I have witnessed many pupils attending who do not have an "affinity with the religious ethos" and opt out of attending mass etc. while those non-Catholic pupils go along and support the ethos of the school. In Scotland, you don't need to be baptised by the Catholic church to gain entry to a denominational school. You can be christened in Church of Scotland and it would take the place of a baptismal certificate. I think this needs to be clear to avoid further segregation.	11/7/2016 10:02 PM
3	As a parent who chooses to send my children to a Catholic school, I believe strongly in the partnership between home, school and parish to provide the foundation of Faith formation and also values. I also know that there are many parents who choose to send their children to Catholic schools even though they are not Catholic because of the ethos and Christian values which they promote.	11/7/2016 9:24 PM
4	This criteria will give an element of priority to pupils who are Catholic but still allows pupils to opt in to a Catholic Education, even if they are not of that faith.	11/7/2016 8:11 PM
5	Excludes people to whom a strong religious ethos is of paramount importance and who can demonstrate commitment to the spirit of Catholic values. Not fair to immigrants. Religion is a personal matter - don't discriminate.	11/7/2016 4:36 PM
6	St Columba's Parent Council are concerned that if the School Transport proposals go ahead, along with these changes that this will make it easier for pupils from our associated Primary School's to move to Notre Dame High School and other secondary schools. In particular, families who live within our catchment area, however, from a distance and public transport perspective are closer to or easier to access another school will opt to apply for a placing request and be successful. This change if implemented could have an impact on our school roll.	11/6/2016 7:39 PM

7	It seems only fair that children who can demonstrate such an affinity are given priority over those who cannot. Furthermore, this will assist the teaching of this within the curriculum.	11/6/2016 4:11 PM
8	Some parent council members felt this criteria could aggravate the religious divide	10/28/2016 3:56 PM
9	I have no problem with criteria 4 up to and including the words religious ethos of the school. However, I do not believe that having a certificate of baptism provides evidence of an affinity with this ethos. In 32 years teaching in a denominational school, I knew many non catholic who had a great affinity to the schools religious ethos and equally many catholics who didnt	10/28/2016 3:53 PM
10	Again this is religious discrimination against Children, If Notre Dame and other Inverclyde schools performed to the same level then there would be no need for these proposals. Inverclyde council is denying non religious children a better educational service due to religion. Non denominational High Schools within Inverclyde do not perform to the level in which Notre Dame does therefore Inverclyde council are providing better staffing and educational resources to Catholic children.	10/26/2016 12:19 PM
11	Baptismal certificate - Yes Letter from Clergy- No	10/25/2016 7:45 PM
12	This demonstrates clear discrimination against all children of non-Catholic heritage, who will be significantly disadvantaged in relation to placing requests to attend three of the six secondary schools in the local authority. This could lead to material breaches of the local authority's responsibility to improve wellbeing outcomes for all young people, as outlined in the Children and Young People (Scotland) Act.	10/25/2016 6:07 PM
13	Totally unacceptable criteria for selecting which application is accepted for this obvious reason; Inverclyde has a catholic secondary school already allocated to each catchment area, if a catholic family are applying for a placement request to a catholic secondary school then clearly their rationale for making the request is not on a religious basis but on some other criteria such as quality of the school they wish to send their child to or proximity to after school family support. It is most likely that a non catholic family are making such a placement request on exactly the same basis so why should the non catholic family be victimised based on their religion as religion is not the principle reason for either application. It seems clear to me that the introduction of such a policy may be seen as a victimisation based on religion as it is clear that religion is not the reason for either family making the application in first place. In my opinion such a victimisation may be subject to legal challenge on the basis of equality.	10/24/2016 11:11 PM
14	Clearly, each area in Inverclyde has a delegated Catholic school, so to consider by way of religion for a placing request is totally unjust. Clearly the Catholic family is applying for a placing request NOT for religious reasons but on some other attraction to that school; most likely the exact same reason a non-Catholic family would be applying! Such discrimination on these grounds would clearly be a breach of the non-Catholic's human rights and would surely be open (quite rightly so) to legal challenge.	10/24/2016 10:42 PM
15	If people choose to go to a Catholic school, they should be of that faith.	10/22/2016 3:58 PM
16	Children who have chosen to go to a denominational sector establishment are there for religious education, non religious children aren't and shouldn't take that away from an over subscribed denominational school	10/18/2016 6:30 PM
17	Since it is assumed that the Catholic church provide some funding for the school this would seem fair.	10/14/2016 3:08 PM
18	The Denominational schools are publicly funded so should be available equally to children of all backgrounds and faiths. To favour certain religions regardless of the school is discrimination.	10/12/2016 1:28 PM
19	This would be discrimination on religious grounds, to deny children school placing based on religion is unfair. All parents pay council tax and the schools are publicly funded, no church of any denomination funds them. Moreover to deny a child who lives in the catchment area to give places to those outwith a catchment area, based on religious grounds is again, a form of discrimination.	10/12/2016 12:22 PM
20	When a school is oversubscribed the reason for this needs to be looked into. Where the school in question is oversubscribed as its deemed a 'better' school and academically outperforms other schools in the area. This needs to be investigated by the council and best practices shared across the other schools in the district. What is the school doing differently compared to the others? Nobody should be denied the opportunity of attending a council school due to religion. Amending the selection criteria does not address the actual root of the problem, which is understanding why its oversubscribed in the first instance. Is it due to the locations of the other High Schools, do parents not agree with the ethos and policies of the other schools, do they have a poor track record on results, bullying or extra curricular activities? All this needs to be addressed or certain schools will continue to remain over subscribed and parents and children will continue to be disappointed that they are unable to attend their school of choice.	10/9/2016 4:51 PM
21	4 pupils took part in this survey and 1 thought the response should be yes because children who are of the catholic faith should have chance to attend catholic schools.	10/7/2016 10:23 AM
22	I think the concept of segregated faith schools is completely anachronistic, and all faith schools should be abolished in favour of a completely secular education system. I cannot see how discriminating against children who don't have a certificate of baptism will foster better relations within different religious and non-religious groups in society. I fear that introducing such a barrier will be counter-productive, giving religious leaders greater influence over the school.	10/6/2016 3:34 PM



23	i have no knowledge of this , but i would suppose that to attend a catholic school then there should be an element of catholic faith possibly but not too much i can comment on about this.	10/5/2016 8:26 PM
24	Religion and schooling together are divisive and have no place in a modern society. Splitting friends and family members up due to religion smacks of a backward society.	10/5/2016 5:57 PM
25	No child should be denied a place at a school based on their religion.	10/4/2016 9:16 PM
26	I am undecided about this point. If a denominational school has better results than a non denominational school, there may be quite a few families wishing to send their children there in the hope that they will achieve better grades. I don't think that the religion of the child should be factored into the decision around a place in the school. Being of Catholic faith, I can understand the reasons why evidence may be requested but I don't think it should affect a child's education.	10/4/2016 1:24 PM
27	Faith needs to be a priority from Primary school through to Secondary. You cannot choose at high school age to send your child to a denominational school, therefore, children who go to a denominational Primary wanting to go to a denominational Secondary should take priority on a placing request.	10/2/2016 11:25 PM
28	Its clearly set out in the Education Act (Scotland) distance comes before denomination. This is a Government matter...not a local Councils. Has it been passed in Parliament that you intend changing this statute? Notre dame is a Council run school, the people of Inverclyde under this council are of mixed denomination and therefore the school should be open to those in the catchment area. If its to purely Catholic, the Catholic Church should be paying for it, not the locals. The point of going to school is to be educated...not for religion.	9/29/2016 12:18 PM
29	In this century, there should be NO denominational schools .Schooling should be secular and not encourage sectarianism Keep religion at home	9/28/2016 10:28 PM
30	Segregation in schools has been a blight on our society for generations and this only serves to further entrench these divisive and outdated religiously orientated 'education' rules.	9/28/2016 5:04 PM
31	I don't beleive religion should dictate what school any child should go to as in my opinion it is trying to force a divide between catholic and all other religions as in a place like inverclyde there is a big enough divide.My son attends whinhill primary and live in the catchment area for high school notre dame and basically if this happened my son wouldn't be allowed to attend this school due to being non religious and would have to attend a school further away because of this. I feel I should be able to put my kids into any school in any area without religion being forced upon them.	9/28/2016 4:06 PM
32	I think the question of "Baptism into the Catholic faith" is erroneous as all Christian Baptisms are into the Christian Faith of "ONE Catholic and Apostolic Church" and there has been long standing recognition of Baptisms into Christian Faith (in Scotland, and the rest of the UK) between differing denominations of Christianity. In essence Christian Baptism is recognised and respected by all denominations, even when a person is Baptised in a Roman Catholic Church or Church of a Reformed Tradition (widely known as Protestant). The very fact that a person should only receive one Baptism in their lifetime whether or not they later decide to follow/join another denomination, is theologically sound and prohibits the need for someone who was baptised as an infant (or at any other time) being re-baptised. They may well be baptised in one denomination and "confirmed" in another. Therefore baptism is a Christian Sacrament of Worship, not necessarily a Roman Catholic Sacrament of worship, which negates the issue of Baptismal certificates "proving" any affiliation to Roman Catholicism and Denominational Schooling.	9/28/2016 3:23 PM
33	Is this not punishing people because of religion some kids do not practice any religion as family feel they would like them to make there own choices regarding religion . the kids with no religion would then be excluded from applying.	9/28/2016 1:37 PM
34	It will help the school to accept the children of the parents who continue the same value, including any religious ethos, as the school.	9/27/2016 10:13 PM
35	Why would parents with no affinity to the Catholic faith want their child to attend a Catholic school? It is the case they think the standard of education/discipline is higher in Catholic schools. This has to be addressed- Inverclyde Academy has a terrible reputation, I don't claim to know if this is deserved or not but something has to be done to change this perception. The situation where Catholic pupils may not be able to attend a Catholic high school due to a high number of pupils with no affinity for that religion is ludicrous.	9/26/2016 9:45 PM
36	I believe that children who have been baptised in to the Catholic faith, have grown and attended the Catholic primary school associated with the secondary school should be given priority. when placing requests are put forward regardless of catchment area.	9/25/2016 2:40 PM
37	In this day and age discriminating on children due to their religion is obscene!!	9/23/2016 4:58 PM
38	Priority should be given to all the pupils from the denominational feeder schools in the catchment area	9/23/2016 1:49 AM
39	We feel that all children in the feeder denomination primary school, have priority over children from outwith the feeder school or of a different faith	9/23/2016 1:43 AM

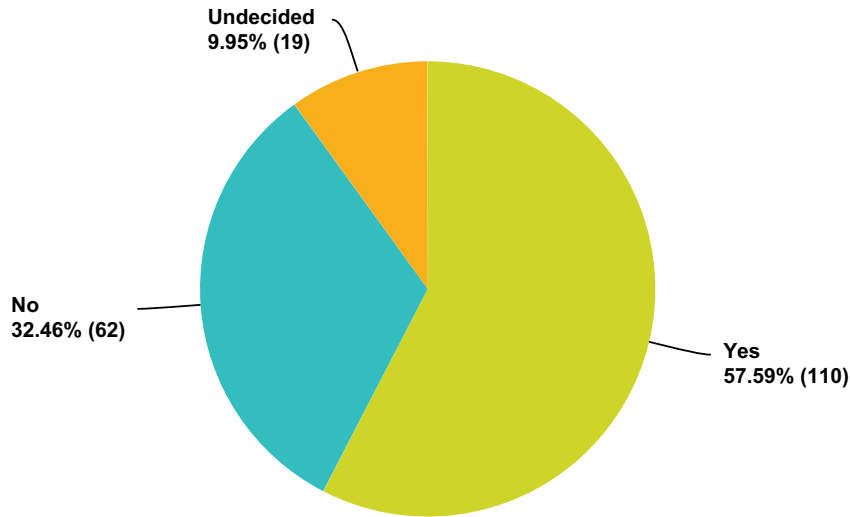
40	It is unacceptable that the faith of a child's parents afford their child a preferred placing to a school. Additionally, there is no meaningful facility to establish if the child considers themselves of that faith. I believe the beaches the right of the child. Additionally religious minorities would find it harder to obtain school places.	9/22/2016 7:50 PM
41	I am undecided about this as for a non Catholic school there is no evidence as there is no religion therefore the non catholics are at a disadvantage as they are not allowed to go to the Catholic school. personally I would abolish the separate schools and allow everyone to go to the same school. religion should be taught in the church of the parents choice.	9/22/2016 6:27 PM
42	A Catholic child will have the opportunity to choose to attend a denominational school or a non-denominational school whereas a Non-Catholic child will only have the choice of a non-denominational school. This means that Catholic children will have two choices against only one choice for Non-Catholics so the Catholic child will have an unfair advantage over the others. This means that the system would be unfairly slanted against the Non-Catholics.	9/22/2016 3:20 PM
43	I feel that this breaches equality legislation that states you must not discriminate on the grounds of a protected characteristic. In this case religion. This may apply both direct and indirect discrimination against someone due to their religion or lack of religion. Religion or belief (1)Religion means any religion and a reference to religion includes a reference to a lack of religion. (2)Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief. (3)In relation to the protected characteristic of religion or belief— (a)a reference to a person who has a particular protected characteristic is a reference to a person of a particular religion or belief; (b)a reference to persons who share a protected characteristic is a reference to persons who are of the same religion or belief.	9/22/2016 2:12 PM
44	I feel that this is discriminatory towards children and families that are not practicing a faith but may still feel an affinity and still consider themselves religious. I also feel that since the denominational schools are perceived as being 'better' it is unfair to exclude or prioritise one set of children over another. This would be a huge step backwards in my opinion is sectarian in nature.	9/22/2016 12:43 PM
45	There are options. You don't just suddenly decide at secondary level that you now want your child to have a catholic education nor should you send your child to a catholic school with the view you will not make them participate in any religious study at all. There are non denominational schools for that.	9/22/2016 9:41 AM
46	If someone who has attended a denominational primary but lives close and chooses to go to a non denominational secondary and would have no problem being placed (since they are within the catchment), why should it be different the other way around? This idea is completely wrong and taking us backwards in our segregation issues we already have in society	9/21/2016 11:17 PM
47	Whilst I sympathise with Catholic parents who see non Catholic children being prioritised to their disadvantage, I disagree with Inverclyde Council providing separate denominational education at all. Therefore I have answered this as undecided.	9/21/2016 10:16 PM
48	this change sounds fair	9/21/2016 9:58 PM
49	Rather than a baptism certificate they should provide evidence that they attend a Catholic Church as many people have their children baptised and don't come back until holy communion time, it would be unfair if a practising Catholic child missed out on a place at a catholic school to someone who had s certificate but not known to the church.	9/21/2016 9:26 PM
50	This breads discrimination and is archaic	9/21/2016 9:05 PM
51	I don't feel priority should be given to religious factors I think the other proposed criteria are more important in deciding on priority placing requests.	9/21/2016 9:00 PM
52	A school should be an environment for learning not for religion - that is what churches are for. On that basis I can't agree with people getting priority purely because they follow a certain religion. That is discriminatory.	9/21/2016 8:11 PM
53	Vital that children who share the religious ethos of the school get priority over those who don't especially when those same children wish to be excused from religious services and education.	9/21/2016 7:31 PM
54	I don't agree with this as I feel that now people will baptise children just to get them into the school. If you are looking to ensure that the kids have he same religion they should be practising in that faith. Just because a piece of paper says they were baptised doesn't mean they follow the faith. Religion should be no part of it. If I want my child to go to that school is to do with location and the fact it's a good school nothing with religion.	9/21/2016 7:04 PM
55	It should be about giving the child the best education possible and not discriminate due to religious beliefs, its 2016 for goodness sake. There shouldn't even be denominational schools in Scotland anymore. Religion should be a choice of the pupil.	9/21/2016 3:41 PM
56	Places should be allocated on catchment not faith	9/21/2016 2:54 PM

57	Schools should be for all i.e. All Inverclyde schools should be non-denominational. It's outdated. If parents want their kids educated in one specific faith then send them to church / Sunday school. It's categorically unfair that non-Catholics do not get a choice where as catholic parents do. Kids education should be free from politics and religion.	9/21/2016 12:56 PM
58	I believe it is wrong to give EDUCATIONAL priority to any child based on the religion their parents have chosen for them to follow. What is paramount here is education, not religion!	9/21/2016 10:02 AM
59	I disagree with this in the strongest possible terms. There should be NO situation in this country in the 21st century where a child is treated differently because of their religion or lack of it. The fact that we have state funded faith schools is something this country should be ashamed of. Religion should be covered as part of an inclusive RME program and this kind of discrimination is divisive and sends the wrong message.	9/21/2016 9:00 AM
60	Placing requests should be based solely on catchment area.	9/21/2016 8:38 AM
61	Children must be allowed to attend whichever school is in their area otherwise this is classed as religious bigotry and could be removal of their rights to an education.	9/20/2016 9:58 PM
62	No point in going to a catholic school if your not catholic likewise attending a catholic primary then going to a non denomination secondary as it is closer to home i.e. Round the corner , should not be allowed	9/20/2016 9:25 PM
63	As above	9/20/2016 8:07 PM
64	Catholic Children should be given priority over non catholic children with regards to placing request, if there is there is a surplus of places then the other criteria should come into play. One has to remember though that catholic schools receive public fund and are not private therefore if places are available for non catholic children then they must accommodate.	9/20/2016 2:20 PM
65	I do not have children yet, however I would find it very prejudicial that in the future, my child could be refused to allow to attend a school because of their religion. Given that this/these schools are in receipt of public funds, I find this addition a regressive step - not progressive. I oppose this addition completely.	9/20/2016 1:57 PM
66	Some children in associated primaries may be not part of the religion but have gone through 7 years of primary and made friends. I do realise that for the over-subscribed secondary this is a challenge but again if these kids spend 7 years in a denominational primary but do not belong to the religion then they should still be given place at associated secondary	9/20/2016 1:29 PM
67	Why should a child that is not from a religious or mixed religious background not be able to attend a school whether they or there family practice in a faith or not. There should not be any boundaries in regards to religion about where you can or can't apply for a placing request. Parents for what ever reason may not want there child(ren) to attend the feeder secondary, why should a child be limited to what school they can apply for. Any Religion should not be part of the criteria for a placing request.	9/20/2016 12:44 PM
68	Whilst accepting that Denominational schools are not only for people of one Faith it is very difficult for parents to see children of an alternative or no Faith getting a place when their child may have attended a Denominational Primary for 7 years but be denied a place in the associated Secondary.	9/20/2016 12:36 PM
69	As a parent I had my children baptised and take them to church. If you want your children to be brought up with religious beliefs then you have to take them to church and teach them about that faith. The fact that you are baptised in a faith does not necessarily mean that you practice said faith. I know being a Christian does not necessarily mean you attend church either. Children should attend their nearest school regardless of what religion they are. Religion should be for the home and schools should be for learning about all faiths to promote tolerance.	9/20/2016 11:07 AM
70	We all pay our taxes and fund denominational schools and therefore pupils should not be discriminated against for their choice of religion. I find it appalling that it's even suggested. If families want their children to be taught religion they should go to Sunday school or seek religious support from the church or attend a private funded school. What is suggested is that pupils with a religious ethos could have equal rights to non denominational schools and priority to denominational schools. This is an unfair advantage and discriminatory. I do not support this and am angry my taxes may fund this.	9/20/2016 10:39 AM
71	Out dated. The council caused this problem off placement by changing non denominational schools into Catholic schools. There should be no religion involved. Children ideally should attend the school closest to their home thus sorting out the travel costs. Why should anyone be given preference because of religion. If you want religious schools they should be private the same as Ceders or St Columbus in Kilmacolm.	9/20/2016 9:30 AM
72	Catholic children should be afforded priority to attend a catholic school.	9/19/2016 8:56 PM
73	A child who is baptised living next door to an unbaptised child should not have any advantage over his friend and neighbour. Many parents choose not to baptise their child in order that the child chooses his/her faith themselves when mature enough.	9/19/2016 8:19 PM

74	I feel it is perfectly acceptable to grant placing to those practice that particular religion as the will benefit the most from attending that school	9/19/2016 8:07 PM
75	My child had attended a Catholic Primary school and has been Christened a Catholic, made his first confession, first communion and is due to make his confirmation. We regularly attend Sunday mass and want his Catholic education to continue into Secondary school. Therefore I believe he should take priority over a child who has attended a non denominational school whose religious education was not a priority in Primary school.	9/19/2016 8:07 PM
76	State schools should be for all, no matter what their religion or non religion. As its against the law to discriminate against someone' religious beliefs in almost all other regulations, schools and education must not be exempt.	9/19/2016 7:54 PM
77	Does not apply to me.	9/19/2016 7:17 PM
78	I feel that is discrimination	9/19/2016 6:36 PM
79	This clause is perpetuating sectarian segregation. Pupils of any religious denomination should be able to choose educational establishments. In inverclyde, the geographical placement of non denominational schools and the proposed transport changes make it difficult for many pupils to get to a non denominational school. I am strongly opposed to this policy as I feel it is a form of religious discrimination.	9/19/2016 4:57 PM
80	I do not agree as pupils can demonstrate an affinity with the religious ethos of a school without the need for a baptism certificate! sometimes more so than those that do	9/19/2016 3:18 PM
81	We as I society should move forward, our children should be given every chance to improve their 'education' and shouldn't base this education on their families ties to a religion	9/19/2016 3:04 PM
82	I don't believe in this day and age that school pupils should be segregated or given preferential treatment based on religion. Will the same occur for non denominational schools? Will pupils be given priority if their family is not religious? Surely if a decent education was given in all schools there would be no need for this ruling to be put in place. If this has become an issue recently do the council not need to question why there has been an increase in placement requests to catholic school? As these are all new build schools surely they can't be at capacity, was proper planning not in place?	9/19/2016 2:47 PM
83	My belief is that schools should not be identified via religion. It creates a culture of divide. All schools should be mixed with no emphasis on one religion.	9/19/2016 2:18 PM
84	This piece of paper reflects the parents religious affinity, not the child's. How can a 5 year old, for example, be expected to 'demonstrate their religious affinity' in any meaningful way? Adding this criteria means discrimination with public funds against children whose parents have a different faith or none.	9/19/2016 1:45 PM
85	I don't agree that Inverkip and Wemyss bay children should have direct access to st Columbas high school when they are not affiliated with the catholic faith. Ultimately if there were too many children going to st Columbas my child could be one of the children not getting in when she goes to a denominational primary school and attends the Catholic Church regularly in favour of a child who attends the non denominational primary school or who has no affiliation with the faith.	9/19/2016 1:34 PM
86	Only if catholic families cannot put in placing requests for non-denominational schools also in the interest of fairness as they would then have double the choice over non catholic families.	9/19/2016 12:10 PM
87	Children who practice a certain faith should take priority with associated schools over those who don't.	9/19/2016 10:18 AM

### Q3 Do you agree with the order of priority for the allocation for placing requests?

Answered: 191 Skipped: 5



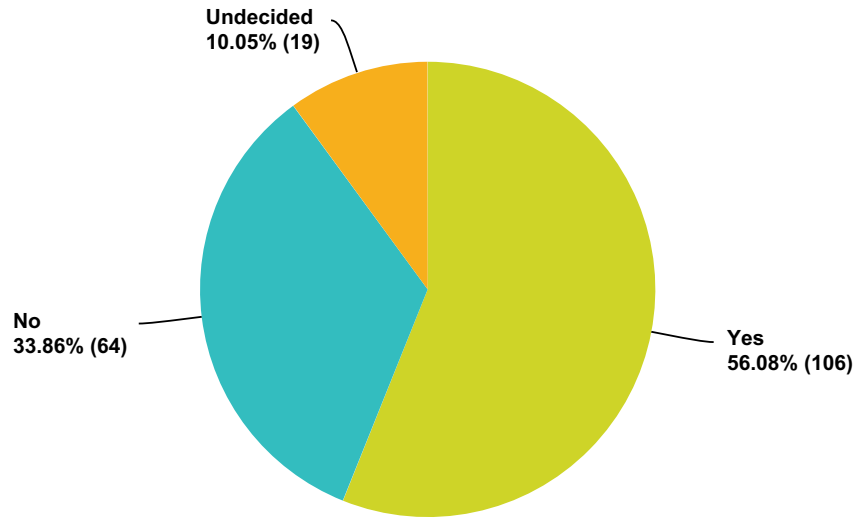
#	This box gives an opportunity to explain the reason for your response.	Date
1	In the event that these were imposed I think that they should be the other way round i.e denomination followed by length of time.	11/7/2016 10:41 PM
2	I think that the order is balanced, fair and makes sense.	11/7/2016 8:11 PM
3	No7 should be higher up. Inclusion has big impact on learning. No4 should be lower (swap with either 5 or 6).	11/7/2016 4:36 PM
4	I do not agree with the first priority. I believe that ASN places are 'allocated' by the ASN Monitoring Forum and should appear in this policy document as a separate listing.	11/7/2016 3:49 PM
5	I assume that this question relates to the proposed changes to priority. In my opinion, the new criteria proposed will make the Admissions Policy fairer as the transition will be more seamless from an associated primary.	11/6/2016 4:11 PM
6	We would prefer to see Criteria 4 moved in between 6 and 7 if its retained. So that the new order of priority would be 1,2,3,4,5,6,7,8	10/28/2016 3:56 PM
7	With the content include for question 2	10/28/2016 3:53 PM
8	I agree with children with disabilities and sibling in the school being accepted first as this school may be able to provide support others cannot but I do not agree with the new proposed order.	10/26/2016 12:19 PM
9	Children of non-Catholic heritage should not be disadvantaged in any way in the allocation of placing requests.	10/25/2016 6:07 PM
10	No 4 is ridiculous!	10/24/2016 11:11 PM
11	I agree with the above list of priorities.	10/22/2016 3:58 PM
12	No additional comments to add.	10/14/2016 3:08 PM
13	7. Special needs met by certain schools should be higher regardless of area	10/12/2016 1:28 PM
14	Remove number 4 or exchange 4 to number 8 and push 5, 6, 7 & 8 up one place.	10/12/2016 12:22 PM
15	There was no common agreement with the order.	10/7/2016 10:23 AM
16	The absence of a 'certificate of baptism' should have no bearing whatsoever on the educational options open to a child.	10/6/2016 3:34 PM

17	Proximity of school should be a priority. My child lives a 10 minute walk to Notre Dame but will be expected to walk 4 times that to get to St Columba's. The lineage requires to be looked at.	10/2/2016 11:25 PM
18	Priority should be given first to children who live in the catchment area .....why buy a house in Inverkip then have to send your child to a school in a different area because the school is virtually full . This is happening now because so many placing requests have been accepted from kids from Greenock wemyss bay etc . I don't think the sibling rule should be an automatic right when a school is struggling for space .	9/30/2016 11:30 AM
19	I agree with The Education Act (Scotland) that distance and catchment areas should have priority. I will contest this move in a court of law as is my right under the same Education Act.	9/29/2016 12:18 PM
20	Again, if every school was equal what matter , other than distance to walk, should it make?	9/28/2016 10:28 PM
21	1. If the needs of a child with ASN can only be provided by a specific school; why are they not automatically placed there instead of being considered a placing request? 2. Sibling rule is fine. 3. Associated Primary and previous length of time in said primary would be more acceptable. 4. I think my reservations to no. 4 are obvious given response above. 5. - 8. are acceptable	9/28/2016 3:23 PM
22	Kids with disabilities should be considered 1st.	9/28/2016 1:37 PM
23	I agree fully with the specific needs of children being met were the school caters for this. I feel that as a parent who chose for my children to attend a specific primary Catholic school with the intention of them being able to attend the associated secondary school can then be left with this choice being taken away from me and my child regardless of catchment area.	9/25/2016 2:40 PM
24	it should be medical conditions, followed by closeness to the school (catchment area), followed by family set up (siblings in school).	9/23/2016 4:58 PM
25	I think in cases with denominational schools after medical grounds then it should be priority to those with proof of affinity with the religious ethos of the school that get next priority.	9/23/2016 9:32 AM
26	No, 5 & 6 should not be criteria.	9/22/2016 7:50 PM
27	as described above I think that the associated school should be before the sibling rule.	9/22/2016 6:27 PM
28	Disagree with addition of item 4.	9/22/2016 6:25 PM
29	With the exception of number 3.	9/22/2016 2:12 PM
30	As stated above, the prioritisation of one group over another based on faith is wrong and sectarian - it is a step backwards in my opinion. I completely accept and understand prioritising a child based on physical or special needs but not faith.	9/22/2016 12:43 PM
31	No.2 has been given too high a priority. If a child requires special support in a particular school, why should their younger sibling who doesn't be given priority over others?	9/22/2016 8:48 AM
32	N/A since I disagree with the additional of criterion 3.	9/21/2016 10:16 PM
33	If a child attended a non denominational primary school they should not be entitled to a place in a denominational secondary school no matter how convenient the location may be.	9/21/2016 9:26 PM
34	im unsure whether reason 4 should be above reason 3. I trust that when a placing request is put in in primary school that these come under the same scrutiny.	9/21/2016 7:31 PM
35	.	9/21/2016 7:04 PM
36	Again it should be about offering an equal and effective academic opportunity to all children in inverclyde.. If all the schools were highly achieving this wouldn't be an issue.	9/21/2016 3:41 PM
37	Distance a child lives from the school should be a priority over religious affinity.	9/21/2016 10:02 AM
38	4 should not be included at all.	9/21/2016 9:00 AM
39	Placing requests should only be based on catchment area.	9/21/2016 8:38 AM
40	Catchment over religion or faith	9/20/2016 8:07 PM
41	3 should be above 2	9/20/2016 5:36 PM
42	Again - the criteria as written are so poorly written as to be almost impossible to clearly understand - if there are 8, then something fundamental is wrong if IC think they need 8!	9/20/2016 1:57 PM
43	for me if the child attends the primary they automatically go to the associated secondary. then specific criteria can be put in place to allow requests from others in area.	9/20/2016 1:29 PM

44	Point 4 - should not be a criteria at all or at least at the bottom.	9/20/2016 12:44 PM
45	I will be looking for a placing request as my twins will be in St Josephs and I do not want them in this school as I work for HSCP and this is a school intake for SW places and feel that they may discuss issues in regards to there personal lives with me and do not wish this to happens, in addition the main reason is childcare issues. I have no-one apart from my in laws to pick me kids up from school, my mother in law is registered disabled and they live in Gibshill so its to far for them to travel every day to pick the kids up. They are in Blairemore Nursery due to childcare and this has to be done by a placing request. I feel that everyone has different situation and should be looked at on an individual basis	9/20/2016 12:18 PM
46	No the distance of home from the school should come first.	9/20/2016 11:07 AM
47	Religion shouldn't come before location of where child lives	9/20/2016 10:59 AM
48	4 should be removed.	9/20/2016 10:39 AM
49	This is because of the crazy placements set out by council. People with a Gourock address had to put placements for their children into Gourock schools & then will have to do same for High school. The council thought it was more sensible for them to go to a Greenock school.	9/20/2016 9:30 AM
50	Children with siblings in the school should have the first priority. It could be a logistical nightmare for parents with primary school age children in different schools. Younger children look to their older siblings when beginning school for both comfort and reassurance.	9/19/2016 11:32 PM
51	Children who have attended an associated primary scool should automatically be given a place there should be no question about it. Being in a catchment school should mean you would be automatically accepted no matter what.	9/19/2016 9:25 PM
52	I can understand the order of placing requests however I do believe the lineage requires to be looked at again. We live a 5 minute walk to Notre Dame HS but our catchment is St Columba's in Gourock which would take my child over 30 minutes to walk to.	9/19/2016 8:07 PM
53	this is because I don't agree with the "catchment area" policy.. I believe kids who attend a primary should automatically feed into the secondary school attached. If the policy was changed as above, then I would agree: -that children with disabilities should take priority, -followed by children with siblings - and then requests for kids within the catchment could apply for placing requests if the want to attend a non feeder secondary.	9/19/2016 7:17 PM
54	Dont agree with siblings. What about only child or children whose siblings have left the school in question ?	9/19/2016 6:21 PM
55	I would be happy if the religious clause was removed. If maintained this should be the last in order of priority.	9/19/2016 4:57 PM
56	I would agree with the process had this come into force prior to my children starting Primary school where we would have needed to make an informed choice at that time. Now it seems as though you are trying to remove ones freedom of choice when looking at a childs secondary education.	9/19/2016 3:18 PM
57	I would of hoped with the new schools that all would have facilities to provide education to anyone with additional support needs. I also agree with number 2, it would be unfeasible for children from the same home to attend different schools. No 3 I would imagine will panic a lot of parents locally into disrupting their child's current primary education in order to ensure a place at their chosen high school. No4 will be piece of paper to many (not all) and again I don't agree that children should be segregated by religious background.	9/19/2016 2:47 PM
58	Criterion 4 - religious affiliation - should not, if included at all, have a higher priority than distance to school within catchment area. A child living adjacent to a denominational school may be denied a place due to parental beliefs?	9/19/2016 1:45 PM
59	I believe children of a denominational faith should have first refusal of the denominational high school before any other placing request.	9/19/2016 1:34 PM
60	I agree that children with siblings deserve a place first and all children in feeder schools deserve a place also before any child who wishes to go to a secondary school that is not associated with their primary school. It's unfair that some children can get into a secondary school when they haven't attended the associated primary school before those children who have.	9/19/2016 11:16 AM
61	I believe a child who attends a primary school should not have to have a placing request in the first place. If they are in a feeder school , there should be an automatic entry into the associated secondary school.	9/19/2016 10:18 AM

**Q4 This question is about the order of allocation of places in the unlikely event that a school is oversubscribed for pupils within the catchment area for their chosen denomination. Do you agree with the order of the allocation of places if a school is oversubscribed for pupils within the catchment area?**

Answered: 189 Skipped: 7



#	This box gives an opportunity to explain the reasons for your response.	Date
1	However, many non- Catholic young people who attend denominational secondary school not only contribute but help to enhance the faith life of the school.	11/7/2016 9:24 PM
2	Swap 3 & 4. Closeness to school more important to avoid lateness.	11/7/2016 4:36 PM
3	However given my comment at Q3, I would like to see an added mention re the Forum.	11/7/2016 3:49 PM
4	Once again, I assume that this question relates to the proposed changes to the policy and I agree that those proposals should be approved. The changes are both fair and conducive to more seamless transition to secondary education from associated schools.	11/6/2016 4:11 PM
5	The order should be similar to above, 1,2,3,4,	10/28/2016 3:56 PM
6	with the same content included in question 2	10/28/2016 3:53 PM
7	There should be no preference given to placing requests on the basis of a child's faith heritage.	10/25/2016 6:07 PM
8	If a child attends a primary school they should be automatically sent to the secondary school that school feeds into. The pressures and emotional strains of moving a child away from the friends they had for 7 years would be hugely detrimental to their development	10/24/2016 11:11 PM
9	If the child attends the primary school associated with the secondary school, then the child should get a place regardless of where they live.	10/19/2016 4:21 PM
10	This will stop people using the school for its location	10/18/2016 6:30 PM
11	No additional comments to add.	10/14/2016 3:08 PM

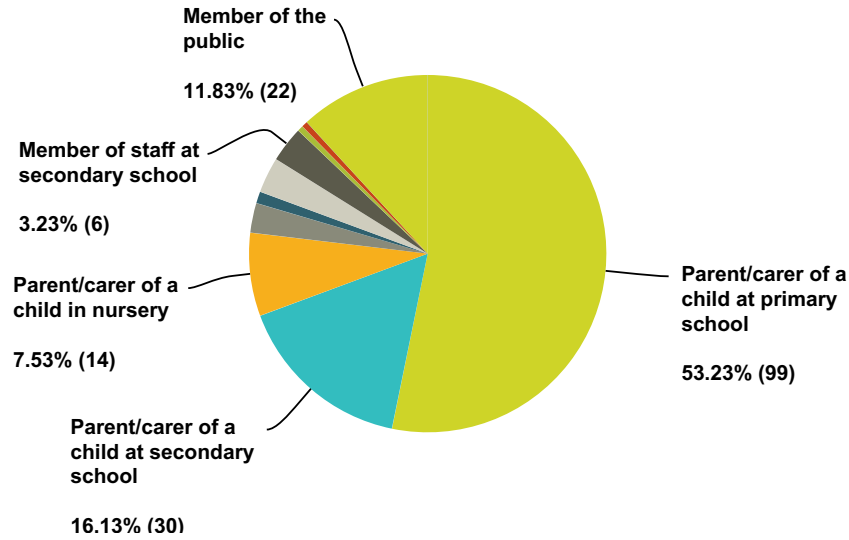


12	I dont believe religion should be a factor at all	10/12/2016 1:28 PM
13	Priorities should be needs based, in the first instance regarding the needs of the child, in terms of support needs and association to feeder school and in the second instance the needs of the whole family, for example travelling distance, employment area of parents/guardians. No religious grounds should be taken account of. Point 4 should be removed or placed as point 8 and following points moved up one place each.	10/12/2016 12:22 PM
14	1 pupil out of 4 agreed.	10/7/2016 10:23 AM
15	As above.	10/6/2016 3:34 PM
16	Denomination should not be used as an entitlement for placing within schools!	10/5/2016 5:57 PM
17	As above the proximity of the home address to the school should be priority. Why should a child who lives 5 - 10 minutes walk from a school be expected to walk 4 times that to their catchment school. Lineage requires to be looked at.	10/2/2016 11:25 PM
18	Distance should remain the priority. Demonination is secondary. Education (Scotland) Act.	9/29/2016 12:18 PM
19	Again.....schools should be equal.....	9/28/2016 10:28 PM
20	1. If the needs of a child with ASN can only be provided by a specific school; where are they not automatically placed there instead of being considered a placing request? 2. Sibling rule is fine. 3. Associated Primary and previous length of time in said primary is more acceptable. Also note my reservations regarding Baptismal certificates. 4. Distance from home address is acceptable.	9/28/2016 3:23 PM
21	I feel my child should not be penalised because their sibling has left the said secondary school before they start. The choice to have my child attend a specific school is also for reasons beyond the choice of faith. As a working parent who relies on Grandparents to look after my children whilst I work. The choice of schools was also chosen early on because of were they live and for my children to be near them.	9/25/2016 2:40 PM
22	There should be sufficient places for all the denominational children from the feeder schools in the first instance, only then should requests from denominational children outwith the catchment area be considered, before any non denominational requests are considered	9/23/2016 1:49 AM
23	There should be sufficient spaces in denomination schools for all the pupils coming up from the feeder schools in the catchment areas, irrelevant of requests from pupils outwith the catchment area & from other faiths	9/23/2016 1:43 AM
24	No, denomination considerations should not be taken into account	9/22/2016 7:50 PM
25	With the exception of 3.	9/22/2016 2:12 PM
26	Unsure of what the actual policy is	9/22/2016 12:45 PM
27	Basing it on special or physical needs yes but not basing it on faith. Discriminating between people based on faith and religion is wrong and a step backwards.	9/22/2016 12:43 PM
28	Again, no.2 is too high a priority. I would not be happy if my child did not get into the school just because they didn't have an older sibling there I I lived closer to the school than them.	9/22/2016 8:48 AM
29	People within the catchment should always get priority, regardless of their religion	9/21/2016 11:17 PM
30	For denominational schools faith should be the top priority, distance to and from school should not feature at all as council already has a transport provision in place for pupils out with walking distance	9/21/2016 9:26 PM
31	Distance to school should be priority over denomination.	9/21/2016 9:00 PM
32	In this case i do think denomination should be given priority.	9/21/2016 7:31 PM
33	No point 4 should not come into it, I agree with points 1-3 if a priority call is needed	9/21/2016 7:04 PM
34	If a school is over subscribed then you need to look at the other schools in the area to find out why parents are reticent about sending their children there. Inverclyde has one of the worst higher grade scores in Scotland. Choosing to send your child to a school in inverclyde isn't really that easy considering the majority of secondary schools have such poor results. Clydeview will be over subscribed due to it being the best school for higher results. If parents are willing to travel to put their children there then the council should be held responsible for the lack of an adequate education level at schools closer to home.	9/21/2016 3:41 PM
35	Schools should be not discriminating towards kids based on their faith Should be catchment area first	9/21/2016 2:54 PM
36	I think that no 1 and no 2 should be swapped around. ie those with siblings already in the school should have priority over a medical reason to attend the school.	9/21/2016 2:51 PM
37	See previous resopnse.	9/21/2016 10:02 AM

38	4 should not be included at all.	9/21/2016 9:00 AM
39	If a strict catchment area criteria was applied, this question is irrelevant.	9/21/2016 8:38 AM
40	The key issue that I have seen is that a lot of pupils are admitted to a primary school that are NOT in the catchment area of that school. In St. Mary's Primary School / Greenock around 1/3 of the pupils do not come from within the catchment area. It is unacceptable that the school must take these pupils on - they "live" with their grandparents who live "round the corner" - and other pupils have to suffer. This school is far too small for the amount of pupils it must take on. This issue must be tackled across Inverclyde.	9/21/2016 7:11 AM
41	Distance should be the main thing when considering a place. Children should attend their nearest school.	9/20/2016 9:58 PM
42	Again catchment over religion	9/20/2016 8:07 PM
43	I don't understand the question. No3. I understand, but not clear on what is being asked here.	9/20/2016 1:57 PM
44	As Above	9/20/2016 12:44 PM
45	For all of the reasons already given.	9/20/2016 12:36 PM
46	Again children should attend the nearest school regardless of their faith.	9/20/2016 11:07 AM
47	As previous question	9/20/2016 10:59 AM
48	Number 4 should be removed.	9/20/2016 10:39 AM
49	Explained already.	9/20/2016 9:30 AM
50	Children attending the associated primary schools should have preference.	9/20/2016 8:57 AM
51	Children with siblings in school should have first priority.	9/19/2016 11:32 PM
52	As above I believe the lineage needs to be looked at again and if you receive a placing request for Primary this should cover the Secondary school too. I would accept the order if the lineage was looked at properly.	9/19/2016 8:07 PM
53	As I have said to question 2.	9/19/2016 7:54 PM
54	Does not apply to me.	9/19/2016 7:17 PM
55	should be 1, 2, 4, 3	9/19/2016 7:16 PM
56	I feel it's basically like saying if you get your child into primary school as a result of a placing request you are guaranteed a place at thend associated secondary even though it's outwith your catchment area. I have no faith and choose tone send my child to the closest school to me and for my child to follow the faith of the school they attend. This is discrimination against this and my child would be disadvantaged as a result.	9/19/2016 6:36 PM
57	Dont agree with siblings. What about only child or children whose siblings have left the school in question ?	9/19/2016 6:21 PM
58	As above. Religious affiliation should be removed or be the lowest priority.	9/19/2016 4:57 PM
59	I may have agreed with the process had this come into force prior to my children starting Primary school which may now prohibit them in attending the secondary school of choice	9/19/2016 3:18 PM
60	Affiliate primary schools are as attended given right to a placement at said secondary school, if you choose not to use either of those affiliated secondary schools then allocation order should be used	9/19/2016 3:04 PM
61	Same response as q3	9/19/2016 1:45 PM
62	I believe children of the schools denominational faith should have priority to a denominational high school before other placing requests are considered.	9/19/2016 1:34 PM

**Q6 I am responding in my capacity as a  
(please indicate by selecting the  
appropriate answer below)**

Answered: 186 Skipped: 10



#	Other group (please specify)	Date
1	On behalf of Clydeview Academy Student Council	11/7/2016 4:36 PM
2	Member of Exclusion & Appeal Committee	11/7/2016 3:49 PM
3	Chair St Ninian's Primary Parent Partnership	11/7/2016 3:46 PM
4	as above	11/7/2016 3:28 PM
5	Grandparent who regularly is carer when parents work	10/28/2016 5:34 PM
6	Parents should be made aware that if their home address which determines which secondary schools catchment area they live in, rather than the primary school attended. A map of catchment areas both primary and secondary might be helpful for parents.	10/28/2016 3:48 PM
7	Also, staff member at primary school and parent council member of secondary school	10/25/2016 7:45 PM
8	Close relative of child attending primary school.	10/25/2016 6:07 PM
9	HT on behalf of the Junior Leadership Team	10/14/2016 1:47 PM
10	Parent of children at secondary school and primary school and also a teacher in secondary school.	9/30/2016 4:48 PM
11	Parent/carer of a child in primary school, Parent/carer of a child in nursery & Parent council member (primary).	9/30/2016 11:34 AM
12	A community charge payer and graduate of a non biased scottish system	9/28/2016 10:28 PM
13	Grandparent of a child who will begin Secondary school in 2016	9/23/2016 1:03 PM
14	grandparent/carer of both primary and secondary school pupils	9/21/2016 3:20 PM
15	Parent of two children in primary and one child in secondary school	9/21/2016 7:11 AM
16	Also a parent of secondary pupil (Notre Dame and St Patricks)	9/20/2016 5:36 PM
17	Future parent with an interest in ensuring my child is not prejudiced based on their religion or circumstances outside their control.	9/20/2016 1:57 PM
18	Current Parent Council Chair.	9/19/2016 10:18 AM

**Q7 Handling your response - Please note that: We will use the information you provide for the purpose of this consultation, including statistical and analytical purposes. We will pass a full copy of your response to Education Scotland, or a summary of it if agreed with them. We are subject to the provisions of the Freedom of Information (Scotland) Act 2002 and therefore would have to consider any request made under the Act for information relating to written responses/records or oral representations made to us relating to this consultation. Thank you for taking the time to respond. If you would like to make any comment on the proposal, or suggest an alternative option for consideration please do so in the space below:**

Answered: 12 Skipped: 184

#	Responses	Date
1	The proposed policy should alleviate concerns of pupils and parents in schools on placing requests. There is one area not covered which I believe should appear - there is no mention of Pupils' Rights from the age of 16.	11/7/2016 3:49 PM
2	I think parents bringing children up in catholic education should always take precedence	10/28/2016 5:34 PM
3	My personal view is you go to the nearest school to your home non denominational or denominational . If you wish another school then move to that catchment area or if you are lucky enough to get a placing request then pay for your child to travel to that school buses should not be paid for by council.	9/30/2016 11:30 AM
4	Ive stated my case above.	9/29/2016 12:18 PM
5	This is a very sensible solution to the problems in recent years regarding placing requests- well done on proposing this Inverclyde council!	9/26/2016 9:45 PM
6	I think that if a child has attended a the primary school they should be able to continue to the associated high school and not be separated from he friends they have made over the 7 years in primary education.	9/21/2016 4:33 PM
7	Educational establishments in Scotland should be wholly secular with a good RME program. There is NO good reason in the 21St century to discriminate against children on religious grounds. This is all about funding and religious influence and neither of these things have a place in education.	9/21/2016 9:00 AM
8	I also have a child in a denominational school as a result of a placing request. This was due to the distance of the school from the home.	9/20/2016 11:07 AM
9	I don't think we should have denominational schools at all. Can we vote on that?	9/19/2016 9:19 PM
10	Michael duffy	9/19/2016 9:08 PM
11	I could not send my children to the Primary catchment school for my area due to work commitments. I work in Glasgow 3 days out of the 5 my children go to school therefore my child care dictated the school my children could attend. My child care issues will not disappear once my older child starts high school. Placing requests are required to let parents work not just because we want our child to go to a certain school.	9/19/2016 8:07 PM

12	As a parent of a child who attends a primary school by means of a placing request I am extremely worried and anxious that they may not be allowed into the associated secondary school. I therefore feel it is imperative that our situation is taken fully into consideration when deciding on placing requests. Children in feeder schools should be allowed into associated secondary schools.	9/19/2016 11:16 AM
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## Placing Request Consultation

### Comments from Public Meetings

Capacity	Question:	Response:
Vice Chair Parent Council	<p>Has the Council looked at the knock on effect the changes to the transport policy will affect the placing request situation, especially with regards to Notre Dame High School.</p> <p>Notre Dame is the only school in the centre of town, there are high areas of deprivation, the next school available is going West, so there could be an increase in placing requests due to changes in transport.</p>	<p>Both consultations required to be conducted at same time, cut-off November, with decision due Jan/Feb before election.</p> <p>Possibility there could be an impact but as we don't know the outcome of transport consultation, we cannot say it will impact.</p> <p>Whatever decision is taken re transport policy we will still need to apply criteria for allocating placing requests</p> <p>.</p>
Parent Council – Notre Dame	The working capacity of the school means the school could lose social areas etc., due to increase of placing request.	<p>Paper going to November committee re capacity of all schools.</p> <p>Capacity of a school to deliver a curriculum is taken into account.</p> <p>Guidance: How many school holds. Curriculum delivered Maximum intake.</p> <p>We've tried to be fair to every school.</p>
Parent – Moorfoot & Clydeview	When will this change to the policy take effect?	<p>This coming year 2017/18 intake. If the consultation is taken, for one year only the due date for placing request applications will be end February 2017.</p> <p>.</p>
Vice Chair Parent Council – Notre Dame High School	Do you think by putting this policy forward the council is hoping it will cut out placing request appeals?	<p>Current policy has no choice but to uphold some appeals. New policy is clearer for parents, pupils and easier for appeals – less stress for everyone</p>
Parent Council – Notre Dame High School	Timing of placing request appeals being upheld, has an effect on staffing, teacher and pupils because it's so late.	<p>Hope new policy will help as less parents winning at appeal therefore, should stop disruption. Staffing can require more funding if placing request appeals upheld. New policy should help this. Should also help the child who wants to stay with his/her class.</p>

<p>Parent – Whinhill Primary School</p>	<p>Transport and placing request policies are overlapping, as we won't know the outcome of the transport policy, it will not give us the outcome we are looking for with regards savings, due to possible increase in placing requests.</p>	<p>If transport policy is taken there could be a noticeable increase in one school due to distance from home but the capacity for the school will still be the same.</p> <p>Not entitled to transport if you are a placing request.</p> <p>We can see where one could affect the other.</p>
<p>Parent - Moorfoot Primary School &amp; Clydeview Academy</p>	<p>General view Placing request policy was needing revised for a while. Lot clearer and fairer for pupils. Happy with points 3 &amp; 4.</p>	

# **Report by Education Scotland addressing educational aspects of the proposal by Inverclyde Council to review its Policy for Admissions and Pupil Placement in Mainstream Schools.**

## **1. Introduction**

This report from Education Scotland has been prepared by HM Inspectors in accordance with the terms of the *Schools (Consultation) (Scotland) Act 2010* and the amendments contained in the *Children and Young People (Scotland) Act 2014*. The purpose of the report is to provide an independent and impartial consideration of Inverclyde Council's proposal to review its Policy for Admissions and Pupil Placement in Mainstream Schools. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all legislative obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

### 1.1 HM Inspectors considered:

- the likely effects of the proposal for children and young people of Inverclyde Council any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area.
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

### 1.2 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meeting held at Inverclyde Academy on Thursday 26 October 2016 at 6.30 pm in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others;



- visits to the sites of St. Mary's Primary School, Whinhill Primary School, Clydeview Academy and Notre Dame High School, including discussion with relevant consultees; and
- a meeting with the Roman Catholic Church representative.

## **2. Consultation Process**

2.1 Inverclyde Council undertook the consultation on its proposal(s) with reference to the *Schools (Consultation) (Scotland) Act 2010* and the amendments in the *Children and Young People (Scotland) Act 2014*.

2.2 The formal consultation began on Monday 19 September and ended on Monday 7 November 2016. Public meetings were held on Wednesday 26 October and Thursday 27 October 2016. Notice of the proposal's publication was placed in the Greenock Telegraph. A copy of the proposal was published on the council website and an online survey was created to allow ease of access and to promote engagement by the community. Copies of the proposal document were also available at all educational establishments, libraries and the council's Customer Services. In the drafting of the proposal the council has taken into consideration the reasons given by parents who have made placing requests in the past, the decisions made by the Education Appeals Committee and similar policies for other local authorities.

2.3 In total 12 people attended the public meetings. A meeting was also held with Church representatives. There were in total 196 responses to the consultation through the online survey. Other written responses were received by letter or email format and included those from several Pupil and Parent Councils and the Diocese of Paisley.

2.4 The majority, 53%, of those who responded were parents or carers of children at primary school while 16% and 7% were from parents of secondary young people and nursery children respectively. Most respondents (78%) welcomed the addition of criterion number 3, which prioritised children who had attended the associated primary school for the longest period of time because it allowed for continuity of friendships. This therefore minimised the potential for any disruption and associated anxiety for children at the point of transition to secondary school. Of the minority who did not support the change, respondents considered that pupils should be referred automatically if they attended the associated primary school and that they should not have to submit an additional placing request when transitioning to secondary school. Some respondents had a concern for the knock on effect of the policy on the future rolls of both denominational and non-denominational schools. The majority of respondents (56%) supported the addition of criterion 4 in giving priority to those young people who are baptised into the Catholic faith. They considered that they were more likely to be supportive of the school's values and ethos. Of those who did not support the addition of this particular criterion they considered that the catchment area the young person comes from should be given more of a priority than the faith of the young person or their family. Overall the majority of respondents (58%) supported the order of priority for the allocation of placing requests although again some respondents considered that catchment area

should take priority over faith. In response to the question of what happens should the denominational school be oversubscribed, again the majority (56%) of respondents were in favour of the order for the allocation of places should this eventuality arise. Those who disagreed again did so on the basis that they did not consider the need for the faith of the young person or their family to be given priority.

2.5 The formal written responses that were received from Pupil Councils and Parent Councils varied in their degree of support for the proposal. Overall they recognise the need for change and thought the steps proposed were long overdue and sensible. Some considered the proposal unfair and that the priority should be for young people to attend their nearest school, given the complex arrangements in travelling to and from schools located at a distance from some communities. Pupils and parents thought there would be an inevitable impact on school rolls and demand for places, should proposals on changes to qualifying for free transport be approved. Pupils supported a reordering of the priorities where more significance was given to those attending the associated school and less to those who could demonstrate an affinity to the Catholic faith. A few respondents thought that young people should demonstrate a broader commitment to the Catholic faith than a certificate of baptism and that the proposal was unfair on young people who had only recently joined an associated school who might not be able to access their preferred choice of secondary school. A few Parent Councils were concerned about the impact on school rolls should this proposal and the transport proposal changes both be accepted.

### **3. Educational Aspects of Proposal**

3.1 The proposal has a number of potential educational benefits for children and young people. In changing the policy on admission to schools, where an establishment is oversubscribed, the authority is reducing the risk of very high occupancy levels which will restrict curricular, achievement and social opportunities available for children and young people. Pressure on facilities will most likely be reduced providing greater flexibility for schools to better meet the needs of all children and young people. The needs of young people with additional support needs will continue to be prioritised in decisions made regarding placing requests. The proposal continues to ensure that priority is given to family members being educated within the same establishment where possible thus supporting family learning. The proposal has the potential to further strengthen the transition arrangements across associated school groupings and reduce the likelihood of appeals following placing request decisions and the corresponding delays and anxiety for children, young people, families, staff and schools, associated with such decisions. Children and young people are more likely to transfer to secondary school with their preferred friendship and social groupings from primary schools which will enhance their wellbeing. Intakes to denominational schools will, where there is an oversubscription, prioritise the requests of those who demonstrate an affinity to the Catholic faith as evidenced by a certificate of baptism. The proposal if implemented will help the council to manage its school estate more effectively and efficiently ensuring best value in the delivery of its services. It will help the council in continuing to meet its legislative requirements in relation to denominational education.

3.2 Most stakeholders from denominational and non-denominational schools who met with HM Inspectors were supportive of the proposal and recognised the benefit of providing greater clarity to the qualification criteria. They thought the changes were reasonable and they liked the priority being given to children who had attended the associated primary school for the longest period of time. They recognised the need to provide greater clarity over the qualifying criteria. Most parents recognise the need to reduce the number of appeals and to provide greater continuity of experience for children from associated school groupings. More than a few parents were concerned about distance of travel and safe walking routes to the associated non-denominational school should a placing request for the nearest school not be accepted. The majority agreed with the request for a baptismal certificate to demonstrate affinity with Catholic values and ethos although more than a few disagreed over the same point. A few staff thought the priority given to siblings was unfair on those young people without siblings and on families with only one child. A few staff were concerned about the impact of the proposal on the future rolls of the catchment schools for Inverclyde Academy, Notre Dame and St Columba's High School in particular. The council needs to provide more information about projected rolls and current capacity of schools affected by the proposals, current and projected waiting lists for denominational schools as well as any impact of the proposal on non-denominational schools.

3.3 Children and young people from denominational and non-denominational schools who met with HM Inspectors varied in their support of the proposal. The majority considered it was helpful for young people from associated schools to be given priority to ensure friendship groupings were maintained on into secondary school. They liked the priority being given to ensure siblings were educated in the same establishment. A few young people did not consider that faith should be a priority in deciding placing requests. They considered it was unfair on young people of other faiths or none, including migrants, asylum seekers and 'New Scots', who moved into the area but would not be able to provide a certificate of baptism. They thought this would limit the opportunities for children of other faiths or none to attend a denominational school.

3.4 The Diocese of Paisley is supportive of the proposal. While it did not request or desire any modification to the Placing Request Policy, it welcomes the attempt to provide fair qualifying criteria to enable and clarify the decision making process where there is an insufficient number of places available in Roman Catholic Schools to meet the level of demand from young people and their parents. It recognised the importance of denominational schools being open to all young people. In its written submission it provided a helpful suggestion that Catholic pupils from out with the catchment area should not be given priority in terms of placing requests over those young people from within the catchment area even where a baptismal certificate is provided. Therefore it proposed that the words 'and who live within the catchment area of the school' should be added to the qualifying criterion 4. They did not support or think it necessary to ask for a qualifying letter as part of the admissions policy.

#### **4. Summary**

Inverclyde Council's proposal is of educational benefit. The majority of stakeholders who submitted responses or expressed a view are in favour of the proposal. In providing a clear and fair set of guidelines which can be understood by all stakeholders, the proposal has the potential to reduce both the risk of schools becoming oversubscribed and the number of appeals submitted following placing request decisions. Should the proposal be adopted it will further help to ensure that it is more likely for young people to remain with existing friendship groupings in the move to secondary school thus supporting their wellbeing. It should in addition ensure that school places remain available for young people and their families who wish for them to be educated in a Roman Catholic faith establishment. By helping to reduce pressure on existing school accommodation, resources and facilities, it will also enable the council to demonstrate best value through making most effective use of its existing school estate, in providing all young people with the most appropriate curricular pathway and opportunities to achieve. In taking forward the proposal the council should consider how it will address the concerns raised during the proposal including ensuring that placing request decisions are made at the earliest opportunity to ensure all young people, particularly those with additional support needs, are given the highest quality of support in transitioning to secondary school. The council also needs to outline more clearly how it will address the potential implications on schools likely to be most affected by the proposal, and any increase in demand, should it arise, in the associated primary establishments of Notre Dame High School should the proposal be accepted.

In finalising the proposal the council should adopt the suggested additional wording from the Diocese of Paisley in respect of qualifying criterion 4 to further improve, ensure equity and bring greater clarity to the proposal. It should also take steps to remove the reference to 'qualifying letter' as outlined in the admission policy, paragraph 1.11.

**HM Inspectors  
Education Scotland  
November 2016**

**Inverclyde Council**  
**Draft Policy on Admissions and Pupil Placement in Mainstream Schools**

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**Section D - Making a Placing Request**

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**Section A - Core Principles**

- 1.0 The Admissions and Pupil Placement Policy is applicable to all ***mainstream schools*** in Inverclyde.
- 1.1 The Admissions and Pupil Placement Policy recognises the right of parents to make a placing request to have their child educated in a school of their choice. Parents in turn should recognise that they do not have an automatic right to have their ***placing request*** granted.

- 1.2 For the purposes of determining which school a pupil should attend the authority is divided into defined geographical **catchment areas**. Each address in Inverclyde is assigned to a non-denominational and a denominational primary and secondary school.
- 1.3 At the point of entry to primary school parents may choose the primary school of either educational sector, (**non-denominational** or **denominational**) assigned to their home address, which they wish their child to attend. This policy is premised on the assumption that having made a choice about the educational sector (**denominational** or **non-denominational**) at primary stage, a pupil will remain in that sector for the duration of their education in Inverclyde.
- 1.4 All of the **denominational** schools in Inverclyde are Roman Catholic. Roman Catholic schools are open to all children regardless of faith. Where a **denominational school** is oversubscribed, either for within the **catchment** area pupils or through **placing requests** then priority will be given to pupils who can demonstrate or have declared an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith and a supporting letter from the Church.  
(see sections C and D)
- 1.5 There are no **denominational** primary schools with in the areas of Quarriers Village, Kilmacolm, Inverkip and Wemyss Bay. Parents often choose to send their children to the local non-denominational primary school because of the travelling distance to their nearest denominational primary school. In such circumstances the following admission arrangements will apply:
  - children whose parents have selected to send their child to the **non-denominational** school serving their defined **catchment area** assigned to their address rather than to their assigned denominational primary school because of travelling distance, will have the choice at primary 7 of seeking admission to either the **non-denominational** or **denominational** school assigned to their address. The Council's policy in respect of school transport will apply.
- 1.6 Inverclyde has a Gaelic nursery and primary unit attached to Whinhill Primary School. It is the right of parents to make a request to the Authority for Gaelic medium education. Parents wishing their child to be educated in Gaelic medium should register with their local school and make a **placing request**. Gaelic Secondary education is accessed in Glasgow. Transport is provided.
- 1.7 Each secondary school has a list of **associated primary schools**. This means that pupils who live within the geographical **catchment area** and of the chosen sector (**denominational** or **non-denominational**) would normally transfer to the secondary school without the need for a **placing request**.
- 1.8 Attendance at an **associated primary school**, either through a **placing request** or the submission of a request to remain if a family have moved house does not guarantee a place at the **associated secondary school** and a **placing request** should be submitted.
- 1.9 A **Pupil Placement Panel** will be convened by the Corporate Director of Education, Communities and Organisational Development if the situation arises where the number of pupils in a defined catchment area who are eligible to enter a school in primary or secondary is greater than the number of places available in the school.

The **Pupil Placement Panel** will also scrutinise recommendations on entry made by the appropriate Head of Service in Education Services to ensure the criteria has been applied appropriately and to determine which placing request applications should be granted and which should be refused.

- 1.10 The **Pupil Placement Panel** will comprise the Corporate Director of Education, Communities and Organisational Development, the Head of Legal and Property Services and a Head of Service from another council service selected from a rota.
- 1.11 Where documentation such as **proof of residence**, a qualifying letter or baptism into a faith are requested, then the applicant will be given 4 weeks to produce original copies of an documentation requested. A Council Tax notice, plus a recent utility bill or other acceptable evidence will be accepted as proof of residence. Where there is doubt about any of the documentation, the Authority reserves the right to verify this information by cross checking with Council Tax records or undertaking spot checks.

## Section B – Admissions Procedures

### 1.0 Arrangements for registering a pupil in P1.

- 1.1 The Education (Scotland) Act 1980, as amended by the 1981 Act, requires education authorities to secure the adequate and efficient provision of school education including arrangements for the admission of children to schools.
- 1.2 The process of registration records a child as eligible for education to be provided by the authority. The procedure of enrolment commits the authority to providing that education in a particular school.
- 1.3 The process for enrolling is as follows:  
On a date or dates in January each year intimated and publicly advertised by Education Services, parents/carers should register their children with their catchment area school of their chosen denomination if their children:
  1. Have attained the age of 5 years before that date
  2. Will attain the age of 5 years on or before the last day of February of the following year
- 1.4 Birth Certificates and proof of residence (Council Tax letter, plus a recent utility bill or other acceptable evidence) must be produced.
- 1.5 At the point of registration parents will have access to the handbook containing information about the school. Parents will also receive information about how to make a **placing request** should they decide not to send their child to their catchment school.
- 1.6 If a parent wishes to defer entry to primary school they still must register at the appropriate school to be advised of the Council's **deferred entry** procedures.
- 1.7 If a child has not reached the age of 5 years by the last day in February they would not be eligible to register at this time. In exceptional circumstances, a formal request for early entry should be submitted to Education Services for consideration.

### 2.0 Arrangements for transferring from primary to secondary school

- 2.1 On completion of their primary education, pupils will normally transfer to the secondary school within their geographical **catchment area** and of their chosen denomination unless they have been granted a placing request to another secondary school.
- 2.2 Pupils will transfer from primary school to secondary school once per year on the date of the start of the new session for pupils. Transfer will normally take place at the end of primary 7.
- 2.3 The Head Teacher of the primary school will advise parents/carers in December each year that their children are due to transfer to secondary school in the following August. Intimation will be made of the name of the secondary school to which the child should transfer and details of liaison meetings with parents will be provided.
- 2.4 There are no denominational primary schools within Quarriers Village, Kilmacolm, Inverkip and Wemyss Bay. Parents often choose to send their children to the local non-denominational primary school because of the travelling distance to their nearest denominational primary school. In such circumstances the following admission arrangements will apply:
  - Children whose parents have selected to send their child to the non-denominational school serving the defined catchment area assigned to their address rather than to their assigned denominational primary school because of travelling distance, will have the choice at primary 7 of seeking admission to either the **non-denominational** or **denominational** school assigned to their address. Inverclyde Council's policy in respect of school transport will apply.

### **3.0 Arrangements for registering a pupil into primary and secondary school after the start of the school session in August.**

- 3.1 This applies to pupils moving into the **catchment area** of their chosen denomination after the start of a school session. In the first instance parents should make contact with the school directly to enquire if they have space for their child in the relevant stage or year group. Parents should provide proof of the address and the child's date of birth.
- 3.2 In addition, for secondary school placements, parents will need to provide details of the subjects that the child has studied, particularly at stages S4 and above. It may not be possible to match all subjects previously studied and children may need to choose new subjects to make a full timetable.
- 3.3 During school holidays, parents should contact Education Services to discuss the arrangements for registering their child into their preferred primary or secondary school.

## **Section C - Oversubscription of catchment area schools and the capping of schools**

### **1.0 Oversubscription of Schools**

Although rare, the situation may arise whereby a school is oversubscribed at either the primary 1 or secondary 1 stage for pupils of the chosen denomination who live within the **catchment area** of the school. In these circumstances, the **Pupil Placement Panel** should convene to determine the allocation of places.



Applications for all other stages of schooling for pupils within the **catchment area** of the chosen denomination should be dealt with by Head Teachers.

While every effort is made to provide places for all children in the school in their defined catchment area within their chosen denomination, places cannot be guaranteed. In such circumstances, pupils will be offered a place in the school of their chosen denomination nearest to their home address, until such times as a place becomes available in their catchment school. Inverclyde Council will meet any additional transport costs incurred due to attendance at the non-catchment school.

If a school is oversubscribed and cannot take pupils within the defined catchment area and chosen denomination then places will be granted in the following order:

1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
  2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
  3. In the case of denominational schools: pupils **within the catchment area** who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
  4. Distance of home address from chosen school.
- 1.1 If within catchment area places for the chosen denomination have had to be declined then a waiting list will be held by Education Services reflecting the above criteria. Parents will be informed if places become available. If the parent subsequently chooses that their child remain at the school out with the **catchment area** or chosen denomination the following should be borne in mind:
- Transport will only be made available for that academic year
  - The pupil may have to submit a placing request to their chosen secondary school
- 1.2 If Inverclyde Council refuses an application to one of its schools it must explain the reasons why to parents in writing. The grounds for refusal of a place are listed in Appendix 2. Parents have the right to appeal this decision through the **appeals process**.

## 2.0 Capping of schools

- 2.1 Inverclyde Council is permitted to limit the overall roll of a school (the term commonly used is “capping”). It can limit not just the overall roll but also the intake of pupils into specific year groups. Where there are schools whose rolls will exceed their capacity or by the granting of placing requests will exceed their capacity in the future, there is a need to restrict access to these schools so that the roll can remain within the agreed capacity of the school.
- 2.2 The Council is allowed to reserve places within primary and secondary schools, based on the assumption that the places will be required for children and young people who are likely to move into the delineated areas of the schools during the session (Section 28A of the Education (Scotland) Act 1980 as amended).

- 2.3 For the purpose of secondary schools which are approaching capacity, Inverclyde Council may keep two places for S1 for pupils who move into the catchment area and one place for pupils in other years.

For primary schools who are approaching capacity, Inverclyde Council will keep one space per year group for pupils who move into the catchment area.

Inverclyde Council will not employ an extra teacher or create another class due to placing requests.

## Section D - Making a Placing request

### 1.0 Arrangements for making a placing request at the beginning of an academic year

- 1.1 Parents who wish their child to attend a school other than their defined catchment school are entitled to make a **placing request** for the school of their choice.
- 1.2 Information on how to make a **placing request** is distributed to parents/carers by Head Teachers at the point of enrolment in January in the case of pupils who are starting primary 1. When pupils transfer from primary to secondary school the information will be given out as part of the information pack in December.
- 1.3 Parents/carers may make only one **placing request** at a time for a pupil. If the initial request is refused the opportunity will be available to parents to make another request should they so wish.
- 1.4 Where applications are being made for the start of a new session these should be submitted to Education Services no earlier than 1 January and no later than 1 February prior to the start of the session in August. Applications received for P1 or S1 after the 1 February will only be considered after the applications received on time have been processed.
- 1.5 Applications will be acknowledged within 5 working days of receipt of each application.
- 1.6 Parents/Carers will be advised in writing of the decision made in respect of their application no later than 30 April.
- 1.7 Late applications may be considered at the discretion of the Head of Education.
- 1.8 If a **placing request** is submitted then the **catchment area** place that the pupil is entitled to will be kept until the outcome of the placing request application has been confirmed.
- 1.9 While every effort is made to grant **placing requests**, circumstances can arise whereby there are more applications than places available. In such cases the priorities for admission will be as follows:
1. A child who has a medical condition or additional support needs, who requires facilities or support only available in the requested school.
  2. Those cases where a brother or sister attends the school and will continue in this school during the next session.
  3. In secondary schools: children who attend a primary school **associated** with the secondary school as a result of a placing request or a request to remain according to the length of time at the **associated primary school**. This means that pupils who

have attended for the longest time will have the highest priority. Appendix 3 shows the list of **associated school groups**.

4. In the case of denominational schools: pupils within the **catchment area** who can demonstrate an affinity with the religious ethos of the school and can provide documentary evidence of this in the form of a certificate of baptism into the Catholic faith.
  5. All other children of school age residing in the defined catchment area of the school according to distance of home address from chosen school.
  6. All other children of school age residing in Inverclyde according to distance of home address from chosen school.
  7. Children of school age residing out with Inverclyde whose additional support need is supported by significant input by education and another appropriate agency and who are requesting a place within a school which has specialist provision to meet the child's needs.
  8. Children of school age residing out with Inverclyde according to distance of home address from chosen school.
- 1.10 When a **placing request** is granted the previously allocated place at the catchment school will be withdrawn. The newly allocated place will not be withdrawn unless the place was obtained on the basis of false information.
- 1.11 The **Pupil Placement Panel** should convene to determine the allocation of places. It will be the role of the **Pupil Placement Panel** to scrutinise recommendations on placing request applications made by the appropriate Head of Service in Education Services to ensure the criteria have been applied appropriately and to determine which applications should be granted and which should be refused. Where a placing request application is refused parents will be advised in writing of the grounds for refusal.

## **2.0 Arrangements for transferring from primary to secondary school**

- 2.1 Parents who wish to make a **placing request** during the school year or school holidays should contact the school of their choice or Education Services to obtain an application form.
- 2.2 **Placing request** applications which are submitted to Education Services during the school year or school holidays will be acknowledged within 5 working days of receipt. Parents/Carers will be notified of the decision made in respect of their application within 8 weeks (exclusive of school holidays).
- 2.3 Such applications will be referred to the Head Teacher of the school concerned who will advise if there are places available in the school. Where the Authority declines an application for reasons other than there being no places available in the school the application will be referred to the Pupil Placement Panel for decision. If a placing request application is refused parents will be advised in writing of the reasons for refusal.

## **3.0 Families who move to a new address**

3.1 Where a family moves to a new address which is out with the catchment area of the school their child currently attends, they have two options:

- Enrol their child in the school serving their new defined **catchment area** for their chosen denomination.
- Complete a form requesting that their child remains in the school they currently attend. If this option is selected Inverclyde Council will not provide school transport. In the case of primary pupils, parents should check which the secondary school assigned to their new home address. It is likely that a placing request may be required for their child to attend the secondary school assigned to their previous home address.

#### 4.0 School Transport

4.1 Inverclyde Council provides school transport for pupils who live more than one mile from their local primary school or two miles from their local secondary school by the shortest safe walking route.

4.2 Children who attend a school as a result of a **placing request** are not entitled to school transport. If, in exceptional circumstances, a pupil is unable to attend the catchment area school of their chosen denomination because it will pose a risk to the safety of the pupil or there is a legal reason why they cannot attend that school then the Authority may consider providing transport at the discretion of the Head of Education.

#### 5.0 Appeal procedures if a placing request is refused

5.1 If Inverclyde Council refuses an application to one of its schools it must explain the reasons why to parents in writing. The grounds for refusal of a place are listed in Appendix 2.

5.2 If parents/carers are aggrieved by a decision of the Education Authority to refuse a placing request then the parent/carer may refer the decision to the **Education Appeal Committee** set up by Inverclyde Council.

5.3 The **Education Appeal Committee** hearing an appeal shall have a membership of three; one Councillor and two other members. The Councillor shall not be a member of the Council's Education & Communities Committee. The other members will not be members of the Authority or its Education Committee and will be in one of the following three categories:

- Parents of children of school age.
- Persons who in the opinion of the Authority have experience in education.
- Persons who in the opinion of the Authority are acquainted with the educational conditions in the area of the Authority.

Neither the Councillor nor the other members shall be a member of the Parent Forum of the school affected by the appeal.

5.4 The **Education Appeal Committee** shall be administered by the Council's Head of Legal and Property Services from whom details of the appeals procedure may be

obtained. Appeals should be submitted in writing to the Head of Legal and Property Services.

5.5 The Head of Legal & Property Services shall maintain a rota to be used in selecting members to sit in hearings of the Committee.

## 6.0 Policy Review

6.1 This policy will be reviewed on a 5-yearly basis, or earlier if required.

### Appendix 1

#### Glossary of terms

Catchment Areas	The catchment areas for a school are geographical. Every address in Inverclyde is in the geographical catchment area of a denominational and non-denominational school.
Mainstream School	A mainstream school is any school that is not classed as a special school. The definition of a special school is any school where the sole or main purpose of the school (or stand-alone unit) is to provide education specifically suited to the additional support needs of children and young persons selected for attendance at the school (or unit) by reason of those needs.
Denominational School	The majority of denominational schools in Scotland are Catholic and all of the denominational schools in Inverclyde are Catholic. A Catholic denominational school is one which promotes the ethos and values of the Catholic faith. Denominational schools are run in the same way as other local Authority schools. Every state pupil is open to pupils of all denominations.
Non-Denominational Schools	A non-denominational school is one that does not cater for a specific faith.
Placing Request	This is a request for a pupil to be educated at a school other than that allocated by the Education Authority. A placing request should be submitted if a pupil wants to attend a school out with their geographical catchment area or if a change of denominational sector is required.
Associated School (either primary or secondary)	A group of schools that traditionally work together because they share the same geographical catchment area and denomination. Each associated group of schools has one secondary and feeder primary schools. Whilst most joint working takes place in the associated school group, attendance at an associated primary school does not automatically ensure a place at the secondary school.
Pupil Placement Panel	The Pupil Placement Panel comprises the Corporate Director of Education, Communities and Organisational Development, the Head of Legal and Property Services and a Head of Service from another council service selected from a rota. The role of the panel is to scrutinise recommendations on entry made by the appropriate Head of Service in Education Services to ensure the criteria has been applied appropriately and to determine which placing request applications should be granted and which should be refused.
Proof of Residence	Proof of residence should be a Council Tax notice and another formal letter e.g. a utility bill, a tax credit award notice.
Deferred Entry	All children who are 4 years of age by 28/29 February start primary

	school in the August of the same year. Children with January/February birthdays can automatically defer school entry for one year. Deferred entry for children born out with January / February is discretionary and is granted by the Additional Support Needs Forum.
Appeals Process	This is the right of the parent to appeal the decision made by the Authority to decline a place at their requested school.
Education Appeal Committee	The Education Appeal Committee is administered by the Council's Head of Legal and Property Services and has a membership of three, one Councillor and two lay members.
Parent Forum	A school's parent forum automatically includes every parent/carer with a child enrolled at the school. This is not the same as a Parent Council who act as a representative group for the parent forum.

## Appendix 2

**Reasons for refusal of a place at a school**

**If Inverclyde Council refuses an application to one of its schools it must explain the reasons why to parents in writing. The following are the reasons why a Council may refuse an application for a place in one of its schools.**

- (a) If placing the child in the specified school (that is, the school specified in the application), 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 the 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
  - (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 has already required the child to discontinue his attendance at the specified school
- (d) If the specified school is a special school and the child does not have an additional support need requiring the education or special facilities normally provided at that school

- (e) If the specified school is a single sex school (within the meaning given to that expression by Section 26 of the Sex Discrimination Act 1975) and the child is not of the sex admitted or taken (under that Section) to be admitted to the school
- (f) If accepting the request would prevent the Authority reserving a place at the school for a child likely to move into the area of the school.

(All references to the 'specified school' are to the school specified in the application.)

### Appendix 3

#### **Associated School Groups and Catchment Areas**

Pupils who live in the catchment area for:

**Ardgowan Primary School**  
**Gourock Primary School**  
**Moorfoot Primary School**  
**TRANSFER TO Clydeview Academy**

Pupils who live in the catchment area for:

**Aileymill Primary School**  
**Kings Oak Primary School**  
**Lady Alice Primary School**  
**Whinhill Primary School**  
**TRANSFER TO Inverclyde Academy**

Pupils who live in the catchment area for:

**Inverkip Primary School**  
**Wemyss Bay Primary School**  
**TRANSFER TO Inverclyde Academy OR St Columba's High School**

Pupils who live in the catchment area for:

**All Saints Primary School**  
**St Mary's Primary School**  
**St Patrick's Primary School**  
**TRANSFER TO Notre Dame High School**

Pupils who live in the catchment area for:

**Newark Primary School**  
**TRANSFER TO Port Glasgow High School**

Pupils who live in the catchment area for:

**Kilmacolm Primary School**  
**TRANSFER TO Port Glasgow High School OR St Stephen's High School**

Pupils who live in the catchment area for:

**St Andrew's Primary School**

**St Joseph's Primary School**

**St Ninian's Primary School**

**TRANSFER TO St Columba's High School**

Pupils who live in the catchment area for:

**St Francis' Primary School**

**St John's Primary School**

**St Michael's Primary School**

**TRANSFER TO St Stephen's High School**



## Equality Impact Assessment

This document should be completed at the start of policy development or at the early stages of a review. This will ensure equality considerations are taken into account before a decision is made and policies can be altered if required.

### SECTION 1 - Policy Profile

1 Name/description of the policy, plan, strategy or programme	Policy on Admissions and Pupil Placement in Mainstream Schools
2 Responsible organisations/Lead Service	Education Services
3 Lead Officer	Ruth Binks
4 Partners/other services involved in the development of this policy	Legal Services
5 Is this policy:	New <input type="checkbox"/> Reviewed/Revised <input checked="" type="checkbox"/> The relocation does not introduce a new policy
6 What is the purpose of the policy (include any new legislation which prompted the policy or changes to the policy)?	This policy revises the priority for placing requests and admissions to mainstream schools if the school is oversubscribed.
7 What are the intended outcomes of the policy?	The outcomes of this policy are to: Have a policy in place which is less likely to be overturned on appeal To have a clearer policy which is understood by all
8 Geographical area (Inverclyde wide or a specific location)	Inverclyde wide
9 Is the policy likely to have an impact on any of the elements of the Council equality duty (if yes, please tick as appropriate)?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 <input checked="" type="checkbox"/> Advance equality of opportunity between people from different groups <input type="checkbox"/> Foster good relations between people from different groups This move will enable the building to be more DDA compliant.

10 Will those who may be directly or indirectly affected by this policy be involved in its development?

Yes. Full consultation has been undertaken with all stakeholders.

SECTION 2 – Impact on Protected Characteristics

Which of the protected characteristics will the policy have an impact upon? (see guidance for examples of key considerations under each characteristic)

Protected Characteristic	Impact					Reason/Comments
	Positive High	Positive Low	Neutral	Negative High	Negative Low	
Age						
Disability						
Gender Reassignment						
Pregnancy and maternity						
Race						
Religion or Belief		X				All schools in Inverclyde remain open to all pupils and this policy will only be used if a school is oversubscribed. The policy allows an element of priority for allocating places to Catholic schools in Inverclyde. This is allowable under the equalities act. It means that a pupil who follows the Catholic faith and wishes to be educated in a Catholic school will have an element of priority if the school is oversubscribed.
Sex (Male or Female)						
Sexual Orientation						
Other groups to consider (please give details)						

SECTION 3 – Evidence

What evidence do you have to help identify any potential impacts of the policy? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy)	Full consultation has been carried out with all stakeholders. This includes public meetings and questionnaires.
Research	Officers have looked at similar policies from other authorities.
Officer's knowledge and experience (including feedback from frontline staff).	This policy takes into account the experiences of those involved with the placing request appeal process.
Equalities monitoring data.	
User feedback (including complaints)	As part of the research for this policy, the reasons submitted for placing request appeals were taken into consideration.
Stakeholders  Other	
What information gaps are there?	

**SECTION 4 – CONSEQUENCES OF ANALYSIS**

<b>What steps will you take in response to the findings of your analysis? Please select at least one of the following and give a brief explanation.</b>		
<b>1. Continue development with no changes</b>		
<b>2. Continue development with minor alterations</b>	X	It is proposed that the wording on one the criterion is changed as a result of research and consultation. This makes the policy more equitable.
<b>3. Continue development with major changes</b>		
<b>4. Discontinue development and consider alternatives (where relevant)</b>		
<b>How will the actual effect of the policy be monitored following implementation?</b>		
The policy will be monitored on an annual basis through the appeals process for placing requests.		
<b>When is the policy due to be implemented?</b>		
January 2017.		
<b>When will the policy be reviewed?</b>		
The policy will be reviewed as necessary.		
<b>What resources are available for the implementation of this policy? Have these resources changed?</b>		
Staffing resources are already in place for the implementation of this policy. Leaflets and paperwork will be amended as appropriate.		

**Name of Individual(s) who completed the Assessment**

Name(s): Ruth Binks

Position: Head of Education

Date: 26/11/16

**Authorised by**

Name: Grant McGovern

Position: Head of Inclusive Education

Date: 28/11/16