



Angus Council

Education and Lifelong Learning Directorate

**POLICY FOR ADMISSIONS AND PLACING REQUEST PROCEDURES IN PRIMARY AND  
SECONDARY SCHOOLS**

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## **1.0 INTRODUCTION**

- 1.1 This document sets out the guidelines for admission to Angus Council primary and secondary schools. This policy does not apply to procedures for accessing Early Learning and Childcare (ELC).
- 1.2 Notices are published on Angus Council's social media platforms and websites in December each year to advise parents/carers of the timescales and procedures for enrolling children in school and for making parental placing requests out with the catchment school.
- 1.3 Each new school session begins in August of the autumn term. All school terms and holiday dates are published on our website:  
[https://www.angus.gov.uk/schools\\_and\\_young\\_people/school\\_holidays](https://www.angus.gov.uk/schools_and_young_people/school_holidays)

## **2.0 ENROLMENT AT SCHOOL**

- 2.1 Angus Council manages the education provision by dividing the entire authority area into catchment areas, based on address. Details of all primary and secondary school catchments are available on the council website:  
[https://www.angus.gov.uk/schools\\_and\\_young\\_people/schools/school\\_catchment\\_areas?item\\_id=257](https://www.angus.gov.uk/schools_and_young_people/schools/school_catchment_areas?item_id=257)
- 2.2 Most children living within the catchment will attend a designated primary and secondary school for their catchment area. If a parent wishes their child to enrol at a school which is not the designated catchment area school for their postal address, they must make a placing request. For further information on placing requests refer to sections 3 and 4 of this document.
- 2.3 Where there are more enrolments requests for a school than the number of places available, places will be allocated with reference to a priorities scheme. The priorities scheme is set out in Appendix 2.
- 2.4 In some very limited situations, it may not be possible to offer a place at their catchment school. This is most likely to occur for enrolment requests after the school year has started. When this happens, Angus Council will offer a place at an alternative school.
- 2.5 Enrolment applications must be accompanied by the required proofs. The information provided by parents/carers is subject to random verification checks. Where there is doubt over the veracity of the information provided, the council's Counter Fraud team may be asked to investigate and take action.

## **PRIMARY SCHOOL**

- 2.6 Enrolment at primary school is based on the catchment in which a child's home address is located. The enrolment process to start Primary 1 takes place between the first Monday in December and the last Friday in January. The exact dates for each session will be shared as noted in paragraph 1.2. Parents and carers wishing to enrol their child in their catchment school should do so on our website:

[https://www.angus.gov.uk/schools\\_and\\_young\\_people/schools/enrolling\\_in\\_primary\\_school](https://www.angus.gov.uk/schools_and_young_people/schools/enrolling_in_primary_school)

- 2.7 Families who move into catchment during a school session can submit an enrolment request at any time through the above link.
- 2.8 There are currently two denominational primary schools in Angus, St Margaret's RC Primary School in Montrose and St Thomas RC Primary School in Arbroath. Addresses in the Arbroath, Brechin and Montrose areas have a dual catchment to denote where there may be an entitlement to access a place at either school for the purposes of **denominational** education. Entitlement is determined by whether a child has a Roman Catholic baptismal certificate. Enrolment requests where there is no baptismal certificate will be treated as placing requests in accordance with the priorities scheme set out in Appendix 2.
- 2.9 Whitehills Primary School in Forfar has a Gaelic Medium Unit which operates as a single class within the school. Children who live within the catchment area can request a place within this class through the standard enrolment form. Children who live outside the catchment area can make a placing request to access this provision.
- 2.10 Parents who wish to submit a placing request for their child to attend an alternative school to their catchment should do so on our website:  
[https://www.angus.gov.uk/schools\\_and\\_young\\_people/schools/making\\_a\\_placing\\_request](https://www.angus.gov.uk/schools_and_young_people/schools/making_a_placing_request) When a placing request is made, the child will have a place held for them at their catchment school to ensure a place is available if their request is unsuccessful. In the event of the placing request being successful the place held at the catchment school will be removed. Parents and carers should be aware that if they live outside the catchment area, attendance at an Angus Council ELC setting **does not** offer any priority for accessing a Primary 1 place at any school.
- 2.11 In partnership with our ELC providers, children who are enrolling in Primary 1 will have the opportunity to take part in activities to prepare them for school. When this happens, we will continue to determine placing requests based on the priority scheme set out below. Participation in these activities does not give any greater priority for accessing a place.

## SECONDARY SCHOOL

- 2.12 Enrolment at secondary school is based on the catchment in which a young person's home address is situated. Standard P7 to S1 enrolments for transfer from primary to secondary (ie where the child attends their catchment primary school and wishes to enrol in their catchment secondary school) are automatically allocated annually. Angus Council will contact the parents of children in Primary 7 in December to inform them where a place has been allocated.
- 2.13 Six primary school catchment areas have split catchments for their associated secondary schools (Aberlemno, Friockheim, Inverkeilor, St Margaret's, St Thomas and Tannadice). Places are allocated based on home address. Requests to enrol at alternative linked secondary schools will be treated as placing requests.

- 2.14 Five further primary school catchment areas are dual catchment with a choice of secondary school (Auchterhouse, Birkhill, Liff, Newtyle and Strathmartine). Parents/carers will be contacted in these circumstances and requested to confirm their choice of catchment school based on their home address.
- 2.15 Where a child lives in Angus but does not currently attend an Angus primary school, an [enrolment form](#) should be completed for the appropriate school.
- 2.16 Parents who wish to submit a placing request for their child to attend an alternative school to their catchment should do so on our website: [https://www.angus.gov.uk/schools\\_and\\_young\\_people/schools/making\\_a\\_placing\\_request](https://www.angus.gov.uk/schools_and_young_people/schools/making_a_placing_request) When a placing request is made, the child will have a place held for them at their catchment school to ensure a place is available if their request is unsuccessful. In the event of the placing request being successful the place held at the catchment school will be removed. Parents and carers should be aware that if they do not live in the catchment area for their preferred secondary school, attendance at a cluster primary school **does not** offer any priority access to that school.
- 2.17 Children moving into S1 will have the opportunity to take part in a range of activities designed to give them experience of attending secondary school. Children will primarily participate in activities with their catchment school. In some limited circumstances, to ensure the activity is inclusive children may participate in activities with the school where they have made a placing request. When this happens, we will continue to determine placing requests based on the priority scheme set out below. Participation in these activities does not give any greater priority for accessing a place.

## **CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS (ASN)**

- 2.18 Where possible, we seek to support children and young people with additional support needs in their catchment school. For most children, the usual enrolment processes should be followed as set out above.
- 2.19 For some children transferring to Primary 1, we may consider placing within a specifically resourced primary school to meet significant identified needs. Consent is sought from parents for their child to be discussed at our multi-agency Projections meetings. Parents/carers will be informed of the outcome and if offered a place at a resourced school, informed of transition arrangements
- 2.20 For all other children with additional support needs, where parent/carers feel a specific school may best suit their needs, a placing request can be made in terms of:  
The Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009.

Chapter 4 of the [Code of Practice 2017 Supporting Children's Learning](#) (published by Scottish Government in support of the Act) outlines in detail the different circumstances to be considered in relation to a placing request. Further information can be found on the [Enquire website](#).

ASN placing requests can be made through

[https://www.angus.gov.uk/schools\\_and\\_young\\_people/schools/making\\_a\\_placing\\_request](https://www.angus.gov.uk/schools_and_young_people/schools/making_a_placing_request) Requests should provide details of the additional support need and specific support plans which may already be in place.

- 2.21 When a parent makes a placing request to a school within Angus this will be granted unless there are clear grounds for refusal.

The grounds for a refusal are set out in Section 3 of Schedule 2 of the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended 2009). The grounds for refusal will be clearly stated in the letter of refusal sent to the parent. In refusing a placing request for a pupil with Additional Support Needs it will be made clear to parents their right to access independent mediation, dispute resolution or in specific circumstances, the Additional Support Needs Tribunal.

Where a placing request for a child with Additional Support Needs is refused parents can appeal to the Education Authority Appeals Committee. However where a placing request is for a child who has, or is in the process of having considered or established, a Coordinated Support Plan, the appeal route is to the Additional Support Needs Tribunal. The appeal route will be clearly set out in our communication.

### **3.0 PARENTAL CHOICE (PLACING REQUESTS) - PRIMARY AND SECONDARY SCHOOLS**

- 3.1 In accordance with Education (Scotland) Act 1980, Section 28A, parents have the right to make a placing request for their child to attend another school which is not their catchment setting.
- 3.2 Placing requests should be submitted between the first Monday in December and the last Friday of January to attend school in the following August.
- 3.3 Requests for an August start which are received by 15 March will be determined by 30 April at the latest. Where possible, we will try to make decisions earlier and communicate the outcome to parents/carers. We **may** determine secondary requests earlier than those for primary, due to different allocation processes. Families who make requests for children attending both primary and secondary school should be aware that this means there may be separate notifications of outcomes.
- 3.4 We **may** determine some placing requests for children with additional support needs earlier, where an enhanced transition period is required. Parents / carers will be notified on an individual basis when this happens. There is no process to request an earlier decision.
- 3.5 Requests for an August start which are received after 15 March, or requests to move a child to another school within the current school session will be determined within 60 days.
- 3.6 Wherever possible, placing requests will be approved unless there is a legitimate ground for refusal. The grounds for refusal can be [viewed here](#). Where there are more placing requests than there are available places, placing requests will be

granted by reference to the priorities scheme for enrolling pupils outlined in Appendix 2.

- 3.7 Where a placing request is refused, the decision can be appealed in writing within 28 days of receiving the decision. Details of how to do this will be included in the decision notice.
- 3.8 Children and young people who are granted a place at a non-catchment school are **not** entitled to free home-to-school transport. In these circumstances, transport is the sole responsibility of the parent / carer.

#### **4.0 INFORMATION FOR CHOOSING A SCHOOL**

- 4.1 Local authorities have a duty to provide information to parents to assist them in choosing a school for their child.
- 4.2 The information contained within the School Handbooks is specific to every school in Angus and may be of use for parents who are choosing a school. Handbooks are on our website:  
[https://www.angus.gov.uk/directories/document\\_category/school\\_handbooks](https://www.angus.gov.uk/directories/document_category/school_handbooks)
- 4.3 The information contained within the 'Choosing a School' – A Guide for Parents (guidance booklet by the Scottish Government) booklet is also intended for parents who are considering which school to choose for their child. This booklet has also been translated into 8 community languages which are: Arabic, Bengali, Cantonese, Gaelic, Hindi, Polish, Punjabi and Urdu. Schools can access these documents at: <https://www.gov.scot/publications/choosing-school-guide-parents-nov-16/pages/5/> for any parent whose first language is not English.
- 4.4 All catchment areas can be found on our website:  
[https://www.angus.gov.uk/schools\\_and\\_young\\_people/schools/school\\_catchment\\_areas?item\\_id=257](https://www.angus.gov.uk/schools_and_young_people/schools/school_catchment_areas?item_id=257)
- 4.5 School roll projections which show capacity across our learning estate are available here:  
[https://www.angus.gov.uk/schools\\_and\\_young\\_people/schools/school\\_roll\\_long\\_range\\_projections](https://www.angus.gov.uk/schools_and_young_people/schools/school_roll_long_range_projections)

#### **5.0 WAITING LIST**

- 5.1 In very limited circumstances, it may be necessary to establish a waiting list for a particular school where there are more requests for enrolment than there are places available. The waiting list will be used to allocate places as they become available. Any places which become available at the school will be allocated according to the priorities policy, which is set out in Appendix 2. The length of time spent on the waiting list will not be a relevant consideration for determining priority.

## PRIORITY SCHEME FOR ENROLLING PUPILS (INCLUDING PLACING REQUESTS) IN PRIMARY AND SECONDARY SCHOOLS

While parents/carers' placing requests will be met whenever possible, if the number of places in any particular school is limited, priority for admission will be determined on the following basis:

- |                   |   |
|-------------------|---|
| <b>Entitled</b>   | Children and young people normally permanently resident within the catchment of the specified school, where the required proofs have been submitted.  |
| <b>Priority 1</b> | Where the Director of Education and Lifelong Learning considers that the particular needs of the child or young person would only be met by attendance at the school.   |
| <b>Priority 2</b> | <p>Children <b><u>not</u></b> normally resident within the catchment area of the specified school, but having a brother or sister living in the same house (or relative permanently living at the same address as part of an extended family) in attendance at that school.</p> <ul style="list-style-type: none"> <li>• "Brother or sister" includes half and step siblings living permanently in the same house.</li> <li>• The member of the extended family for whom the placing request has been made must have lived within that extended family address for a period of at least 2 years. Evidence of residence must be provided by the parent/carer.</li> <li>• for Primary 1 entry the following August, the sibling or qualifying relative must be in the present Primary 1 to Primary 6.</li> <li>• for S1 entry the following August, the sibling, or qualifying relative must be in the present S1 to S5.</li> </ul> |
| <b>Priority 3</b> | Children living at an address within Angus Council boundaries, who are not normally resident within the catchment area of the specified school, and have no brother or sister living in the same house (or relative permanently living at the same address as part of the family) attending the school.   |
| <b>Priority 4</b> | Children at an address outside Angus Council boundaries, who are not normally resident within the catchment area of the specified school, and have no brother or sister living in the same house (or relative permanently living at the same address as part of the family) attending the school.   |



**Notes for Denominational Education**

1. In denominational schools places within each priority category will be allocated first to children who have been baptised into the Roman Catholic Church. Thereafter places will be offered to other children.

**Notes for P1 Admission and P7-S1 Transfer**

2. In the unlikely event of there being insufficient spaces in a school to meet the needs of all entitled children, spaces will be offered by reference to the shortest safe walking distance (as calculated by the Angus Council GIS system) between their normal place of residence and the school. Children who cannot initially be allocated a place will join the waiting list and be offered an alternative setting in the interim.
3. For all placing requests in Priorities 3-5, where non catchment placing requests are received by 15 March, and in the event of there being more requests than spaces within a priority grouping, spaces will be offered by reference to the shortest safe walking distance (as calculated by the Angus Council GIS system) between applicant's normal place of residence and the school.
4. Any placing request received after 15 March will only be processed after all on time applications have been allocated.