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INVERCLYDE COUNCIL
EDUCATION, COMMUNITIES &
ORGANISATIONAL DEVELOPMENT

**Transferring
from primary
to secondary
school**

Inverclyde
council





INTRODUCTION

As your child is due to transfer from primary to secondary school at the beginning of the new session in August, please take time to read through this information. Should you have any questions please do not hesitate to contact the Head Teacher of the school your child attends currently or the Education Offices on 01475 712836.

The council’s policy on admissions and placing requests is available on the council’s website **www.inverclyde.gov.uk**

GENERAL INFORMATION

Inverclyde Council provides both denominational and non-denominational education. Most parents choose to send their children to the school of their chosen denomination in their catchment area.

For the purposes of determining which school a pupil should attend the authority is divided into defined catchment areas.

Each home address in Inverclyde has a catchment non-denominational and catchment denominational school assigned to it for both primary and secondary education. The catchment schools are dependent on the home address of the parents. While every effort is made to provide enough places for all children in their catchment school of their chosen denomination, living within a catchment area does not guarantee a child a place.

Education legislation also allows parents to choose a school other than in their catchment area. The Council must grant placing requests unless there is a legal reason not to. Any child living outside a catchment area who has been allocated a place in a school will keep that place even if another child moves into the school's catchment area.

Although every effort is made to grant places to children who have older brothers or sisters in attendance at a school on the basis of a placing request, places cannot be guaranteed.

For the purposes of determining which school a pupil should attend the authority is divided into defined catchment areas.

Details of catchment arrangements are provided on Pages 6 and 7 of this booklet.

ARRANGEMENTS FOR TRANSFERRING TO SECONDARY SCHOOL

In December each year, each primary school will provide parents/carers with the name of the secondary school where a place has been reserved for their child. During the Summer term Head Teachers will make arrangements for pupils to visit the relevant secondary school.

There are no denominational primary schools in 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 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 be advised that at end of primary 7 they have the right to send their child to either the non-denominational or denominational secondary school assigned to their address. The Council's policy in respect of school transport will apply.

Inverclyde Council has a policy on inclusion and equality which incorporates the assumption that all children will routinely be educated within their own community. Transitional arrangements for children with additional support needs, moving from nursery to primary or primary to secondary, are discussed at a child's Review Meeting. Any child or young person with additional support needs who requires more specialist support will be discussed at Inverclyde Additional Support Needs Monitoring Forum. The Forum will make recommendations related to resources, support and necessary specialist placements.

CATCHMENT ARRANGEMENTS

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

MAKING A PLACING REQUEST

Parents/carers 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.

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/carers to make another request should they so wish.

Applications for pupils starting in Secondary 1 in August should be submitted to Customer Service Centre before 1 February .

Applications will be acknowledged within five working days of receipt of each application (exclusive of school holidays). If you do not receive an acknowledgement please contact Education Services on 01475 712836 to ensure your form has arrived.

Parents/carers will be advised in writing of the decision made in respect of their application no later than 30 April.

Applications which are received outwith this period will be acknowledged within five working days of receipt of any application. Parents/carers will be notified of the decision made in respect of their application within eight weeks (exclusive of school holidays).

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.

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 applied.

PRIORITY OF ADMISSIONS FOR PLACING REQUESTS

Inverclyde Council gives priority to placing requests as follows:

- 1 Children of school age residing **within** Inverclyde who have additional support needs and who are requesting a place within a school which has provision specific to the child's needs.
- 2 Children of school age who have older brothers or sisters attending the school according to distance of home address from chosen school.
- 3 All other children of school age residing in the defined catchment area of the school according to distance of home address from chosen school.
- 4 All other children of school age residing in Inverclyde according to distance of home address from chosen school.
- 5 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.
- 6 Children of school age residing **outwith** Inverclyde according to distance of home address from chosen school.

If a placing request is submitted then the catchment area place that pupil is entitled to will be kept until the placing request application is resolved.

WHEN IS A PLACING REQUEST REQUIRED?

When parents/carers do not wish their child to attend the secondary school named in the letter which accompanies this booklet, they may wish to consider making a placing request for another school.

The following are examples of circumstances where it is necessary for parents/carers to make a placing request:

- Parents/carers who wish their child to transfer to a secondary school of a different denomination from the primary school they currently attend, regardless of whether or not the secondary school serves the defined catchment area assigned to their home address.
- Parents/carers whose children are currently in attendance at a primary school on the basis of a placing request and who wish for them to transfer to the secondary school associated with that primary school.
- Parents/carers who wish pupils to attend a secondary school which is outwith their catchment area.

IF YOU WISH TO SUBMIT A PLACING REQUEST FOR YOUR CHILD PLEASE COMPLETE THE APPLICATION FORM IN THIS BOOKLET AND RETURN IT TO CUSTOMER SERVICE CENTRE NO LATER THAN 1 FEBRUARY.

WHY REQUESTS ARE SOMETIMES REFUSED

If Inverclyde Council refuses your application you will be advised of the reason in writing. The Council may refuse an application for a place in one of its schools for one or more of the following reasons:

- If placing the child in the specified school (that is, the school specified in the application), would:
 - 1 make it necessary for the authority to take an additional teacher into employment.
 - 2 give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school.
 - 3 be seriously detrimental to the continuity of the child's education.
 - 4 be likely to be seriously detrimental to order and discipline.
 - 5 be likely to be seriously detrimental to the educational well-being of the pupils attending the school.
 - 6 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 take an additional teacher into employment at that school.
 - 7 though neither of the reasons set out in sub-paragraphs 1 and 2 above is satisfied, have the consequence that the capacity of the school would be exceeded in terms of pupil numbers.
- If the education normally provided at the specified school is not suited to the age, ability or aptitude of the child.
- If the education authority has already required the child to discontinue his attendance at the specified school.
- If the specified school is an additional support needs school and the child does not have an additional support need requiring the education or special facilities normally provided at that school.
- 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.

APPEALS PROCEDURE

If you are unhappy with a decision of the Education Authority to refuse a placing request then you may refer the decision to the Education Appeal Committee set up by the Council.

The Education Appeal Committee hearing panel has a membership of three: one councillor and two members of a Parent Council. The councillor cannot be a member of the Council's Education and Communities Committee and the Parent Council members cannot be members of the Parent Council of the school affected by the appeal.

The Education Appeal Committee is administered by the Council's Head of Legal and Property Services from whom details of the appeals procedure may be obtained.

Appeals should be made within 28 days of the date on the refusal letter and should be submitted in writing to:

Legal and Property Services
Inverclyde Council
Municipal Buildings
Clyde Square
Greenock
Inverclyde PA15 1LY.

TRANSPORT INFORMATION

Whilst it is the parents/carers' responsibility to secure their children's education, Inverclyde Council is happy to help you get your child to school, safely and on time.

Our policy states that we should provide FREE school transport if:

- Your child lives more than one mile away from his/her local primary school (by the shortest safest walking route when accompanied by a responsible adult).
- Your child lives more than two miles away from his/her local secondary school (by the shortest safe walking route when accompanied by a responsible adult).
- Your child has been recommended for transport on health grounds by a designated medical officer.
- Your child has been assessed to attend a school to meet the requirements of his/her additional support needs (These assessments involve Educational Psychology Services who also recommend appropriate transport arrangements).
- Your child has to walk a route, which after seeking advice from the road safety officer, is considered by Education Services to be unsafe for children.

If you wish to apply for FREE school transport please contact Customer Service Centre for an application form. This form provides additional information on the Council's policy and procedures. Requests for an application form may also be made via email.

Email: schooltransport.ho@inverclyde.gov.uk

Telephone: 01475 717171



YOUR NOTES



PLACING REQUEST APPLICATION

1 Name of Parent/Carer (Mr / Mrs / Miss / Ms)

Surname

Forename(s)

2 Home address

Town

Postcode

Tel

Mobile

Email

3 Name of Child

Surname

Forename(s)

4 Sex: Date of birth:

5 If your child is currently at school, please give name of school: If your child is starting at an Inverclyde school please give catchment school.

6 If your child is already at school which year/stage are they in:

7 Name of school for which placing request is sought:

8 Does your child have a sibling at the school in which you are seeking a placing request?

If **yes**,

Name

Stage



9 Do you consider your child to have additional support needs:

YES / NO *(please delete)*

If yes, please briefly describe your child's needs and any specific diagnosis:

Does your child have an individualised education programme (IEP) or a co-ordinated support plan (CSP):

IEP YES / NO *(please delete)*

CSP YES / NO *(please delete)*

10 Declaration

In making this request I accept that:

- Children who attend school on the basis of a placing request are not entitled to free school transport.
- There is no guarantee that a placing request for a younger brother or sister will be successful.
- To change to a school in a different denominational sector, a placing request is required.
- I will require to submit a further placing request if I wish my child to attend any secondary other than that associated with my address.

Please tick whichever of the two statements below applies:

I agree that, if granted, this placing request will be begin at the start of the new school session in August:

OR

I have considered the educational advice about moving my child in the middle of a school year and wish the placing request, if granted, to begin as soon as possible.

Signature of parent/carer

Date

Completed form should be returned to:

Inverclyde Council, Customer Service Centre, Municipal Buildings, Clyde Square, Greenock, Inverclyde PA15 1LY

Opening hours Monday to Thursday 8.45am - 4.30pm Friday 8.45am - 3.45pm