

Education and Learning Directorate

Policy

School Admissions Policy and Procedure 2023

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1.0 Introduction

1.1 This document details Dumfries and Galloway's policy with regard to admissions to all schools under its management.

1.2 Every parent and carer who has a child of school age must provide that child with an education suitable to their age and ability. Parents must do this by making sure their child regularly attends school or by other means, such as home education. Dumfries and Galloway Council has a duty to provide appropriate education for all children over 5 years and under 16 years of age.

1.3 Under the Education (Scotland) Act 1980 as amended (hereafter referred to as 'the Act'), it is the duty of Dumfries and Galloway Council to provide adequate and efficient school education for all children living within Dumfries and Galloway.

1.4 Information for parents to inform their choice of school is made available by individual schools and by the Council. Information can also be obtained through the school handbook or online against each school at "Near Me" available at <http://www.dumgal.gov.uk>. Information relating to catchment areas for denominational primary and secondary schools can be obtained by contacting the individual school or the Council.

2.0 Catchment Areas

Dumfries and Galloway is split into catchment areas for each primary and secondary school. Children living within a school's catchment area are given priority for a place.

Your address has:

- a **non-denominational** primary school
- a **Roman Catholic** primary school
- a **non-denominational** secondary school
- a **Roman Catholic** secondary school

Roman Catholic schools are open to all children regardless of faith. However, if there are more children in the catchment area than the number of places available, we will give priority to baptised Roman Catholic children.

2.1 Children living under shared care

Where parents are separated, to determine the appropriate catchment area for the child, we use the address of the parent with whom the child resides for the majority of their time per week. If the shared care arrangement is a 50/50 split, the parent in receipt of Child Benefit will determine the address for school enrolment.

3.0 School transport

3.1 For pupils who attend their catchment school the undernoted criteria will decide the transport entitlement:

Parents are responsible for the first 2 miles of transport for a child not yet eight years old or the first 3 miles of transport for a child eight years old or over. To view in full Dumfries and Galloway Council's School Transport Policy visit: <http://www.dumgal.gov.uk/article/15245/Free-school-transport>.

Children who are non-catchment have no entitlement to school transport.

All school-aged children and young people in Scotland are entitled to free bus transport through the Young Persons Free Bus Travel Scheme.

4.0 School Capacities

Based on Scottish Government Guidance (<http://www.gov.scot/Resource/0046/00461513.pdf>) Dumfries and Galloway Council has agreed school capacities for both primary and secondary schools.

4.1 Oversubscribed schools

The Council cannot guarantee that a place will be available for every pupil to attend their preferred school. A number of schools in Dumfries and Galloway are often oversubscribed. That means these schools receive more applications than there are places available. Places are limited by factors including the availability of accommodation, the cost of extending accommodation, and the cost of employing additional staff. For this reason, it is not always possible to offer parents their first choice of school.

5.0 Reserved Places

Dumfries and Galloway operate a Reserved Place Policy. Where there is no other school within a two-mile radius of a requested school, one space in each class base will be reserved for potential catchment pupils who may move into catchment following enrolment in accordance with agreed staffing formula. In the case of denominational schools, the two-mile radius would apply to the nearest denominational school. Where out of catchment places are granted by an Appeal Committee or a Sheriff this may result in fewer reserved places being available.

6.0 Enrolment Procedures

6.1 Primary Education -The official enrolment date for children about to enter school for the first time will be advertised in the local newspapers at least six months before the start of the new session. Pupils may be enrolled at any time after the official enrolment date, but late applications for enrolment, i.e. those received after 15 March, will lose priority within enrolment procedures.

6.2 Attendance at a particular Early Learning and Childcare setting does not give a child automatic right to attend a primary school if the child does not live in the catchment area.

6.3 Early Entry - If a child is under the school entry age a parent may decide that they wish to send their child to primary school earlier and this is called early entry. Parents are advised to contact their catchment school to discuss this if they think their child should start school at a younger age.

6.4 Deferred Entry to P1 - Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

Children who turn 5 between the start of the school year in August to the last day in February are automatically entitled to defer entry and receive an extra year of funded early learning and childcare. There's no need to formally apply for a deferred entry to school. However, you will need to apply for a nursery place at a provider of your choice. The deadline for decisions on entry to school or nursery must be made by Wednesday 15 March.

Children who turn 5 between the 1 March and the start of school in August don't have an automatic right to funded early learning and childcare when deferring entry to school but you can ask for special consideration.

To apply for a deferred entry, parents/ carers should complete the online form available on the Council's website.

Parents/ carers should talk to staff at the nursery or the Headteacher at the school about their child's development. Parents/ carers should also apply for a school place even if you they are still trying to decide whether their child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Queries should be forwarded to SupportingLearners@dumgal.gov.uk.

Further information about deferred entry is available [here](#).

6.5 Secondary Education - Pupils normally transfer from primary school to an associated secondary school between the ages of 11 and 12. The catchment primary school will inform parents of the secondary school to which the pupil is eligible to transfer after Primary 7. Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Parents can access information on opting for an alternative school through a Placing Request either directly from the school or the Council.

6.6 Attendance at a particular primary school does not give automatic right to attend the associated secondary school if the child does not live in the catchment area.

7.0 Pupils with Additional Support Needs

7.1 Pupils will be accommodated in their catchment school unless their Additional Support Needs indicate enrolment in an alternative setting would be more appropriate to their needs. Recommendation for attendance at a non-catchment school can be made by the pupil, their parents or the Council. In all cases the needs of the individual pupil will be assessed and will form the basis of any decision made by the Council in relation to placing the pupil. Assessed needs will be considered by a Council led Resourced Provision Allocation Panel in line with the Supporting Children's Learning Code of Practice. Their decision can be challenged through the appeals process outlined in this Policy.

7.2 If a parent believes that their child has Additional Support Needs they should, in the first instance, contact the Headteacher/ Manager of their child's school/nursery. If the child is not yet at school or the parent feels that they wish to discuss their concerns with a representative of the Council, the contact points are identified on the Council website:

<http://www.dumgal.gov.uk/article/16163/Additional-support-for-learning>.

8.0 Placing Requests

8.1 Parents may request a place, at a school other than their catchment school at any time, but priority for a place will be given to those from the delineated catchment area. The number of pupils each school can accept is constrained by legislation. The matters for an education authority to consider are set out in Scottish Government Guidance on Determining School Capacities issued 2004 in respect of secondary schools and 2014 in respect of primary schools and it is up to each education authority, following that guidance, insofar as compatible with the overarching legislation, and taking all relevant information into account, to set school capacity.

Parents who request a non-catchment school will:

- (i) Forfeit any place made available in their catchment school (P1 and S1 enrolment only);
- (ii) Are not eligible for assistance with home to school transport or the cost of alternative accommodation;
- (iii) Are entitled, under statutory provision, to a single appeal per year against refusal of any placing requests made during that period.

In accordance with the Education (Scotland) Act 1981 section 28A the Council must grant these 'placing requests' unless placing the child in the specified school would —

- (a)
 - (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; or
- (iv) be likely to be seriously detrimental to order and discipline in the school or the educational well-being of the pupils there;
- (b) if the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;
- (c) if the education authority have already required the child to discontinue his attendance at the specified school;
- (d) if, where the specified school is a special school, the child does not have special educational needs requiring the education or special facilities normally provided at that school;
- or
- (e) if the specified school is a single sex school (within the meaning given to that expression by 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) where the acceptance of a placing request in respect of a child who is resident outside the catchment area of the specified school would prevent the education authority from retaining reserved places at the specified school or in relation to any particular stage of education at the school;
- (g) have the consequence that the capacity of the school would be exceeded in terms of pupil numbers.

Section 28A does provide, however, the education authority may place a child in the specified school notwithstanding paragraphs (a) to (e) above. This means that a Council may agree to a request even if one of the reasons set out above applies.

Placing Requests should be made by 15 March in the year of proposed entry to school or transfer to secondary. Choice of secondary school will be requested from parents prior to the end of the calendar year preceding their entry to secondary education. This is to allow schools to assess numbers of pupils and prepare timetables, although final decisions regarding placements cannot be confirmed until after 15 March i.e. when all requests are known. Secondary schools should not commence transition activities, except for those children with additional support needs, prior to the 30 April. In the event that parents do not receive a written answer from the Council to their request by 30 April (due to COVID19 amended to 15 May for 2021), the request is treated as if the Council has turned it down and parents can then begin the appeal process, as detailed in Section 9.

8.2 Parents can only apply for one school at a time however, if their Placing Request for a particular non-catchment school is unsuccessful, they may apply for another school.¹ If the Placing Request is refused the pupil's name will automatically be added to a waiting list for the requested school and will remain there until the end of the school year in which the application was made. The waiting list will be managed by the school. Waiting lists are not dealt with on a first-come first-served basis or by the length of time the child has been on the waiting list. If a space becomes available, places will be allocated in accordance with the priority set out at 8.3. At the end of the school year parents still wishing their child or children to move school are required to submit another Placing Request for the new school year. Should any pupils from that school's catchment move into the area, they would take priority over any non-catchment pupils on the waiting list.

¹ S.28A of the 1980 Act does not restrict the number of schools that can be included in a placing request. S 28A(2) provides that where a placing request relates to two or more schools under the management of the education authority to whom it was made, the duty to place the child if no grounds for refusal exist pertains to the first mentioned school (known as the specified school).

8.3 Parents who request a school other than their catchment school do not have first priority in the school of choice but must await a decision as to whether a place can be offered at the requested school. Parents must attend their catchment school to engage in the enrolment process. When making decisions places will be allocated using the following factors:

- (i) firstly, siblings already in, or likely to be in, the school;
- (ii) secondly, those living closest to the school within Dumfries and Galloway; and
- (iii) thirdly, children from outwith Dumfries and Galloway.

8.4 In the event that a catchment school is not able to accommodate all pupils falling within catchment, places will be decided using the following factors:

- (i) firstly, siblings already in, or likely to be in, the school; and
- (ii) secondly, those living closest to the school in the catchment area.

8.5 If parents move out of the catchment area, the pupil can still remain at the school they are currently attending. However, parents must request permission by completing a Form PP6 and submitting this to the Council, Parents will be responsible for transporting the pupil to and from school.

9.0 Appeals Procedure

9.1. Individuals have a legal right to appeal under Section 28C of the Education (Scotland) Act 1980 against a decision taken by the Council to refuse a Placing Request. This procedure is in accordance with the Education (Appeal Committee Procedures) (Scotland) Regulations 1982 and the Education (Additional Support for Learning) (Scotland) Act 2004:

This guidance outlines the appeal process and provides guidance in preparing for an Appeal Hearing.

9.2 Rights of an Appellant
Appellants have a right:

- For an appeal to be heard by an independent decision maker (the Appeal Committee), within 28 days of it being lodged, unless the appellant agrees to a later date;
- To make one appeal to the Appeal Committee in any 12-month period;
- To make further appeal to a Sheriff if the appellant remains dissatisfied with the decision of the Appeal Committee.

9.3 Expectations of Appellants

In preparing for, and attending an Appeal Hearing appellants should:

- Decide what information to present to the Appeal Committee;
- Be prepared to present information to the Appeal Committee or arrange for it to be presented on their behalf;
- Supply any additional information and/or documentation that they want considered to the Appeal Committee at least 10 days before the hearing;
- Ensure attendance at the hearing and be familiar with procedure;
- Read the appeal paperwork before the hearing and make note of any questions they may have;
- Notify those arranging the hearing if the appellant knows any of the Appeal Committee members.

9.4 Lodging an Appeal:

The appeal against a Council decision starts upon receipt by the Council (Head of Education (Learning and Resources), c/o Council Offices, English Street, Dumfries, DG1 2DD) of an intention to appeal. Appellants are required to lodge their appeal within 28 days of the receipt of the decision being appealed against. The appeal letter should set out the intention to appeal and the decision that is being appealed against.

9.5 The Appeal process:

9.5.1 The letter of appeal will be acknowledged within 5 working days of its receipt. Within 14 days of receipt of the letter of appeal written notice of the date, time and place of the Appeal Hearing will be provided. The Appeal Hearing will normally be heard within 28 days of receipt of your letter of appeal. The appellant will be notified in writing if this is not possible, giving the reasons for the delay and requesting confirmation of their agreement to a later date being set.

9.5.2 A letter enclosing the appeal paperwork will be provided up to 7-10 days before the appeal date, this will include:

- The Council's report.

Any additional information in support of the Council's case.

- Any additional information you wish to put forward.

9.5.3 The Hearing will take place. Normally outcome of decisions are provided verbally on the day of the Hearing with written notification of the decision made and the reasons for the decision within 14 days.

9.5.4 Appellants have a further 28-day period to notify of their intention to appeal to the Sheriff Court. Notification should be made directly to the Sheriff Court together with the letter outlining the decision of the Appeal Committee. This letter will include necessary contact details.

If, in course of investigating the matter, or as a consequence of changing circumstances, the Council choose to reverse the decision being appealed against this will be notified in writing to the Appellant within the overall 28-day timescale of the process.

9.6 The Appeal Hearing

The Committee hearing the appeal will consist of three Members drawn from a pool of Elected Members, Parent Council Representatives and persons who are familiar with education. The lay member will always Chair the Appeal Committee. The Appeal Committee are trained and also supported by a legally qualified Clerk.

At the start of the Hearing, the Chairperson will welcome the parties and introduce those present. The Chairperson will then explain the order of procedure to be followed. Appeal Hearings are held as informally as possible. The order of procedure is intended to ensure that that everyone can put their case and points of view forward.

The Hearing will normally be conducted as follows:

- Presentation of the case by the Council or their chosen representative(s).
- Presentation of the case by the Appellant or their chosen representative (3 maximum).
- Questioning by parties.
- Summing up by the parties.
- Private deliberation by the Appeal Committee.

The Clerk may give the Appeal Committee legal and procedure advice during the Hearing. The Clerk may be asked to give advice on procedure to the Appeal Committee during the Hearing

and/or when the Committee are considering their decision. For other advice, it may be necessary to seek an adjournment for this to be obtained. Such advice may be given in private if that is appropriate, but the Clerk will let the appellant and the Council's representative know what advice was given and both be allowed to comment on that advice before the Clerk gives his/her final advice.

The Chairperson may adjourn any hearing if the Appeal Committee:

- Require further information or advice.
- The appellant or the council need to obtain further information relevant to the appeal.
- A witness cannot by reason of exceptional circumstances be present at the hearing.
- The appeal committee are satisfied that the hearing ought to be combined with one or more other hearings.

The Hearing will be reconvened within 28 days of adjournment.

Following the summing up all parties except the Appeal Committee members and Clerk will be asked to leave the room to allow the Appeal Committee to make their decision.

Appeals are normally heard in private, but the Chairperson has the right to invite other parties to attend the hearing. Agreement to attend, other than that by legal entitlement, will be sought by the Chairperson, from both the Appellant (or their representative) and the Council's representative.

9.7 The Decision

Members of the Appeal Committee will make their decision taking into account all information before them including the letter of appeal, the Appeal Committee Report and the submissions made, and material admitted at the Hearing.

The Appeal Committee has to consider whether one or more legal grounds of refusal to a placing request exist. If so satisfied, then the Appeal Committee has to consider whether, in all of the circumstances, it is appropriate to confirm the decision to reverse this.

If the Appeal Committee uphold the appeal the decision of the Council will be reversed. The Appellant will receive a letter from the Council confirming this and the arrangements being put in place to accommodate the pupil.

If the Appeal Committee do not uphold the appeal the decision of the Council will stand. The Appellant will be invited by the Council to apply for a place in the catchment school or make another Placing Request. This can be for the catchment school or another school. There is no right of appeal against the decision of the Council in any subsequent placing decision within a 12-month period.

Those wishing to appeal against a decision should make their case in writing to Head of Education (Learning and Resources), c/o Council Offices, English Street, Dumfries, DG1 2DD or by email to: DirectorateSupport@dumgal.gov.uk clearly marked "Placing Request Appeal".

10.0. School closure / Mothballing of a school

The Council adheres to national procedures for both permanent and temporary school closures. In the event of permanent school closure, pupil placement arrangements to the alternative provision is as follows:

- (i) All members of the school community are advised of alternative catchment provision for existing and future pupils of the school;
- (ii) Parents can choose alternative provision which may not necessarily be the re-designated catchment school. Pupils, and all following siblings, are eligible for transport to school of parental choice within a given list;
- (iii) Once all pupils and siblings from the closed school are of age to no longer attend school, the entitlement criteria for school transport is for the catchment school only;
- (iv) Pupils transfer to secondary school on the basis of catchment school by their place of residence, even if the alternative provision following closure was not the catchment school.

The Scottish Government has issued statutory Guidance under the Schools (Consultation) (Scotland) Act 2010, which deals with the issue of 'mothballing'. In December 2022, the Council agreed procedures to temporarily close a school in situations where the school roll falls very low. Should a school be mothballed, an alternative catchment school will be agreed, which will subsume the mothballed school's catchment area on a temporary basis and there will be support provided to those parents who may wish to move their children to the alternative catchment school earlier than the start of the next academic year by applying the subsumed catchment area with regards to assessing transport entitlement.

11.0 Further Information

Information on matters relating to this policy can be obtained from Directorate Support, c/o Council Offices, English Street, Dumfries, DG1 2DD.

John Thin
Head of Education (Learning & Resources)
December 2022

Document History

Scheme Guidance

Version	Revision Date	Previous Revision Date	Summary of Changes
2.0	23/04/2021	November 2019	Updated web links, addresses, minor revisions. added the most recent class organisation leaflet to the end. Additional paragraph under 6.4 Deferred Entry
3.0	01/12/2022	23/04/2021	Inclusion of Council Decision on Mothballing and the arrangements related to the Young Persons Free Bus Travel Scheme. Inclusion of update to Deferred Entry arrangements
4.0	31/01/2023	01/12/2022	Address update for sending appeals. Amendment under 9.3 Expectations of Appellants.

Education and Learning Directorate

ENROLLING MY CHILD AT SCHOOL

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Please see the policy, procedures or guidelines for all related forms mentioned below.

Q. How do I decide which school to send my child to?

A. A list of the contacts for all schools in Dumfries and Galloway can be found on the Council website: www.dumgal.gov.uk
You may wish to visit schools prior to making your decision.

Q. Where can I find information about schools in Dumfries and Galloway?

A. Using the above link, you can also access each school's website.

Q. I don't know what my catchment school is. Where can I find this information?

A. You can find your catchment school by accessing the Council's website, Find My Nearest at www.dumgal.gov.uk

Q. I don't want a place in my catchment school for my child where should I enrol?

A. You should attend the catchment school on one of the enrolment dates and make an application there for an alternative school. It should be noted that by requesting a non-catchment school any place made available in the catchment school is forfeited. Accordingly, there may not be a place for your child in their catchment school if the Placing Request process is unsuccessful since any available places may have been allocated by that time.

Q. Can I use a relative's address to register my child?

A. No, a child's home address determines their catchment school.

Q. Can someone else register my child in my absence?

A. Yes, if you are unable to attend you may send a representative.

Q. When is the enrolment date?

A. Enrolment will take place during the January prior to admission. The dates will be advertised in the local press, schools and pre-school providers.

Q. What do I need to bring with me when I enrol my child?

A. You must bring with you proof of your child's date of birth and home address.

Q. What happens if I miss the enrolment date?

A. If you miss the enrolment date you should contact your catchment school at the earliest opportunity to make the necessary arrangements. Please be aware that if this is after 15 March, you may lose any priority you had.

Q. My child has additional support needs and needs specialist input. How do I ensure their needs will be met?

A. If you believe that your child has Additional Support Needs you should, in the first instance, contact the Headteacher/Manager of your child's school/nursery. If your child is not yet at school or you feel that you wish to discuss your concerns with a representative of the Authority, you should contact

<http://www.dumgal.gov.uk/article/16163/Additional>

Q. If my child attends a particular nursery school; does this automatically mean that they'll get a place at the associated primary school?

A. No, your child's home address determines the catchment school.

Q. If my child attends a particular primary school; does this mean that they'll get a place at the associated secondary school?

A. No, your child's home address determines the catchment school.

Q. If my elder child is in a particular school will their younger sibling automatically get a place when they enrol for P1?

A. Your child does not have an automatic right to a place however they will have a greater priority if a sibling is already in the school.

Q. If I apply for a place at a school which is not my child's catchment school what happens?

A. This will depend on whether your child can be accommodated. Whilst we aim for every child to be placed in the school of their choice, this is not always possible. If we refuse your child's Placing Request we will have chosen a reason based on law. Further guidance can be found on the Scottish Government's document, 'Choosing a School'.

<http://www.gov.scot/Publications/2010/11/10093528/0>

Q. If I apply for a place at my child's catchment school and this is refused, what happens?

A. Your child's name will be retained on a waiting list and you will be directed to the next nearest school where a place is available. Should this be more than 2 miles from your home address transport will be provided until a place becomes available in your catchment school.

Q. Can I appeal against the Council's decision to refuse my child a place at the school I have chosen?

A. If your placing request is refused you will be sent a letter with the reasons for this refusal. You will also receive instructions on how to appeal against this decision.

Q. What happens if this appeal is unsuccessful?

A. Should your appeal be unsuccessful, you then have the right to have your appeal heard by the Sheriff.

Q. Should my appeal be unsuccessful, can I place my child's name on a waiting list?

A. Yes but these places will be allocated on a priority basis i.e.

1. Pupils from the catchment area.
2. Siblings already in the school.
3. Proximity of children from other school areas.
4. Children from other Councils.

Q. I initially requested a non-catchment school for my child however my circumstances have changed and I now wish to enrol my child at my catchment school. Will I be guaranteed a place?

A. If resources permit yes, however if you make this decision after the 15 March then you will lose priority.

Q. Can I apply for more than one school for my child at the same time?

A. No, you can only enrol your child in one school at a time.

Q. When will I know if my child has a place at the school I've requested?

A. Parents/carers will be informed on or before 30 April prior to their child starting in August.

Q. My placing request has been successful. Will the Council provide transport?

A. If a placing request is successful parents/carers are responsible for all transport costs.

Q. When will I know which class my child will be in?

A. The school where your child has been granted a place will contact you directly. This may be towards the very end of the summer term.

Frequently Asked Questions

Q. When are classes formed?

A. Generally speaking classes are formed before the end of the summer term. Occasionally changes to class organisation occur after a break (i.e. school holiday) due to changes in school roll, or to better meet the learning needs of pupils.

Q. When will I know which class my child will be in?

A. Headteachers will advise parents and pupils of this as soon as possible however changes to classes can occur at any time. Should classes change during the course of the year, parents will be advised prior to this happening. Changes normally happen at a break in the school year.

Q. What if the school roll increases?

A. If children move into the catchment area of the school mid-session and there is no space for them in the appropriate class, they will be offered a place at the nearest available school. Where resources permit, classes will be reorganised at the next natural break (i.e. after a school holiday).

Q. What about pupils who wish to attend a school outwith the catchment area?

A. These pupils will only be accommodated if the school has the capacity to take them and there is space within the appropriate class.

Q. Why aren't composite classes just organised by age?

A. Using age alone may not best meet the needs of individual pupils.

Q. When can I enrol my child in school?

A. The Council's Admissions Policy give information about when parents can enrol their children. For new Primary 1 enrolments priority will be lost if the application is after the 15 March each year. The following link may be useful for parents:
<https://www2.gov.scot/Publications/2004/11/20232/46413>

Q. Will my child remain in the same class group throughout their school year?

A. Not necessarily. Schools constantly monitor and track pupils' learning and progress. Decisions will be made throughout the year to ensure the best outcome for each child as they progress in their learning. This ensures continuous improvement and challenge for all. Changes to classes normally occur at the next natural break (e.g. after a school holiday.).

Q. Will my child remain in the same learning groups throughout their school years?

A. Probably not. Schools constantly monitor and track pupils' learning and progress. Decisions will be made throughout the year to ensure the best outcome for each child as they

progress in their learning. This ensures continuous improvement and challenge for all. Changes to learning groups occur regularly.

Q. My child is in a multi-stage composite school and is currently in P4. There's a P1-P4 and P4-P7 in the school. Why is my child in the P1-P4?

A. The decision made will have been based on the following factors: learning needs; gender balance; siblings; age.

For further information please contact your child's Headteacher.

Class Organisation



Primary School Class Organisation

Within education our clear purpose is to bring about success for all our young people through raising levels of achievement, attainment and participation.

Class Sizes

Scottish Government guidelines state that class sizes cannot exceed:

Primary 1	25
Primary 2 to Primary 3	30
Primary 4 to Primary 7	33
Composite classes	25 (max)

(Composite classes are made up of children from two or more year groups. This includes ALL compositions of classes such as P1-4, P3-5, P6/7 and P1-7).

Learning Experiences

Learning in Primary Schools is based on the principles of Curriculum for Excellence. This means that schools provide a broad general education designed to meet the needs of all learners and ensure challenge and progression.

Schools promote flexible and creative approaches to meet the needs of all pupils. Learning takes place in various ways and places using different groupings and processes such as whole class, group and individual activities.

Although schools are structured in classes, learning is generally organised in groups. These groups may be within classes or across classes and may be based on interests, aptitudes or the need to support and challenge pupils.

Teachers constantly monitor learning needs and make decisions about pupil groupings accordingly.

Allocating children to classes

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure. Any decisions will be determined by the total school roll, the number of teachers allocated to the school, the physical capacity of the learning and teaching areas and any need to accommodate specialist equipment and mobility aids. Classes may be changed as the year progresses. This may be due to increases or decreases in school roll or decisions made to best meet the needs of pupils.

Class structures may consist of composite or single stage. Children will be placed in composite classes with consideration given to a number of factors:

- Learning needs
- Gender balance
- Siblings
- Age

Education and Learning Directorate will support any decision made by the Headteacher following these criteria. In most cases single stage classes will be determined by age. If parents are unhappy with the class organisation they should speak with the Headteacher in the first instance.