

Admissions to Schools Policy

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through learning



Introduction

Schools, Learning and Education is committed to ensuring that all pupils have the best possible start in our schools. This policy has been developed to support smooth admission to schools. The policy also aims to ensure that our admissions procedures are clear, efficient and fair.

This policy relates to the admission of young people to schools. Guidance on children starting in Early Years establishments can be found in the [Nursery Admissions Policy](#).

Admission to Primary School – Primary 1 August Start

It is usual for children in Scotland to start primary school in the August term when they are aged between four-and-a-half and five years old:

- Children who are 5 years old before the start of the school session in August must start school at the beginning of that August session.
- Children who are 5 years old between the start of the school session and 28th February of the next year may start their primary education at the start of the school session.

Enrolment Process

Schools, Learning and Education Business Team will distribute posters to all nurseries and primary schools detailing the procedure to enrol a child for the session due to start the following August. They will also publicise school enrolment dates on the Stirling Council website.

Schools will ensure that enrolment dates are advertised within the local community. School advertising will inform parents of the information they require to enrol. Schools will set their own dates for enrolment however the enrolment process in all schools will be completed by the end of January each year.

Parents/carers must enrol their children in their catchment area school. Maps identifying school catchment areas can be found on the Stirling Council webpage for each school. Parents/carers of children residing within the catchment area for the school will require to complete an enrolment form which is available from schools.

The child's legal guardian must be resident within the catchment area. Proof of residency is required and this is done through completing a Residency Form (available from schools) and providing documentary evidence of your address.

If the number of enrolments exceeds the space available in the school, date order of receipt of the application will be the criteria applied. No other criteria prioritises catchment pupil intake. This does not apply to [St Mary's Episcopal Primary School](#).

Once places have been allocated parents/carers will be advised of transition arrangements for their child by the school.

Deferred Entry

Entry to primary school can be deferred in particular circumstances. Schools and parents should work together in such circumstances to ensure best possible outcomes for children.

Parents of children with late birthdays, close to the end of February cut-off date for school entry, are sometimes concerned about whether their child is ready to start school.

If a child's birthday falls within January or February and parents wish to defer entry to primary school, the child is entitled to an additional year of part-time provision within a Council nursery or partner centre. Stirling Council will continue to fund the child's place in his/her deferred year.

Parents/carers of children with January/February birthdays can request that their child's admission to school is deferred and should discuss this with the head of the establishment that their child currently attends. They should also complete a [deferred entry application form](#) but should be assured that this is purely for central monitoring purposes as children with January/February birthdays will automatically be prioritised for a continued place.

Children who are 5 years old between the start of the school session and the end of December, who wish to defer entry of their child to primary school, should consult the head of the establishment that their child currently attends. There is no automatic entitlement for these places and parents are required to complete a [deferred entry application form](#). An individual assessment is made of each application and children may be offered a continued nursery place at the discretion of Stirling Council.

In some circumstances parents/carers of children on Staged Intervention who are receiving particular support (Educational Psychology/ASN etc), may request to defer entry to school. In such circumstances the head of establishment and parents/carers should work together to ensure best possible outcomes for the young person.

Further information on deferred entry to school can be found on the [Council website](#).

Early Entry

Schools, Learning and Education set a date by which children must have had their fifth birthday to be considered old enough to attend school. Children born before or on this date are regarded as being 'of school age'. Children born after this date are not regarded as being old enough to attend school.

Parents/carers considering making an application for early entry to school should speak to the head of the establishment their child currently attends.

Parents wishing to apply for early entry must complete an [Early Entry request form](#). The parent or legal guardian of the child should complete Section A of the form. The Head of establishment completes Section B.

Before making an application for early entry, you should consider:

- Your child's learning and development.
- Your child's emotional and social development.
- Possible long-term implications for your child.

Further information on deferred entry to school can be found on the [Council website](#).

Admission to Secondary School – S1 August Start

Pupils transferring to secondary school will receive a letter via their current primary school which will outline the arrangements.

Admission to School – General Admissions

Parents/carers wishing to enrol their child in the catchment school during the school session should contact schools directly to make arrangements. This is most likely to happen when families move house during the school session.

The child's legal guardian must be resident within the catchment area in order to enrol. Proof of residency is required and this is done through completing a Residency Form and providing documentary evidence of home address.

Parents/carers wishing their child to attend a school other than their catchment school should enrol at the catchment school in the first instance. A placing request form can then be submitted for their child.

Placing Requests

If a parent/carer wishes to enrol their child in a school where the child is not ordinarily resident within the catchment area, they may seek admission to the school by [placing request](#).

There is no guarantee of a placing request being accepted.

Further guidance on Placing Requests can be found in the [Placing Request Policy](#).

Specific Circumstances

Whilst the above information should cover the majority of enrolment it is appreciated that there may be cases that are not covered by the above.

- **Moving into Catchment**

If a parent is moving into the catchment area for a school they will require a solicitor's letter confirming recent house purchase or land registry registration in order to enrol their child.

- **International Students**

International students may not be able to provide child benefit entitlement letters. However arrangements have been made with Stirling University, that any such pupils will receive a letter from their landlord (most family accommodation is on campus) and a copy of their registration documentation from the university bearing their term address.

- **St Mary's Episcopal Primary School**

Please refer to the [Admissions Policy](#) for St Mary's Episcopal Primary School. Residency checking will be undertaken after an application for admission has been successful to avoid parents possibly having to complete multiple forms. Parents making an application for enrolment to St Mary's Episcopal Primary School must still register at their local non-denomination catchment school in case they are unsuccessful in being granted a place. Applications for admission to P1 should be submitted in sufficient time to be received before 15th March for admission in August.

Schools, Learning and Education may refuse an application for admission to St Mary's Episcopal Primary School on the following grounds:

- The school is already full and it would cost too much to extend the accommodation.
- Granting the application would involve employing extra staff.

- **Temporary Places**

Under the Education Scotland Act (1980), the Council has primary responsibility for pupils belonging to its area. Children are entitled to attend a school in an area where they are ordinarily resident. This means the place where the child is habitually and normally resident, apart from temporary or occasional absences of long or short duration.

Temporary placement of children and young people who are involved with court proceedings and whose ordinary residence is therefore uncertain can be offered until such times as a legal decision is made.

Parents requesting a temporary place for their child will require documentary evidence of their home address together with evidence of the length of time they have been resident at this address (although a place will not be refused purely on the basis that the parent has only recently moved to the area).

Documentary evidence of parental rights and responsibilities relating specifically to residence is also required.

- **Other Enquiries**

Any enquiries relating to residency checking should be made to the Forward Planning Officer.



Review of Admissions to Schools Policy

	Date	Lead Officers(s)
Produced	January 2004	
Updated	June 2017	Pamela Craigie, Team Leader
Review	June 2020	

If you need help or this information
supplied in an alternative format
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