



Executive Director of Education

Maureen McKenna

Education Services

Glasgow City Council

East Building

40 John Street

Glasgow

G1 1JL

Phone **0141-287 4327**
Our Ref School Consultations Your Ref
Date 27 February 2013
If phoning please ask for School Consultations

TO ALL PARENTS/CARERS

Dear Parent/Carer

CONSULTATION ON DATES FOR SCHOOL REGISTRATION AND PLACING REQUESTS.

We are looking for your support to improve the approaches that we use to manage the enrolment of children at P1 and S1 and placing requests. We have drafted a new management circular which proposes an extension of the timescales for school registration to allow a parent¹ to enrol their child for Primary 1 in the November **before** the year the child is due to start school the following August.

Parents of Primary 7 children will also be asked to name the secondary school they would like their child to attend in the November **before** their child goes into S1 the following August.

These proposed changes will allow parents more time to explore the alternatives to placing their child into their catchment school. Parents will continue to be able to enrol their child in January but will be subject to the availability of places. It will also allow nurseries and schools to have more time to plan effectively for the children's transfer between establishments.

Parents will be notified of the agreed placement no less than 6 months before the school commencement date in August in accordance with legislation from 'The Education (School and Placing Information) (Scotland) Regulations 2012/130 (Scottish SI)'.

The draft management circular has a total of 18 pages and is split into three parts - **Management Circular 70a Making a Placing Request to a Mainstream Establishment, Management Circular 70b Making a Placing Request to an Additional Support for Learning Establishment and Management Circular 70c School Admission - Over Subscription for Local School Full.**

¹ In addition, throughout this document the term 'parents' should be taken to include foster carers, residential care staff and carers who are relatives or friends.

The draft management circular is available for you to consider at

<http://www.glasgow.gov.uk/schoolconsultations>

If you wish a paper copy then please contact your headteacher or the Children and Young People's Support Team at the above address.

There may be times when we have to refuse a placing request or a catchment placement. When these circumstances arise the management circular is designed to assist parents who find themselves in this situation. Particularly for those parents who are refused a catchment placement then these proposed changes will allow more time for parents to be offered an alternative school for enrolment and they will have a wider opportunity to submit a placing request application prior to the closing date for placing requests of 15 March.

The management circular supports the statutory requirements designed to ensure adequate provision for placements and placing request applications are in place. It outlines the expected level of service to be delivered by Education Services and ensures that parents and staff work effectively together providing fairness and equality. Education Services are committed to providing a fair and equitable system for placing catchment children, the transition process from P7 to S1 and placing request applications. We also want to ensure that the views of the learner as well as those of the parents/carers are accurately represented, recorded and appropriately taken into account.

We welcome your view on the above proposals and would invite you to log your submissions to the consultation at Schoolconsultations@glasgow.gov.uk by 26th April 2013. Alternatively, you can post in your submission to: School Consultations, Education Services, Glasgow City Chambers East, 40 John Street, Glasgow G1 1JL.

Yours sincerely

A handwritten signature in black ink that reads "Maureen McKenna". The signature is written in a cursive style with a large, stylized 'M' and 'K'.

Maureen McKenna
Executive Director of Education