

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE CATCHMENT AREAS OF POLKEMMET PRIMARY SCHOOL, CROFTMALLOCH PRIMARY SCHOOL; AND GREENRIGG PRIMARY SCHOOL.

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval, following formal public consultation, of the proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-

- Polkemmet Primary School
- Croftmalloch Primary School
- Greenrigg Primary School.

To present to Education Executive with details of the outcome of the formal consultation, and the comments of Education Scotland (HMle) on the consultation.

B. RECOMMENDATION

It is recommended that Education Executive:-

1. Approves the proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-
 - Polkemmet Primary School
 - Croftmalloch Primary School
 - Greenrigg Primary School.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland (HMle) on the consultation.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The consultation does not change any existing policies. Legal.

The Local Government etc (Scotland) Act 1994. Education (Scotland) Act 1980 and related regulations. The Standards in Schools (Scotland) Act 2000, the School Education (Amendment) (Scotland) Act 2002 and School (Consultation) (Scotland) Act 2010. It is also necessary to consider primary and secondary school provision and catchment area arrangements in the context of the West Lothian Local Development Plan.

III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	We are better educated and have access to increased and better quality learning and employment opportunities. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.
VI	Resources - (Financial, Staffing and Property)	Approved financial resources will meet obligations for printing and postage, costs associated with public meetings, for advertisements for the public meetings and for dedicated staff time required for the process.
VII	Consideration at PDSP	26 March 2019
VIII	Other consultations	Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services. Formal consultation involved Parent Councils, parents/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools were also consulted.

D. TERMS OF REPORT

D1. Background to Consultation Proposal

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposal would move 443 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer 13 existing residential properties and a large area of the

proposed Heartlands development to the Croftmalloch Primary School catchment area.

A copy of the Consultation Document is appended to this report as Appendix 1.

D2. Consultation Process

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Wednesday 30 October to Tuesday 10 December 2019.

The Education Service proposal information was available as follows:-

- West Lothian Council Website
- West Lothian Council digital media products
- Local Press
- Available in hard copy via central locations within West Lothian
- Hard copy available for postal distribution on request

The Consultation Document was made available through the following means as and when requested:-

- Translation Services
- Provision for deaf and hearing impaired, blind and visually impaired

A public meeting was conducted at Polkemmet Primary School, Whitburn, on Wednesday 13 November 2019. Council officers outlined the key elements of the proposal to vary admission arrangements and answered questions from meeting attendees.

During the consultation period views on the proposal were welcomed in writing.

D3. Outcome of Consultation

No written responses were received. One e-mail response sought clarification on whether pupils already attending Greenrigg Primary School would be required to change school, and was reassured that they would not.

The four parents who attended the Statutory Consultation Meeting sought clarification of various aspects of it.

No expression of opposition to the proposal was received during the statutory consultation.

A copy of the Council's Report of the statutory consultation is appended to this report as Appendix 2.

D4. Comments of Education Scotland (HMle) on the Consultation

Education Scotland has written a report on West Lothian Council's proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-

- Polkemmet Primary School
- Croftmalloch Primary School
- Greenrigg Primary School.

Education Scotland agrees that the council's proposal provides a strong case for its proposal to vary admission arrangements by altering the catchment areas of Polkemmet Primary, Croftmalloch Primary and Greenrigg Primary Schools. The council outlines the associated educational benefits. HM Inspectors endorse this view. All children, parents and school staff who met with HM Inspectors were supportive of the proposal. The council's proposal, should it proceed, will see improved alignment of localities to school catchment areas. This forward planning will assist the authority in managing the rolls in all affected schools.

The full Education Scotland report is appended to this report as Appendix 3.

E. CONCLUSION

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposal would move 443 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer 13 existing residential properties and a large area of the proposed Heartlands development to the Croftmalloch Primary School catchment area.

The outcome of the consultation process was that those participating supported the proposal.

Education Scotland agrees that the proposal, should it be approved, will bring educational benefit to the children at the three primary schools.

F. BACKGROUND REFERENCES

Schools (Consultation)(Scotland) Act 2010

Education Executive report 29 May 2018

Appendices/Attachments:

Appendix 1 - Consultation Document

Appendix 2 - Report of the Statutory Consultation

Appendix 3 - Education Scotland (HMIE) Report

Contact: Andrew Sneddon, Service Manager – Learning Policy and Performance

James Cameron, Head of Education (Learning, Policy and Resources)

Date of meeting: 8 December 2020

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**EDUCATION SERVICES
CONSULTATION DOCUMENT
OCTOBER 2019**

**PROPOSALS TO VARY ADMISSION
ARRANGEMENTS BY ALTERING THE CATCHMENT
AREAS OF:**

- **POLKEMMET PRIMARY SCHOOL**
- **CROFTMALLOCH PRIMARY SCHOOL; AND**
- **GREENRIGG PRIMARY SCHOOL**

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SECTION ONE

This section introduces the reason for the consultation. It provides information about why West Lothian Council is proposing to review the non-denominational primary school catchment areas at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School.

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise on:

1. West Lothian Council proposals to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:
 - I. Proposal 1 - Polkemmet Primary School
 - II. Proposal 2 - Croftmalloch Primary School; and
 - III. Proposal 3 - Greenrigg Primary School
2. The educational benefits of these proposals and how they will make things better; and
3. Information on how you can give your views and take part in the consultation process.

West Lothian Council believes that thorough and effective consultation will support better outcomes for pupils, their families and the wider community as a whole.

Public consultations are necessary when a local authority is proposing to make a change to the school estate including variation to admission arrangements by altering school catchment areas. To carry out a public consultation West Lothian Council requires to follow the statutory guidance outlined in the Schools (Consultation) (Scotland) Act 2010. With this in mind this document is organised into three sections:

Section 1 of this document introduces the proposals and gives background and rationale.

Section 2 contains the educational benefits statement and provides an assessment of the effects of the proposals on the children/young people and their families at the affected schools.

Section 3 offers information on the Integrated Impact Assessment (IIA) conducted by Council officers to meet statutory equality duties, to assess policies and practices and ensure compliance with all legislative requirements.

Section 4 details how West Lothian Council has organised the consultation process to meet the requirements of the legislation and how you can take part and give your views.

West Lothian Council Consultation **2019**

1.2. BACKGROUND

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. At present, almost the entire site is located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposed revised admission arrangements affect 443 properties that are currently in the Greenrigg Primary School catchment. In the proposed arrangement these properties would be in the Polkemmet Primary School catchment. 427 of these are new build properties constructed as part of the Heartlands development. 16 are older properties in the Cultsykefoot and Polkemmet Country Park areas.

Only 9 out of 37 primary aged children within the area affected by the Greenrigg/Polkemmet revised arrangement currently attend Greenrigg Primary School.

In order to balance demand across the Whitburn primary non-denominational school estate it is also proposed to expand the catchment area at Croftmalloch Primary School.

The proposed revised admission arrangements affect 13 existing properties and a large area of the proposed Heartlands development that are currently in the Polkemmet Primary School catchment. In the proposed arrangement these properties would be in the Croftmalloch Primary School catchment.

There are no children in the area affected by the revised Polkemmet/Croftmalloch arrangement attending West Lothian Schools.

There are no anticipated alterations to the existing capacities at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School as a result of these proposals.

The tables below offer school roll predictions, details of which are taken from the 2018 based forecasts:

Polkemmet Primary School:

Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
306	144	146	157	165	166	162	158	155	153	145	142

Croftmalloch Primary School:

Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
387	185	173	172	167	159	148	135	140	139	132	126

Greenrigg Primary School:

Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
171	118	121	124	130	135	141	150	163	177	188	207

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Current and proposed school catchment area maps are attached to this report as Appendices 1-7.

1.2.1 NON-DENOMINATIONAL SECONDARY SCHOOL CATCHMENT AREAS

Each non-denominational secondary school in West Lothian has a defined catchment area which consists of combined associated primary school catchment.

All of the non-denominational primary schools detailed in this report have a primary to secondary school association and are in the catchment of Whitburn Academy.

Further to proposed amendments to primary school catchments as detailed in sections 1.2 of this report it is further proposed to associate the identified areas of change to the designated secondary school to ensure all secondary school catchments align with primary school catchments.

1.3. SUMMARY OF PROPOSALS

West Lothian Council Education Services proposal to vary admission arrangements by altering the non-denominational primary school catchment areas of:

- Proposal 1 - Polkemmet Primary School
- Proposal 2 - Croftmalloch Primary School
- Proposal 3 - Greenrigg Primary School

SECTION TWO

This section contains the expected educational benefits to be gained should the proposals be progressed.

2.1 EDUCATIONAL BENEFIT STATEMENT

Whilst assessing the educational benefits of these proposals, the undernoted factors are considered:

- **Curriculum For Excellence**

Curriculum for Excellence is the national curriculum of experiences and outcomes for all pupils, 3-18 years.

The national guidance from Education Scotland encourages education authorities to ensure that curricular provisions offer opportunities for learners to achieve across all curricular areas and develop skills, attributes and capabilities through courses aligned with the key principles of Curriculum for Excellence: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

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A key educational advantage of the proposals is that Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue to be fully equipped to deliver the full breadth of Curriculum for Excellence.

The continued engagement of creative teaching and learning approaches in viable and sustainable school establishments will broaden scope for attainment and achievement and maintain a positive ethos for staff and pupils alike.

- **Admission Arrangements**

Variations to existing admission arrangements at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School are anticipated as a result of the proposed alterations to school catchment areas, details of which are highlighted in Section 1.2 of this report and are shown in Appendices 1-7.

All criteria for admission will be in accordance with West Lothian Council's Admission Arrangements Policy. [West Lothian Council Primary School Admission Policy](#)

- **School Management/Staff Teams**

The proposals do not foresee any amendment to current school management structures. All existing staffing facilitations and day to day operations within Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue as is.

Any amendments to current staffing will be undertaken in accordance to West Lothian Council's statutory recruitment processes.

- **School Transport**

There are no anticipated amendments to existing school transport provisions as a result of the proposals. Any requests for school transport provisions will be considered in accordance with West Lothian Council's School Transport Policy. [West Lothian Council Mainstream School Transport Policy](#)

- **Primary to Secondary Transition**

Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue to be associated primary schools and aligned to Whitburn Academy. Transition programmes currently adopted will be unaffected by the proposed amendment to catchment allocation. The relative establishments will endeavour as always to ensure the primary to secondary transition process will continue to be a seamless and positive experience for those pupils involved.

- **School Grounds/Outdoor Learning/Playground**

The school grounds and playground areas at each of the aforementioned schools will continue to offer ample scope for development of the outdoor classroom. This will have a positive impact on the learning environment for all pupils and will support the development of good relationships and positive behaviour, not only in the classroom, but also outdoors and in the wider community.

Car parking and pupil drop off / uplift areas will continue to ensure safe and efficient traffic flow in. Appropriate car park protocols and risk assessments will be maintained.

- **Breakfast / After School Clubs**

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Breakfast clubs at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue to provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options.

A key aim of offering breakfast club facilities is to establish positive relationships at the start of the school day and improve attitude, behaviours and motivation to learn.

Pupils will continue to be invited to take part in extracurricular activities which will usually take place in blocks throughout the school session. Participation in these activities promotes and encourages social interaction, confident individuals, effective contributors and responsible citizens.

- **Parental Involvement**

Parents and carers are an integral part of the school community with their ongoing contributions and working partnerships key to the success of the school.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School as a result of the proposals.

A key aim as always is the delivery of a welcoming school that is inclusive for all parents, carers, pupils and staff.

- **Community Links**

All external links that each of the aforementioned schools has established will remain with each school continuing to have clear and distinct associations within the local community.

Community interaction provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local area.

- **Benefits for Any Other School Users**

The proposed changes will have no impact on existing external school users. All existing provisions will remain.

SECTION THREE

This section provides information on the Integrated Impact Assessments (IIA) conducted by Council officers to meet statutory equality duties, to assess policies and practices and ensure compliance with all legislative requirements.

The aim of an IIA is to examine policies and practices in a structured way taking account of equality, human rights and poverty implications when making decisions, ensuring the impact within the community is recognised and addressed accordingly.

IIA screening is completed using the Council's Integrated Impact Assessment Toolkit and allows the Authority to recognise positive steps it can take to promote fairness and equality of opportunity for all.

As part of the consultation process the Council will consult with a wide range of stakeholders, staff, parents/carers and young people and will welcome and address comments on the IIA process.

The outcome of the Integrated Impact Assessment will inform the Final Consultation Report and the Council's consideration of the proposed changes prior to reaching a decision on whether they should be implemented.

SECTION FOUR

This section provides information on how West Lothian Council has organised the consultation process for the proposals contained within this document. It also provides information on how you can take part and give your views.

THE CONSULTATION PROCESS - HOW TO HAVE YOUR SAY

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to vary admission arrangements by varying the catchment area of a school requires a formal consultation process.

The Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014, sets out the statutory consultation requirements.

The statutory consultees are prescribed as follows:

- the Parent Council or Combined Parent Council of any affected school
- the parents of the pupils at any affected school
- the parents of any children expected by the education authority to attend any affected school within two years of the date of publication of the proposal paper
- the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity)
- the staff (teaching and other) at any affected school
- any trade union which appears to the education authority to be representative of the persons mentioned in bullet point above
- the community council (if any)
- the community planning partnership (within the meaning of section 4(5) of the Community Empowerment (Scotland) Act 2015 for the area the local authority in which any affected school is situated.
- any other community planning partnership that the education authority considers relevant
- any other education authority that the education authority considers relevant
- any other users of any affected school that the education authority considers relevant
- in relation to any relevant proposal which affects a denominational school, the

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Church, Denominational Body or Scottish Hierarchy of the Roman Catholic Church.

As stated in the terms of the Schools (Consultation) (Scotland) Act 2010 statutory consultation periods should last a minimum of six weeks continuous and incorporate a minimum of 30 school days (excluding school holidays). Therefore the consultation period for these particular proposals will run from Wednesday 30 October 2019 until Tuesday 10 December 2019.

The consultation paper will be made available for reference electronically and in paper format.

A public meeting will be held in respect of the proposals at Polkemmet Primary School Whitburn on Wednesday 13 November 2019, 6.30pm-8.00pm.

This meeting will give interested parties a formal opportunity to express their views.

Representatives of the Council will be present at the meeting to outline the proposals, facilitate discussions and answer questions.

The Council website contains information on the consultation. The web address is: www.westlothian.gov.uk/Primary-School-Catchment-Review-Whitburn-Greenrigg

During the consultation period any views on the proposals should be sent in writing to:

Melanie Laurie, Education Project Officer, Education Services, Civic Centre, Howden Road South, EH54 6FF

Responses can also be made by e-mail to Education.Consultation@westlothian.gov.uk

All responses to be received by no later than 5.00pm Tuesday 10 December 2019.

Consultation Timeline:

Following the end of the Consultation period West Lothian Council must provide Education Scotland with a report detailing all findings pertaining to the Consultation.

All written and oral comments received during the Consultation process are recorded and represented in this report, along with the Council's response to those comments.

Education Scotland will consider the Council submission and advise their response accordingly.

West Lothian Council will ensure that considerations received from Education Scotland are included in the Final Consultation Report. This Final Report will be made available and notification will be given to those individuals or groups that have made representations during the Consultation period.

West Lothian Council will not make any decisions, or put any changes into effect until the final Consultation Report has been concluded, published and subsequently presented to the Education Executive in March 2020.

The above Consultation Timeline encompasses statutory legislative requirements detailed as per Schools (Consultation)(Scotland) Act 2010

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Propozycja samorządu lokalnego West Lothian Council dotycząca poddania przeglądowi obszarów rejonizacji następujących bezwyznaniowych szkół podstawowych: Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School

Jeżeli wymagana jest kopia powyższego dokumentu prosimy o telefon do MELANIE LAURIE 01506 281666 PODAJĄC IMIĘ I NAZWISKO INTERESANTA I WYMAGANY JĘZYK TŁUMACZENIA

西洛錫安市政委員會關於審查 Polkemmet 小學、Croftmalloch 小學和 Greenrigg 小學的非宗派小學劃片區域提案

若您欲索取一份本文件的副本，請致電MELANIE LAURIE 01506 281666。請給出您的姓名地址和文件所需譯成的語種

West Lothian 议会，提议审查非教派小学Polkemmet小学， Croftmalloch小学和Greenrigg小学所接受学生的区域。

如果您想要一份本文件的副本，请致电MELANIE LAURIE 01506 281666. 留下您的姓名地址和您所需要文件被翻译成的语言。

ویسٹ لوٹھین کونسل، پولکیمیٹ پرائمری اسکول، کروفٹ میلوخ پرائمری اسکول اور گرینرگ پرائمری اسکول پر غیر طبقاتی پرائمری اسکول کیچمنٹ ایریاز کا جائزہ لینے کی تجویز

اگر آپ کو اس دستاویز کی ایک نقل چاہیے تو براہ مہربانی 01506 281666 پر میلینی لاوری سے رابطہ کریں، اپنا نام پتہ اور اس زبان کے بارے میں بتاتے ہوئے جس میں آپ اس دستاویز کا ترجمہ کروانا چاہتے ہیں

بلدیہ ویسٹ لوٹھین West Lothian ، عرض لإعادة النظر حول مناطق القبول العائدة للمدارس غير الدينية وهي مدرسة بولکیمیٹ Polkemmet الابتدائية ومدرسة کروفٹمولوک Croftmalloch الابتدائية ومدرسة جرينرگ Greenrigg الابتدائية.

إذا رغبت الحصول على نسخة من هذه الوثيقة ، فيرجى منك الاتصال مع ميلاني لوري MELANIE LAURIE على رقم الهاتف: 01506 281666 وذكر اسمك وعنوانك واللغة التي ترغب بترجمة الوثيقة إليها

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ওয়েস্ট লোথিয়ান কাউন্সিল - পল্‌কীমটে (**Polkemmet**) প্রাইমারি স্কুল, ক্রফটমাল্লোচ (**Croftmalloch**) প্রাইমারি স্কুল এবং গ্রীণরীগ (**Greenrigg**) প্রাইমারি স্কুলগুলোর ক্ষেত্রে ধর্ম নিরপেক্ষ ও অসম্প্রদায়ভিত্তিক প্রাইমারি স্কুল ক্যাচমেন্ট এলাকাগুলো (শিক্ষার্থী গ্রহণ সীমানা) পর্যালোচনা করার প্রস্তাব।


যদি আপনি এই দলিলটির একটি কপি পতে চান, তাহলে অনুগ্রহ করে **01506 281666** নম্বরে ম্যালানী লোওরীকে (**MELANIE LAURIE**) ফোন করুন। উনাকে আপনার নাম, ঠিকানা দিন এবং কোন ভাষায় দলিলটি অনুবাদ আকারে পতে চান তা বলুন।

West Lothian savivaldybės siūlymas peržiūrėti nedominacinių pradinųjų mokyklų pasiekiamumo zonas Polkemmet, Croftmalloch ir Greenrigg pradinėms mokykloms.

Jei norėtumėte šio dokumento kopijos prašome skambinti MELANIE LAURIE telefonu 01506 281666. PATEIKITE SAVO VARDĄ, ADRESĄ IR KALBĄ J KURIA NORĖTUMĖTE, KAD DOKUMENTAS BŪTŲ IŠVERSTAS.

Vestloziānas domes (*West Lothian Council*) priekšlikums pārskatīt nekonfesionālo pamatskolu – Polkemmet pamatskolas, Croftmalloch pamatskolas un Greenrigg pamatskolas mikrorajonus

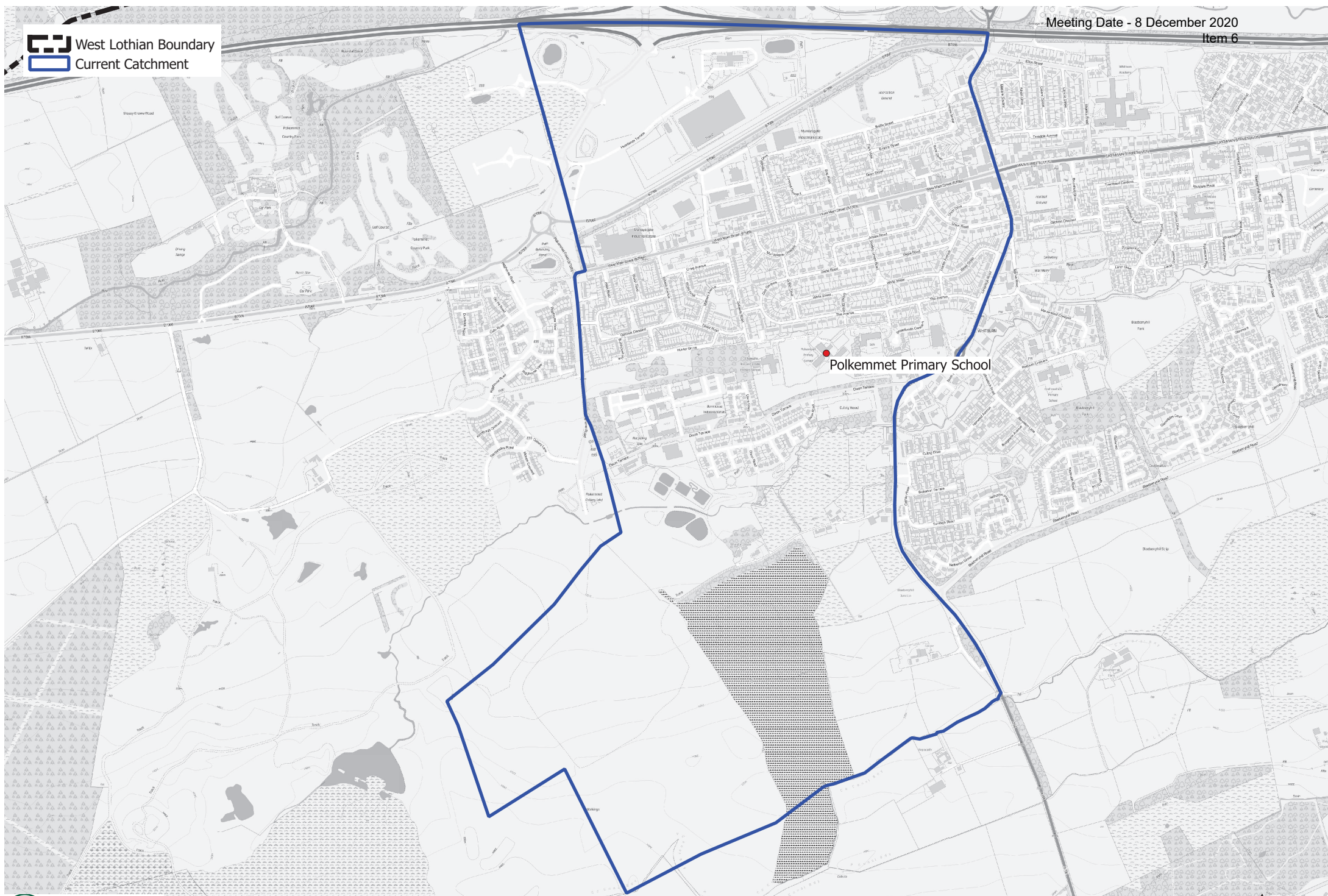
Ja jūs vēlaties saņemt šī dokumenta eksemplāru, lūdzam zvanīt MELANIE LAURIE uz 01506 281666. JUMS JĀNORĀDA JŪSU VĀRDS, UZVĀRDS UN ADRESE, KĀ ARĪ VALODA, KURĀ JŪS VĒLATIES ŠO DOKUMENTU SAŅEMT

 West Lothian Boundary
 Current Catchment

Greenrigg Primary School

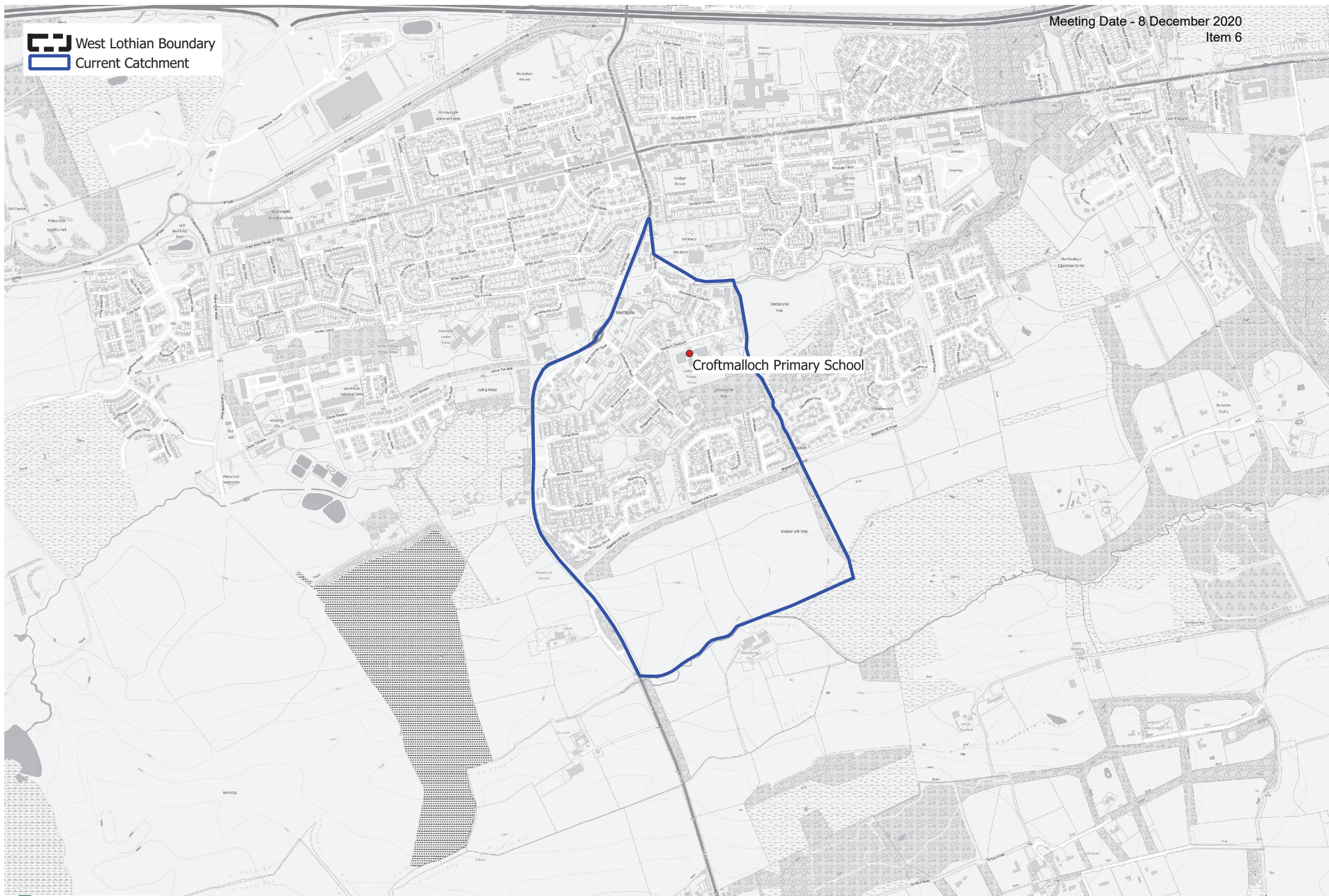
Current Greenrigg Primary School Catchment Area

West Lothian Boundary
Current Catchment



Polkemmet Primary School

Current Polkemmet Primary School Catchment Area



Croftmalloch Primary School

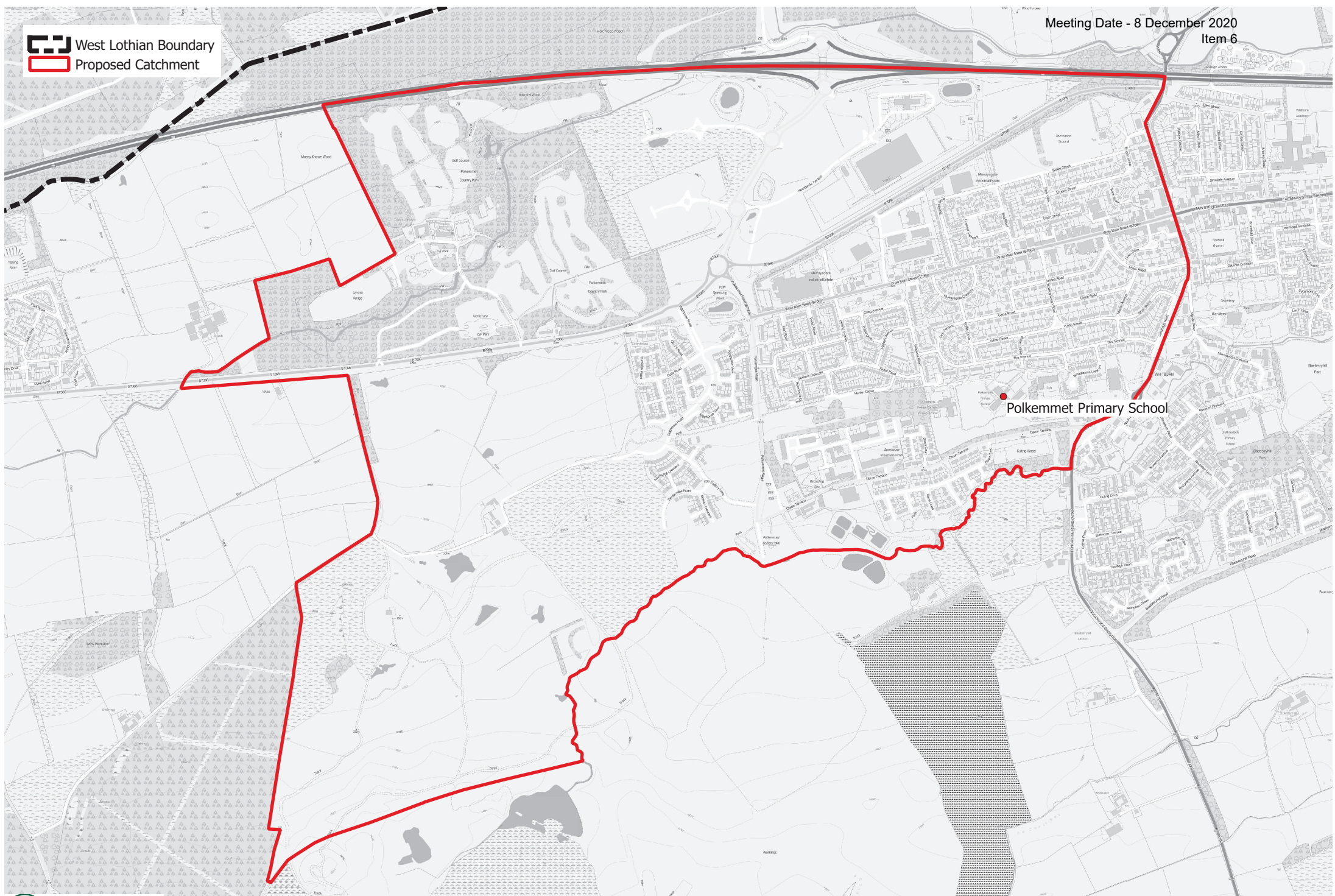
Current Croftmalloch Primary School Catchment Area

 West Lothian Boundary
 Proposed Catchment

Greenrigg Primary School

Proposed Geenrigg Primary School Catchment Area

 West Lothian Boundary
 Proposed Catchment



Croftmalloch Primary School

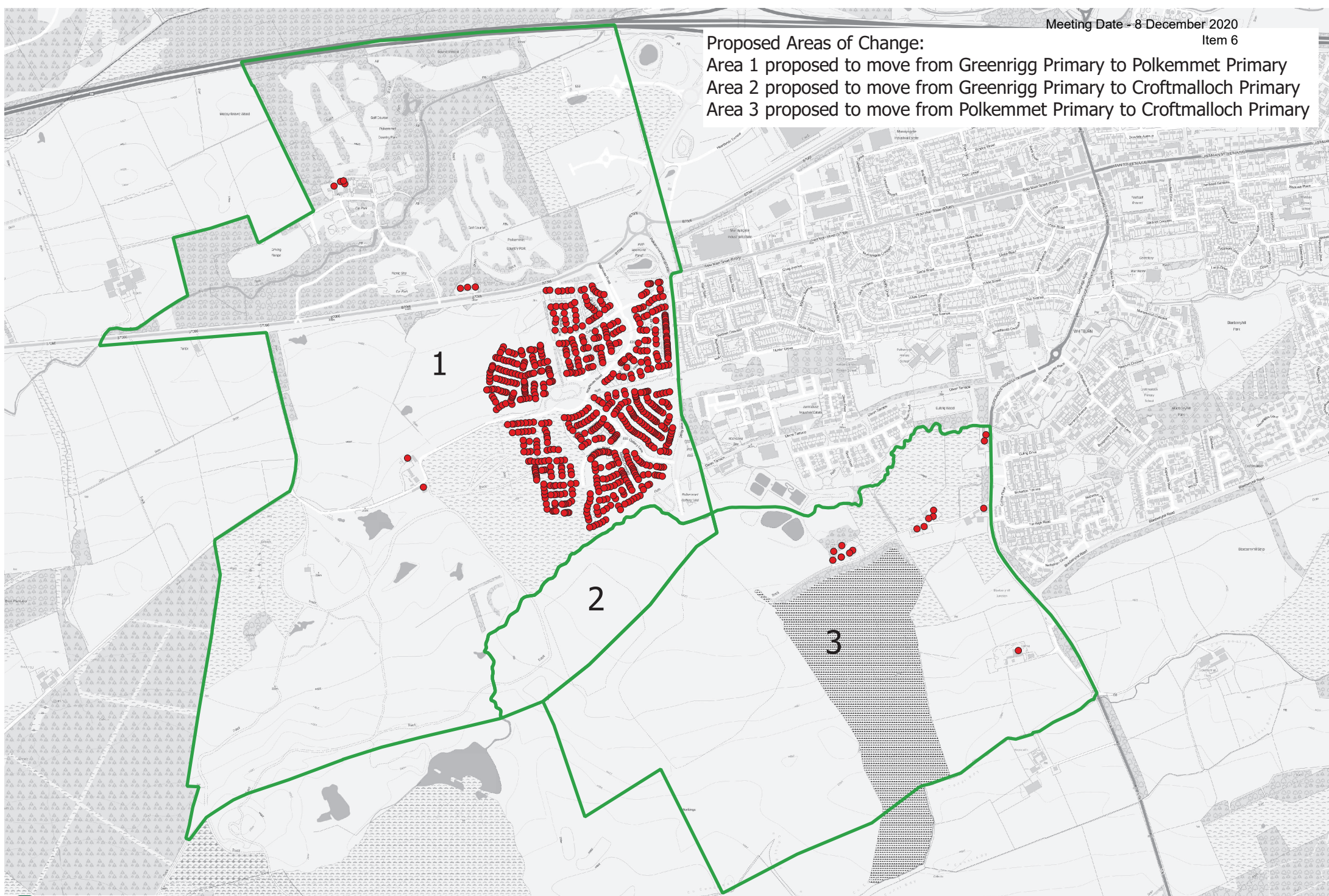
Proposed Croftmalloch Primary School Catchment Area

Proposed Areas of Change:

Area 1 proposed to move from Greenrigg Primary to Polkemmet Primary

Area 2 proposed to move from Greenrigg Primary to Croftmalloch Primary

Area 3 proposed to move from Polkemmet Primary to Croftmalloch Primary



Heartlands proposed areas of change

**PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE
CATCHMENT AREAS OF:**

- **POLKEMMET PRIMARY SCHOOL**
- **CROFTMALLOCH PRIMARY SCHOOL; AND**
- **GREENRIGG PRIMARY SCHOOL.**

A REPORT OF THE STATUTORY CONSULTATION

Wednesday 30 October to Tuesday 10 December 2019

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1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-
 - Polkemmet Primary School
 - Croftmalloch Primary School
 - Greenrigg Primary School
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services proposes to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-

- Polkemmet Primary School
- Croftmalloch Primary School
- Greenrigg Primary School

1.3 BACKGROUND

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposal would move 443 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer 13 existing residential properties and a large area of the proposed Heartlands development to the Croftmalloch Primary School catchment area.

1.4 TIMELINE

The following timeline was established and incorporates the organisation of a public meeting, Education Scotland involvement, the preparation and publication of the report on the outcomes of the consultation and subsequent submission to West Lothian Council Education Executive for its decision in March 2020.

Date	Event	Description
29 May 2018	Education Executive Meeting	Meeting to discuss proposal and agree continuation to pre consultation phase
30 October 2019	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
13 November 2019	Public Meetings	Public Meetings to discuss proposal
10 December 2019	End of Consultation	End of Public Consultation
20 December 2019	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
25 February 2020	Offer Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland and on consideration of previous consultation period representations, Authority will prepare and publish final consultation report
3 March 2020	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
24 March 2020	Education Executive Meeting	Decision made

1.5 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, relocation of a school, requires a formal consultation.

The Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014, sets out the statutory consultation requirements.

The statutory consultees for a proposal to relocate an education establishment are prescribed as follows:

- the Parent Council or Combined Parent Council of any affected school
- the parents of the pupils at any affected school
- the parents of any children expected by the education authority to attend any affected school within two years of the date of publication of the proposal paper
- the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity)
- the staff (teaching and other) at any affected school
- any trade union which appears to the education authority to be representative of the persons mentioned in bullet point above
- the community council (if any)
- the Community Planning Partnership (within the meaning of section 4(5) of the Community Empowerment (Scotland) Act 2015 for the area of the local authority in which affected school is situated.
- any other community planning partnerships considered relevant by the Authority.
- any other education authority that the education authority considers relevant
- any other users of any affected school that the education authority considers relevant
- in relation to any relevant proposal which affects a denominational school, the Church, Denominational Body or Scottish Hierarchy of the Roman Catholic Church

1.6 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from **Wednesday 30 October to Tuesday 10 December 2019**. This timescale adheres to the statutory consultation period for such circumstances which is a minimum of 6 consecutive weeks and include at least 30 school days.

To communicate, the Education Service proposal information was delivered through the undernoted media avenues:

- West Lothian Council Website
- West Lothian Council digital media products
- Local Press
- Available in hard copy via central locations within West Lothian
- Hard copy available for postal distribution on request

In order to ensure all parties had the same opportunity to access the consultation information, facilities were put in place to communicate the proposal in a manner best suited to the needs of the individual. To this regard, the Consultation Document was made available through the following means as and when requested:

- Translation Services
- Provision for deaf and hearing impaired, blind and visually impaired

A copy of the Consultation Document is attached as Appendix B.

A public meeting was conducted at Polkemmet Primary School, Whitburn, on Wednesday 13 November 2019. Council officers outlined the key elements of the proposal to Vary admission arrangements and answered question from meeting attendees. Comprehensive minutes of the public meetings are detailed in Section 3 of this report.

During the consultation period views on the proposal were welcomed in writing to the address given below:

Melanie Laurie, Education Services, Civic Centre, Howden Road South, EH54 6FF

Responses by e-mail were directed to Education.Consultation@westlothian.gov.uk

All interested parties were invited to submit their comments by close of business Tuesday 10 December 2019.

2. CONSULTEE RESPONSES TO PROPOSAL

West Lothian Council Education Services noted comments made through a variety of means however only those official representations submitted in the terms of the **Consultation Document SECTION 5: Consultation Process and How To Have Your Say (Appendix B)** have been recorded for reporting purposes.

No hard copy written representations were received during the consultation period. All responses from consultees were received either in electronic format (email) or by oral representation at the statutory public meetings.

2.1 RESPONSES RECEIVED

2.1.1. Email Responses:

Responder	Response	West Lothian Council Comment
Parent	<p>My son currently attends Greenrigg Primary School and we are a residence of the Heartlands Development.</p> <p>After moving him from school to school due to the house move we where happy he is finally in a stable and well-supported school.</p> <p>A question on the catchment review I have is would existing pupils attend Greenrigg who are within the heartlands development be required to move?</p>	No pupil would be required to move school as a result of the proposal.

3 NOTES OF PUBLIC MEETING

WEST LOTHIAN COUNCIL

PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM SCHOOL CATCHMENT AREA VARIATIONS AT POLKEMMET PRIMARY SCHOOL, CROFTMALLOCH PRIMARY SCHOOL AND GREENRIGG PRIMARY SCHOOL

MINUTES OF STATUTORY CONSULTATION MEETING POLKEMMET PRIMARY SCHOOL WEDNESDAY 13 NOVEMBER 2019, 6.30pm

Present:

In attendance from West Lothian Council:

Cllr Lawrence Fitzpatrick, Depute Executive Councillor for Education
James Cameron, Head of Education
Catherine Campbell, Education Officer
Andrew Cotton, Senior Education Planning Officer

Meeting Attendees:

4 parents, 3 Head Teachers.

Introductions and Overview

Aims of Statutory Consultation Exercise:

- Formal consultation required in accordance with Schools (Consultation) (Scotland) Act 2010
- Information sharing opportunity – details the specifics and the reasoning behind the proposal
- Opportunity to capture the views of consultees
- Invaluable research approach

Summary of Proposal:

- Review admission arrangements arising from proposed alterations to the catchment areas at: Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School

Rationale:

- West Lothian Council obligation to meet demands of housing developments in the area
- Review of current and projected pupil roll indicators for Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School.
- West Lothian Council ongoing commitment to providing quality and long term sustainable educational provisions for all pupils

Group Discussion

Cllr Lawrence Fitzpatrick opened the floor for discussion:

Question / Comment:

Will children already attending Greenrigg Primary School be able to remain there?

Response:

Yes, no child is ever asked to change school as a result of a catchment review

Question / Comment:

Will transport continue to be provided to children remaining at Greenrigg Primary School?

Response:

Yes, children already attending the school will continue to receive transport provision.

Question / Comment:

Will younger siblings of those attending Greenrigg Primary School be able to get a place at Greenrigg Primary School?

Response:

Yes, applications from younger siblings of current catchment pupils after a catchment review will be treated as if they were catchment applications.

Question / Comment:

Will younger siblings be able to receive transport provision?

Response:

Yes, younger siblings of current catchment pupils would be treated as catchment so transport provision would be included.

Question / Comment:

Could Greenrigg school accommodate children from all 2000 houses proposed at Heartlands?

Response:

No, it could not and it is not possible to easily extend Greenrigg school.

Question / Comment:

What education provision was proposed as part of the Heartlands development?

Response:

Development funded extensions to Croftmalloch and St Joseph's were proposed as part of the Heartlands development so the intention was always to do a catchment review to ensure the children from Heartlands attended existing schools in Whitburn that had spare and extended capacity.

Question / Comment:

Is Polkemmet School within walking distance of the Heartlands development.

Response:

Yes, it is less than a mile

Question / Comment:

Would other pre-school children from Heartlands be able to apply for places at Greenrigg Primary School?

Response:

Yes, any child can apply for any school as at present and if space is available it would be granted. At

present Greenrigg Primary school does have capacity for any applications but these would be granted as out of catchment placing requests.

Question / Comment:

When will the new catchments come into force?

Response:

If approved at the March 2020 Education Executive as currently proposed then they would be used for applications for children starting school in August 2020.

Question / Comment:

It would be better if children from Heartlands had Polkemmet and Croftmalloch as catchment schools as it reflects where the majority of children already attend.

Response:

Noted. The proposal reflects existing parental preference in this regard.

Question / Comment:

It would be better if children from Heartlands had Polkemmet and Croftmalloch as catchment schools as it would better integrate Heartlands into activities such as Whitburn Gala Day.

Response:

Noted.

Next Steps

- Collate and review feedback received during Statutory Consultation period
- December 2020 - West Lothian Council submit report on findings of Public Consultation to Education Scotland for review
- February 2020 - West Lothian Council prepare and publish final Consultation Paper
- March 2020 - West Lothian Council Education Executive meet to review the final Consultation Paper and make final decision on proposal

Close

Cllr Fitzpatrick concluded the meeting by thanking attendees for their attendance and participation in discussions.

4. ANALYSIS OF CONSULTATION RESPONSES

An e-mail respondent and attendees at the Statutory Consultation meeting sought and received clarification on a number of points.

No expression of opposition to the proposal was received during the statutory consultation.

30 October 2019

Dear Consultee

West Lothian Council Education Services Proposal to Review Non-Denominational Primary School Catchment Areas

West Lothian Council's Education Executive at its meeting on 23 April 2019, authorised Education Services to commence statutory consultation on the proposal to review admission arrangements arising from proposed variations to the school catchment areas at:

- Polkemmet Primary School,
- Croftmalloch Primary School; and
- Greenrigg Primary School

The consultation document outlining the proposal is available online from 30 October 2019 on the following webpage: www.westlothian.gov.uk/Primary-School-Catchment-Review-Whitburn-Greenrigg

Hard copies of the consultation document are also available for uplift from the Civic Centre, Howden South Road, Livingston, EH54 6FF or can be requested in writing from:

Melanie Laurie, Project Officer, West Lothian Council Education Services, Civic Centre,
Howden South Road, Livingston, EH54 6FF.

The consultation period is from 30 October 2019 to 5pm on 10 December 2019.

A public meeting to discuss the consultation document will be held at Polkemmet Primary School, Whitburn on Wednesday 13 November 2019 at 6.30pm-8.00pm.

You are also invited to submit your comments on the consultation in writing to Melanie Laurie at the above address or by e-mail to Education.Consultation@westlothian.gov.uk

For written representations to be considered they must be received no later than 5pm on Tuesday 10 December 2019.

A decision on the proposal is planned to be made in March 2020 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and through information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

A handwritten signature in black ink that reads "James Cameron". The signature is written in a cursive style with a large initial 'J'.

James Cameron

Head of Education (Learning, Policy and Resources)

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to vary admission arrangements by altering the catchment areas of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School.

December 2019

1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ('the 2010 Act'). The purpose of the report is to provide an independent and impartial consideration of West Lothian Council's proposal to vary admission arrangements by altering the catchment areas of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the school; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School, including discussion with relevant consultees.

2. Consultation process

2.1 West Lothian Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).

2.2 The formal consultation ran from 30 October 2019 to 10 December 2019. Communication was issued to all statutory stakeholders at the affected schools and in the community informing them of this consultation. A public meeting was held at Polkemmet Primary School on 13 November 2019. This was attended by the seven stakeholders. All questions from attendees were responded to positively. During the consultation period there was one email response received, which was a question requiring clarification. There was no expression of opposition to the proposal received during the statutory consultation.

3. Educational aspects of proposal

3.1 The council has set out a strong case for its proposal to vary admission arrangements by altering the catchment areas of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School. The proposal takes account of projected increase in roll numbers as a result of a major housing development in the area. The proposal will help to ensure West Lothian Council meets its statutory educational responsibilities.

3.2 The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area. The school does not have the capacity to accommodate children from all the new houses. The proposal would move over 400 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer over ten existing residential properties and a large area of the proposed Heartlands development to the Croftmalloch Primary School catchment area.

3.3 Younger siblings of those pupils currently attending any of the non-denominational primary schools detailed in this report will retain catchment status of the older sibling. Similarly, they will continue to have a primary to secondary school association in the catchment of Whitburn Academy. There are no anticipated amendments to existing school transport provisions as a result of the proposals.

3.4 The council has considered a number of educational benefit factors. This includes the capacity of the non-denominational primary schools to meet growing roll numbers. The use of indoor and outdoor space by children. The provision of breakfast clubs which are helping to provide children with a healthy start to the school day.

3.5 HM Inspectors met with children, parents and school staff from the affected primary schools. All were supportive of the proposal. Parents and staff recognise potential changes to the demographics of the area and welcome opportunities for increased diversity within the school. Children are looking forward to making new friends within and outwith the school.

3.6 Staff at Greenrigg Primary School recognise that the proposed Heartlands site would potentially increase the school's roll beyond its capacity. The proposed catchment realignment would help to address this. However, staff and children in Polkemmet and Croftmalloch Primary Schools recognise that potential increased roll will impact in areas of the school that they currently use for music, drama and technology. These areas may now be needed as classrooms. Moving forward it will be important to consider the use of internal and external space in all non-denominational primary schools and ensure that they are used to their capacity.

4. Summary

The council's proposal provides a strong case for its proposal to vary admission arrangements by altering the catchment areas of Polkemmet Primary, Croftmalloch Primary and Greenrigg Primary Schools. The council outlines the associated educational benefits. HM Inspectors endorse this view. All children, parents and school staff who met with HM Inspectors were supportive of the

proposal. The council's proposal, should it proceed, will see improved alignment of localities to school catchment areas. This forward planning will assist the authority in managing the rolls in all affected schools.

HM Inspectors
December 2019