



Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

12 January 2022

A meeting of the **Education Executive** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Tuesday 18 January 2022 at 10:00am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
3. Order of Business, including notice of urgent business, declarations of interest in any urgent business and consideration of reports for information.

The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.

4. Confirm Draft Minutes of Meeting of Education Executive held on Tuesday 16 November 2021 (herewith)

Public Items for Decision

5. Review of Non-Denominational Primary School Catchments at Seafield, Parkhead, Livingston Village, Bankton and Dedridge Primary Schools - report by Head of Education (Learning, Policy and Resources) (herewith)
6. Review of Denominational Primary School Catchments at St Mary's Polbeth, Our Lady of Lourdes and St Ninian's Primary Schools - report by

Head of Education (Learning, Policy and Resources) (herewith)

7. Review of Non-Denominational Secondary School Catchments at Deans, West Calder, Inveralmond and James Young Secondary Schools - report by Head of Education (Learning, Policy and Resources) (herewith)
8. Relocation of Beattie School, Livingston - report by Head of Education (Learning, Policy and Resources) (herewith)
9. Outcome of Pre-consultation on Dechmont / Bangour Primary School - report by Head of Education (Learning, Policy and Resources) (herewith)
10. West Lothian (Placing in Schools) Appeal Committee - Recruitment - report by Head of Corporate Services (herewith)
11. Discretionary Charging - Early Learning and Childcare (ELC) - report by Head of Education (Primary) (herewith)

Public Items for Information

12. Secondary School Success in COP26 Climate Change Competition:-
 - (a) Report by Head of Education (Secondary) (herewith)
 - (b) Presentation by Pupils of St Margaret's Academy
13. Learning Spaces Scotland Conference:-
 - (a) Report by Heads of Education (herewith)
 - (b) Presentation by Pupils of West Calder High School
14. Education Recovery Update - report by Depute Chief Executive (herewith)

NOTE **For further information please contact Karen McMahon on tel. no. 01506 281621 or email karen.mcmahon@westlothian.gov.uk**

CODE OF CONDUCT AND DECLARATIONS OF INTEREST (2021)

This form is a reminder and an aid. It is not a substitute for understanding the Code of Conduct and guidance.

Interests must be declared at the meeting, in public.

Look at every item of business and consider if there is a connection.

If you see a connection, decide if it amounts to an interest by applying the objective test.

The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection does not amount to an interest then you have nothing to declare and no reason to withdraw.

If the connection amounts to an interest, declare it as soon as possible and leave the meeting when the agenda item comes up.

When you declare an interest, identify the agenda item and give enough information so that the public understands what it is and why you are declaring it.

Even if the connection does not amount to an interest you can make a statement about it for the purposes of transparency.

More detailed information is on the next page.

Look at each item on the agenda, consider if there is a “connection”, take advice if necessary from appropriate officers in plenty of time.

A connection is any link between the item of business and:-

- you
- a person you are associated with (e.g., employer, business partner, domestic partner, family member)
- a body or organisation you are associated with (e.g., outside body, community group, charity)

Anything in your Register of Interests is a connection unless one of the following exceptions applies.

A connection does not exist where:-

- you are a council tax payer, a rate payer, or a council house tenant, including at budget-setting meetings
- services delivered to the public are being considered, including at budget-setting meetings
- councillors’ remuneration, allowances, expenses, support services or pensions are being considered
- you are on an outside body through a council appointment or nomination unless it is for regulatory business or you have a personal conflict due to your connections, actions or legal obligations
- you hold a view in advance on a policy issue, have discussed that view, have expressed that view in public, or have asked for support for it

If you see a connection then you have to decide if it is an “interest” by applying the objective test.

The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection amounts to an interest then:-

- declare the interest in enough detail that members of the public will understand what it is
- leave the meeting room (physical or online) when that item is being considered
- do not contact colleagues participating in the item of business

Even if decide your connection is not an interest you can voluntarily make a statement about it for the record and for the purposes of transparency.

The relevant documents are:-

- [Councillors’ Code of Conduct, part 5](#)
- [Standards Commission Guidance, paragraphs 129-166](#)
- [Advice note for councillors on how to declare interests](#)

If you require assistance, contact:-

- Julie Whitelaw, Monitoring Officer, 01506 281626, julie.whitelaw@westlothian.gov.uk
- James Millar, Governance Manager, 01506 281613, james.millar@westlothian.gov.uk
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, carol.johnston@westlothian.gov.uk
- Committee Services Team, 01506 281604, 01506 281621
committee.services@westlothian.gov.uk

MINUTE of MEETING of the EDUCATION EXECUTIVE held within MS TEAMS VIRTUAL MEETING ROOM, on 16 NOVEMBER 2021.

Present – Councillors David Dodds (Chair), Lawrence Fitzpatrick, Alison Adamson (substituting for Councillor Peter Heggie), Stuart Borrowman, Harry Cartmill, Pauline Clark, Tom Conn, Chris Horne, Charles Kennedy, Sarah King, John McGinty, Andrew McGuire, Andrew Miller, Cathy Muldoon, George Paul, Moira Shemilt and Kirsteen Sullivan; Appointed Representatives Derek Cornwall, Heather Hughes, Lynne McEwen and Myra Macpherson

Apologies – Councillors Peter Heggie and Dom McGuire

1. DECLARATIONS OF INTEREST

Agenda Item 6 - Education Reform Consultation

Heather Hughes declared an interest in that she was the national President of the Educational Institute of Scotland (EIS). She would take part in the item of business.

2. ORDER OF BUSINESS

Education Executive noted that Item 7 (Appointment of Religious, Teacher and Parent Council Representatives) was for information only. The Chair intimated that officers would present the report in order to address an additional matter on this subject.

In terms of Standing Order 10(4) the Chair made a statement regarding the regular update on education recovery, informing members that no update was necessary on this occasion as national guidance had been extended and risk assessments remained unchanged. A spokesperson for each of the opposition parties, including the independent member, were given the right of reply.

3. MINUTES

The Education Executive confirmed the Minutes of its meeting held on Tuesday 07 September 2021 as a correct record.

4. SCHOOL ROLL FORECASTS

The Education Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development & Regeneration informing of the latest School Roll Forecasts. The forecasts included scenarios which were used for future revenue and capital planning, pupil placement decisions, and as a starting point for responses to developers on planning proposals which would have an impact on education capacity. The forecasts were also used to inform decisions on

education infrastructure required to support the development strategy set out in the West Lothian Local Development Plan.

It was recommended that the Education Executive:

1. note that the forecasts had been updated and incorporated the 2020 School census as the base;
2. note that the forecasts included scenarios based on projected house completions;
3. agree the updated forecasts of pupil rolls, including the assumptions and methodology applied in producing the data; and
4. note that further investment in the school estate would be necessary in the future but the timing of that investment would be influenced by house building rates and the commitment of developers to fund additional school capacity.

Decision

1. To note the terms of the report; and
2. To note the figure in appendix 1 for Woodmuir Primary School in 2030-31 should be 14 rather than zero.

5. EDUCATION REFORM CONSULTATION

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Secondary) inviting members to consider and approve of the draft response to the Education Reform Consultation, included as Appendix 1 to the report.

It was recommended that the Education Executive approve the draft response to the Education Reform Consultation included as Appendix 1 to the report.

Following discussion it was agreed that the wording in the appendix at section 7 should be redrafted in order to provide clarity.

Decision

To approve the terms of the report subject to rewording of the following, detailed under section 7 of the appendix ".....making skills-based courses with skills-based assessments and not written papers as an example".

6. APPOINTMENT OF RELIGIOUS, TEACHER AND PARENT COUNCIL REPRESENTATIVES

The Education Executive considered a report (copies of which had been circulated) by the Head of Corporate Services outlining the arrangements to be made for the appointment of religious, teacher and parent council

representatives to any committee set up to deal with education following the May 2022 council election.

It was recommended that the Education Executive:

1. note the report on the arrangements for the appointment of three religious representatives, two teacher representatives and one parent council representative to any committee set up to deal with education following the May2022 council election; and
2. note that members appointed to any committee set up to deal with education would be invited to accept the terms of the Councillors' Code of conduct and abide by its requirements.

The Chair informed the Education Executive of the retirement of Elsie Aitken and thanked her for working tirelessly on behalf of teachers in her capacity as Primary/Early Years Teaching Staff representative on Education committees. Officers advised Elsie's retirement left a vacancy and sought opinion on whether representation should be obtained for the remainder of the term. Education Executive agreed the vacancy would be carried prior to commencement of the May 2022 election appointment process.

Decision

1. To note the terms of the report; and.
2. To agree to carry the Primary/Early Years Teaching Staff representative vacancy created by Elsie Aitken's retirement until the appointment process commences for the May 2022 election.

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE CATCHMENT AREAS OF SEAFIELD PRIMARY SCHOOL, PARKHEAD PRIMARY SCHOOL, LIVINGSTON VILLAGE PRIMARY SCHOOL, BANKTON PRIMARY SCHOOL AND DEDRIDGE 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:

- Seafield Primary School,
- Parkhead Primary School,
- Livingston Village Primary School,
- Bankton Primary School
- Dedridge Primary School.

To present to Education Executive with details of the outcome of the formal consultation, and the comments of Education Scotland (HMI) 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:
 - Seafield Primary School,
 - Parkhead Primary School,
 - Livingston Village Primary School,
 - Bankton Primary School
 - Dedridge Primary School.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland (HMI) 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	The consultation does not change any existing policies. Legal

Assessment)

		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 Local Outcomes Improvement Plan	<p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
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	PDSP offered initial consideration at its meeting on 27 August 2019.
VIII	Other consultations	<p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>A formal consultation period was conducted between Wednesday 15 September 2021 and Friday 5 November 2021 involving all relevant consultees as outlined via Schedule 2 of the Schools (Consultation)(Scotland) Act 2010.</p>

D. TERMS OF REPORT

D1 Background to Consultation Proposal

As part of the delivery strategy for the West Lothian Local Development Plan (LDP) it is proposed to construct 2000 new homes at Gavieside.

West Lothian Council has a statutory responsibility to ensure sufficient school places, to improve the quality of the school education provided, to raise standards of education and to secure best value in available resources.

The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian non-denominational school catchment areas by ensuring that the entire new development will be in a single consistent catchment area.

The proposal also ensures primary school catchment boundaries better align to natural features such as rivers and political boundaries such as community council boundaries.

D2 CONSULTATION ARRANGEMENTS

The Statutory Consultation was widely communicated through the council's website, digital media channels and in the local press. A letter informing the proposal and consultation process was issued to consultees. Copies of the Public Consultation Paper were made available via central locations within West Lothian.

The formal consultation period began on Wednesday 15 September 2021 until Friday 5 November 2021 a period of 30 school days. A copy of the Public Consultation Paper is included in Appendix 2, The Final Report on the Statutory Consultation is at Appendix 1.

A virtual public meeting was held on 30 September 2021. Notes of the meeting are included in section 3 of The Final Report.

D3 RESPONSE TO CONSULTATION

All interested parties were invited to submit their comments in writing to Education Services, Civic Centre, Howden Road South, EH54 6FF or by email via the dedicated West Lothian Council School Consultation email address Education.Consultation@westlothian.gov.uk.

No responses were received and no members of the public attended the public meeting.

As the proposal was of a technical nature and did not affect any existing children this was not a surprise.

A copy of the Council's Report of the statutory consultation is appended to this report as Appendix 1.

D4 EDUCATION SCOTLAND RESPONSE

HM Inspectors agree that the proposal for the catchment area variations to Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School. has potential educational benefits.

The proposal has the potential to ensure continued use and development of existing spaces for learning. The securing of the current structure of classes and an increased peer group will have social and educational benefits. The proposal also delivers best value by addressing capacity issues within the primary schools' estate

The full Education Scotland report is attached as Appendix 3.

E. CONCLUSION

With regard to the Schools (Consultation) (Scotland) Act 2010 and having considered all of the information received during the consultation process, officers of West Lothian Council are satisfied that no comments have been received which would have caused them to review the merits of the proposal.

Officers have considered carefully the written representations, including the Education Scotland report.

It is recommended that Education Executive agree to implement the proposal to alter the catchment areas of Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School as per The Final Report.

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%90ny%87>

F. BACKGROUND REFERENCES

Schools (Consultation) (Scotland) Act 2010

Education Executive report 10 September 2019 – Review of Non-Denominational Primary School Catchment at Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School - Report by Head of Education (Learning, Policy and Resources)

Appendices/Attachments:

Appendix 1 Report of the Statutory Consultation

Appendix 2 Consultation Document

Appendix 3 Education Scotland Report

Contact Person:

Catherine Campbell, Senior Education Development Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 284566, e-mail catherine.campbell@westlothian.gov.uk

Andrew Cotton, Senior Education Planner, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 281080, e-mail andrew.cotton@westlothian.gov.uk

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

Date: Tuesday 18 January 2022

**PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
SCHOOL CATCHMENT AREA VARIATIONS AT SEAFIELD PRIMARY SCHOOL,
PARKHEAD PRIMARY SCHOOL, LIVINGSTON VILLAGE PRIMARY SCHOOL,
BANKTON PRIMARY SCHOOL AND DEDRIDGE PRIMARY SCHOOL**

A REPORT OF THE STATUTORY CONSULTATION

Wednesday 15 September 2021 until Friday 5 November 2021

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Education Services

1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to review Admission Arrangements arising from School Catchment Area Variations at Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- Review of non-denominational primary school catchment areas at:
 - ❖ Seafield Primary School
 - ❖ Parkhead Primary School
 - ❖ Livingston Village Primary School
 - ❖ Bankton Primary School
 - ❖ Dedridge Primary School
- The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian non-denominational school catchment areas.

Education Services

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 2022.

Date	Event	Description
10 September 2019	Education Executive Meeting	Meeting to review proposal and Consultations Document and agree commencement of Statutory Consultation phase.
19 January 2021	Education Executive Meeting	Meeting to update Education Executive on timescales for the review
15 September 2021	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
30 September 2021	Public Meeting	Public Meeting to discuss proposal
05 November 2021	End of Consultation	End of Public Consultation
12 November 2021	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
Mid February 2022	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
Late February 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
22 March 2022	Education Executive Meeting	Decision made

Education Services

1.3 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, establishment of a new education establishment, 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

Education Services

1.4 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Wednesday 15 September 2021 until Friday 5 November 2021. 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:
- <https://www.westlothian.gov.uk/article/70751/Proposal-to-Review-Admission-Arrangements-arising-from-School-Catchment-Area-Variations-at-Seafield-Primary-School-Parkhead-Primary-School-Livingston-Village-Primary-School-Bankton-Primary-School-and-Dedridge-Primary-School>
- 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 via Teams on Thursday 30th September 2021. Council officers outlined the key elements of the proposal and answered questions from meeting attendees. Minutes of the public meeting 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:

Catherine Campbell, 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 Friday 5 November 2021.

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 meeting.

2.1 RESPONSES RECEIVED

None

3. NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD VIA TEAMS
30 SEPTEMBER 2021, TO DISCUSS PUBLIC CONSULTATION DOCUMENT:
"PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
SCHOOL CATCHMENT AREA VARIATIONS AT SEAFIELD PRIMARY SCHOOL,
PARKHEAD PRIMARY SCHOOL, LIVINGSTON VILLAGE PRIMARY SCHOOL,
BANKTON PRIMARY SCHOOL AND DEDRIDGE PRIMARY SCHOOL**

In attendance from West Lothian Council:

Catherine Campbell
Andrew Cotton

Senior Education Development Officer
Senior Education Planning Officer

Meeting attendees : 3 attendees from Education Scotland

Discussion Opportunity

DATA LABEL: PUBLIC

Education Services

4. ANALYSIS OF CONSULTATION RESPONSES

No responses were received and no members of the public attended the public meeting.

As the proposal was of a technical nature and did not affect any existing children this was not a surprise.



Appendix A – Letter to Consultees

West Lothian Civic Centre

Howden South Road

Livingston

West Lothian

EH54 6FF

September 2021

Dear Consultee

West Lothian Council has a statutory obligation to adopt a whole school approach even when consulting on a proposal that only makes minor adjustments to catchment boundaries.

The proposal only affects 7 existing residential properties around the B7015 north of Gavieside and does not affect any children currently in education in West Lothian.

The principal aim of the proposal is to address the demands of future housing development at Gavieside and ensure the best use of existing and future school capacities in West Lothian.

Proposal to Review Admission Arrangements arising from School Catchment Area Variations at Seafeld Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School.

West Lothian Council's Education Executive at its meeting on 10 September 2019 authorised West Lothian Council's Education Services to commence statutory consultation on the proposals to review and amend the current non-denominational catchment areas of Seafeld Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School.

The consultation document outlining the proposal is available online on the following webpage:

<https://www.westlothian.gov.uk/article/70751/Proposal-to-Review-Admission-Arrangements-arising-from-School-Catchment-Area-Variations-at-Seafeld-Primary-School-Parkhead-Primary-School-Livingston-Village-Primary-School-Bankton-Primary-School-and-Dedridge-Primary-School>



The Consultation period will run from 15 September 2021 until 5pm on Friday 5 November 2021. A public meeting to discuss the consultation document will be held:

Date: Thursday 30 September 2021

Time: 7.00PM to 8.30PM

Venue: Via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTc4NzlmZWmtODgzNS00OWJhLWE4MDktNTViNTU1ZDUyMDhi%40thre%20ad.v2/0?context=%7b%22Tid%22%3a%221de78b07-ad4e-4049-a2db-953ee8b36107%22%2c%22Oid%22%3a%2221310a60-b992-4690-b831-3bf45f6c8cb6%22%7d

You are also invited to submit your comments on the consultation by e-mail to:

Education.Consultation@westlothian.gov.uk

For written representations to be considered they must be received no later than **5pm on Friday 5 November 2021**.

A decision on the proposal is planned to be made in Spring 2022 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and feedback from meetings and from feedback received from Education Scotland.

Yours sincerely

A handwritten signature in black ink that reads 'James Cameron'.

James Cameron

Head of Education (Learning, Policy and Resources)

WEST LOTHIAN COUNCIL EDUCATION SERVICES

CONSULTATION DOCUMENT

SEPTEMBER 2021

REVIEW OF ADMISSION ARRANGEMENTS AS A RESULT OF ALTERATION TO THE NON- DENOMINATIONAL PRIMARY SCHOOL CATCHMENT AREAS OF:

- **SEAFIELD PRIMARY SCHOOL**
- **PARKHEAD PRIMARY SCHOOL**
- **LIVINGSTON VILLAGE PRIMARY SCHOOL**
- **BANKTON PRIMARY SCHOOL; AND**
- **DEDRIDGE PRIMARY SCHOOL**

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SECTION 1

- 1.1 Purpose of this Document**
- 1.2 Background**
- 1.3 Summary of Proposals**

SECTION 2

- 2.1 Integrated Impact Assessment**

SECTION 3

- 3.1 Educational Benefits Statement**

SECTION 4

- 4.1 Consultation Process: How To Have Your Say**

SECTION ONE

This section introduces the reason for the consultation. It provides information about why West Lothian Council is proposing to review admission arrangements as a result of alteration to the non-denominational primary school catchment areas at Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School.

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise:

1. West Lothian Council's proposals to review admission arrangements as a result of alteration to the non-denominational primary school catchment areas at:
 - I. Seafield Primary School
 - II. Parkhead Primary School
 - III. Livingston Village Primary School
 - IV. Bankton Primary School
 - V. Dedridge Primary School
2. The educational benefits of the 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 in this instance, amendment to school catchment areas.. To carry out a public consultation the 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 of the affected schools.

Section 3 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.

1.2. BACKGROUND



The West Lothian Local Development Plan was approved in September 2018.

Within the Local Development Plan, Gavieside is a major development with over 2,000 new residential properties planned. At present, almost the site is split between Seafield Primary School and Parkhead Primary School catchment areas for non-denominational primary schooling.

In recognition of the West Lothian Local Development Plan, West Lothian Council has an obligation to address school capacities within the non-denominational primary school education sector. Doing so will offer opportunity to better match allocated housing developments to existing and future primary school capacities.

The figures detailed below show capacities and forecast school rolls at the non-denominational primary schools for Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School.

School Roll Forecast from the 2018 Based Forecasts

School	Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Seafield Primary School	125	92	99	102	105	105	103	104	102	100	95	95
Parkhead Primary School	415	314	326	328	345	360	377	394	405	401	391	380
Livingston Village Primary School	198	196	196	197	212	208	205	200	193	186	180	164
Bankton Primary School	462	302	293	303	303	314	317	316	312	308	302	302
Dedridge Primary School	273	145	170	170	169	175	178	174	174	174	171	170

West Lothian Council note that the school capacities are not well matched to the allocated Local Development Plan sites. Adopting the proposed approach detailed in Section 1.3 of this report offers a feasible solution that alleviates potential capacity issues.

1.3. SUMMARY OF PROPOSALS

The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian non-denominational school catchment areas.

West Lothian Council propose to review admission arrangements as a result of alteration to the current non-denominational primary school catchment areas of:

- Proposal 1 – Seafield Primary School
- Proposal 2 – Parkhead Primary School
- Proposal 3 – Livingston Village Primary School
- Proposal 4 – Bankton Primary School
- Proposal 5 – Dedridge Primary School

Details of proposed school catchment area realignment are explained in sections (1.3.1) – (1.3.6) of this report with area maps attached.



1.3.1 PROPOSED CHANGE OF CATCHMENT AREA FROM SEAFIELD PRIMARY SCHOOL TO PARKHEAD PRIMARY SCHOOL

A section of Seafield Primary School catchment area, north of the B7015 and south of the River Almond is proposed to transfer from Seafield Primary School catchment to Parkhead Primary School catchment area. There are 7 existing residential properties in this area with no children in education in West Lothian.

1.3.2 PROPOSED CHANGE OF CATCHMENT AREA FROM BANKTON PRIMARY SCHOOL TO PARKHEAD PRIMARY SCHOOL

A small area of Bankton Primary School catchment area is proposed to transfer to Parkhead Primary School catchment. This will allow school catchment areas to follow the Killandean Burn. No residential properties are affected by this particular proposal.

1.3.3 PROPOSED CHANGE OF CATCHMENT AREA FROM PARKHEAD PRIMARY SCHOOL TO BANKTON PRIMARY SCHOOL

It is proposed that an area within the Parkhead Primary School catchment will transfer to Bankton Primary School catchment. This will allow school catchments to follow the Harwood Burn and the Killandean Burn. No residential properties are affected as a result of this proposal.

1.3.4 PROPOSED CHANGE OF CATCHMENT AREA FROM LIVINGSTON VILLAGE PRIMARY SCHOOL TO BANKTON PRIMARY SCHOOL

It is further proposed that a small area within the Livingston Village Primary School catchment area between the B7015 and the Killandean Burn is transferred to the Bankton Primary School catchment. This will allow the catchment to follow the Killandean Burn. No residential properties are affected as a result of this proposal.

1.3.5 PROPOSED CHANGE OF CATCHMENT AREA FROM DEDRIDGE PRIMARY SCHOOL TO BANKTON PRIMARY SCHOOL

A section of Dedridge Primary School catchment west of Almondvale East Road is proposed to transfer from Dedridge Primary School to Bankton Primary School. This does not affect any existing dwellings however would ensure that potential development planned on the former Livingston Police Station site is in a more appropriate primary school catchment.

1.3.6 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.

Primary to secondary school alignment for the non-denominational primary schools detailed in this report are as follows:

- Seafield Primary School - Deans Community High School
- Parkhead Primary School – West Calder High School



- Livingston Village Primary School – Inveralmond Community High School
- Bankton Primary School – The James Young High School
- Dedridge Primary School – The James Young High School

Further to proposed amendments to primary school catchments as detailed in sections (1.3.1) – (1.3.5) of this report it is further proposed to associate each of the identified areas of change to the designated secondary school to ensure all secondary school catchments align with primary school catchments.

A separate Statutory Consultation will be conducted to propose review of the non-denominational secondary school catchment areas at Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School.

Maps of the proposed alterations can be found here:

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43580>

SECTION TWO

This section provides 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

INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically 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 socioeconomic disadvantage (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 THREE

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

3.1 EDUCATIONAL BENEFIT STATEMENT

Whilst assessing the educational benefits of the proposals, the undernoted factors were 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.

A key educational advantage of the proposed amendments is that the affected schools 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 broadens scope for attainment and achievement and builds a positive ethos for staff and pupils alike.

- **Admission**

There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas. All pupils will continue to attend their existing schools for the remainder of their primary stage education.

Younger siblings of those pupils currently attending Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School will retain the catchment status of the older sibling and will be permitted to attend the existing primary school establishment if parents wish siblings to attend the same primary school.

This catchment status would remain until such times that the sibling link is broken i.e. should the elder sibling leave primary stage education prior to commencement of the younger sibling at primary school.

Criteria for admission will continue to be in accordance with West Lothian Council's current admission arrangements. [West Lothian Council Primary School Admission Policy](#)

It is proposed to transfer only the specified areas set out in section 1.3 of this report. All other existing catchment area criteria for each of the non-denominational primary schools highlighted in this report will remain unchanged.



- **School Capacity**

West Lothian Council do not anticipate any impact to existing school capacities at the detailed schools as a result of the proposed school catchment alterations.

- **School Management/Staff Teams**

West Lothian Council do not foresee alteration to current school management structures at the schools detailed in this report. All existing staffing facilitations and day to day operations within each of the schools will continue as is.

Any amendments to current staffing will be undertaken in accordance to West Lothian Council 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 School Transport Policy](#)

- **Secondary School Alignment**

There are no proposed amendments to existing primary to secondary school associations as a result of this proposed review of school catchment areas.

Seafield Primary School will continue to be an associated primary school and aligned to Deans Community High School catchment.

Parkhead Primary School will remain in alignment to West Calder High School.

Livingston Village will continue to be an associated primary school to Inveralmond Community High School.

Both Bankton Primary School and Dedridge Primary School will remain associated primary schools and aligned to The James Young High School catchment.

Primary to secondary transition programmes currently adopted will be unaffected by the proposed amendment to catchment allocation. All of the relative establishments will endeavour as always to ensure the 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 the identified primary 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. Appropriate car park protocols and risk assessments will be maintained.

- **Breakfast / School Clubs**

Breakfast clubs will continue to provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options. The aim of the



club 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 a wide range of extracurricular activities. Activities are designed to offer opportunity to learn new skills and enhance experiences. 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 being considered key to the success of the school.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement as a result of the intimated proposals.

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

- **Community Links**

Community interaction encourages a welcoming ethos, provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local area.

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

- **Benefits for Any Other School Users**

The proposed changes will have no impact on existing external school users. All existing provisions for other school users will continue as a result of the proposed catchment area review.

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.

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to alter 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 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 this particular proposal will run from 15th September 2021 until 5th November 2021.

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 online via Microsoft Teams.

Location Microsoft Teams	Date/Time 30 th September, 19:00
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[Click here to join the meeting](#)



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

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

The Council website will contain information on the consultation. The web address is: <https://www.westlothian.gov.uk/article/47477/Schools-and-Education-Consultations>

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

Catherine Campbell, 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 5th November 2021.

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 period.

All written and oral comments received during the consultation process are recorded and represented in said 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 Spring 2022.

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



West Lothian Council proposal to review school catchment areas at Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School

If you would like a copy of this document please contact

Education.Consultation@westlothian.gov.uk , giving your name, address and the language you would like the document translated in to

اقتراح من مجلس لثويان الغربي لمرافعة الناطق المتبقية في النطاق المحلي بمرسة فيفيلد ابيتهاي و مرسة باركيد ابيتهاي و مرسة ليفينجستون ابيتهاي و مرسة بانكتون ابيتهاي و مرسة فيديج ابيتهاي
إذالتي تتخرب فيلحصول على نسخة من هذا المصنفه فيرجى اتصلا بـ
Education.Consultation@westlothian.gov.uk ، مع إعطاء اسمك وعنوانك ليك في الترخب في ترجمة الوثيق قل ها.

Propozycja Rady Miasta West Lothian przeglądu okolic naboru do szkół podstawowych: Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School oraz Dedridge Primary School

Jeżeli chcieliby Państwo otrzymać kopię tego dokumentu prosimy o kontakt z

Education.Consultation@westlothian.gov.uk , podając swoje imię i nazwisko, adres zamieszkania oraz w jakim języku chcieliby Państwo otrzymać ten dokument

س ففعل شپرئ مری سکلو پارکڈی شپرئ مری سکول ل وگسٹن ولہی چپرئ مری سکول مینکٹن پپرئ مری سکول اور
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Education.Consultation@westlothian.gov.uk برائے مہمان یہاں ان اہمیتہ اور اس زبان کا نام جس میں
آپ ترجیح دہ دستاویز چاہتے ہیں، می لکیں۔

西洛锡安议会政府关于对Seafield Primary School（海域小学）、Parkhead Primary School（园端小学）、Livingston Village Primary School（李文斯屯乡村小学）、Bankton Primary School（阪顿小学）以及Dedridge Primary School（德追齐小学）所覆盖的区域进行审核的建议。



如果您希望获得一份该文件的翻译件，请将您的名字、住址、以及您希望将本文件翻译成的语言告诉我们: Education.Consultation@westlothian.gov.uk

West Lothian評議會提議審查Seafield小學, Parkhead小學, Livingston村莊小學, Bankton小學和Dedridge小學的學校追趕區域

如果您需要本文檔的副本, 請聯繫Education.Consultation@westlothian.gov.uk, 將你的姓名, 地址和提供您希望將文檔翻譯成的語言

সীফিল্ড প্রাইমারী স্কুল (Seafield Primary School), পার্কহেড প্রাইমারী স্কুল (Parkhead Primary School), লিভিংস্টন ভিলেজ প্রাইমারী স্কুল (Livingston Village Primary School), ব্যাংকটন প্রাইমারী স্কুল (Bankton Primary School) এবং ডেড্রিজ প্রাইমারী স্কুলসমূহের (Dedridge Primary School) ক্যাচমেন্ট এরিয়াগুলো (শিক্ষার্থী ভর্তির অগ্রাধিকার এলাকার সীমানা) পুনর্বিবেচনার জন্যে পশ্চিম লোথিয়ান কাউন্সিলের প্রস্তাবনা।

যদি আপনি এই দলিলের একটি কপি পেতে চান, তাহলে অনুগ্রহ করে

Education.Consultation@westlothian.gov.uk-তে যোগাযোগ করুন এবং আপনার নাম, ঠিকানা দিন এবং এই দলিলটি কোন্ ভাষায় পেতে চান তা উল্লেখ করুন।

Vakarų Lodiano tarybos pasiūlymas patikrinti Sifildo, Parkhedo, Livingstono kaimo, Banktono ir Dedridžo pradinį mokyklų rajonus

Jeigu pageidautumėte gauti šio dokumento kopiją, parašykite adresu

Education.Consultation@westlothian.gov.uk, nurodydami savo vardą, adresą ir kalbą, į kurią turėtų būti išverstas dokumentas

Vestlotianas padomes (West Lothian Council) ierosinājums pārskatīt skolu mikrorajonu robežas pamatskolām Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School un Dedridge Primary School

Ja vēlaties saņemt šī dokumenta kopiju, lūdzam sazināties ar Education.Consultation@westlothian.gov.uk, norādot savu vārdu, adresi un valodu, kādā vēlaties saņemt dokumenta tulkojumu

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to review admission arrangements arising from school catchment area variations at Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School.

November 2021

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 review admission arrangements arising from school catchment area variations at Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge 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 of the schools; children likely to become pupils within two years of the date of publication of the proposal paper; 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:

- attendance at the virtual public meeting held on 30 September 2021 in connection with the council's proposals;
- 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
- virtual visits to the site of Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge 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 consultation ran from 15 September 2021 until 5 November 2021. Information was made available on the council's website, on social media and in the local press. In addition, information was provided to stakeholders including parents of children attending the five schools. A virtual public meeting was held on 30 September 2021 which no one attended. The council received no objections or written responses to the proposal.

3. Educational aspects of proposal

3.1 Within the West Lothian's Local Development Plan, Gavieside is a major development with over 2,000 new residential properties planned. At present, almost all of the site is split between Seafield Primary School and Parkhead Primary School catchment areas for non-denominational

primary schooling. In order to achieve best value and manage its school estate as these homes are constructed, the council has proposed a number of catchment changes. The changes will ensure that new housing areas are, as far as possible, aligned with the most appropriate local school. This will support local children attending the same non-denomination primary school as their near neighbours. It will assist the delivery of Curriculum for Excellence linking schools with their surrounding communities and future-proof against significant pressures in the school rolls as housing developments grow.

3.2 Headteachers of the affected schools were all supportive of the proposal. They were re-assured that potential excessive growth would not put undue pressure on their school rolls. None had received any objections from members of their own school communities. They believed that the proposals gave a clear and unambiguous outline of the future school catchment areas. Assurance for parents regarding continuity for all current pupils attending any of the schools and for siblings right of attending the same school was welcomed by the communities. The council has made clear that the changes will not alter the secondary schools linked to these catchments. HM Inspectors agree that the educational benefits outlined by the council with regard to viability and sustainability will be supported by the proposal.

4. Summary

HM Inspectors' agree that the proposal provides valid educational benefits. Stakeholders have had significant opportunities to have their say. None of the stakeholders took the opportunity to attend the virtual public meeting. The council has received no objections or alternative views to those outlined in the proposal paper.

**HM Inspectors
November 2021**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE CATCHMENT AREAS OF ST MARY'S PRIMARY SCHOOL POLBETH, OUR LADY OF LOURDES PRIMARY SCHOOL AND ST NINIAN'S 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 denominational primary schools:

- St Mary's Polbeth Primary School,
- Our Lady of Lourdes Primary School,
- St Ninian's Primary School,

To present to Education Executive with details of the outcome of the formal consultation, and the comments of Education Scotland (HMI) 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 denominational primary schools:
 - St Mary's Polbeth Primary School,
 - Our Lady of Lourdes Primary School,
 - St Ninian's Primary School,
2. Notes the outcome of the formal consultation, and the comments of Education Scotland (HMI) 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)	<p>The consultation does not change any existing policies.</p> <p>Legal</p> <p>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</p>

(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 Local Outcomes Improvement Plan	<p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
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	PDSP offered initial consideration at its meeting on 27 August 2019.
VIII	Other consultations	<p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>A formal consultation period was conducted between Wednesday 15 September 2021 and Friday 5 November 2021 involving all relevant consultees as outlined via Schedule 2 of the Schools (Consultation)(Scotland) Act 2010.</p>

D. TERMS OF REPORT

D1 Background to Consultation Proposal

As part of the delivery strategy for the West Lothian Local Development Plan (LDP) it is proposed to construct 2000 new homes at Gavieside.

West Lothian Council has a statutory responsibility to ensure sufficient school places, to improve the quality of the school education provided, to raise standards of education and to secure best value in available resources.

The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian denominational school catchment areas by ensuring that the entire new development will be in a single consistent catchment area.

The proposal also ensures primary school catchment boundaries better align to natural features such as rivers and political boundaries such as community council boundaries.

D2 CONSULTATION ARRANGEMENTS

The Statutory Consultation was widely communicated through the council's website, digital media channels and in the local press. A letter informing the proposal and consultation process was issued to consultees. Copies of the Public Consultation Paper were made available via central locations within West Lothian.

The formal consultation period began on Wednesday 15 September 2021 until Friday 5 November 2021 a period of 30 school days. A copy of the Public Consultation Paper is included in Appendix 2, The Final Report on the Statutory Consultation is at Appendix 1.

A virtual public meeting was held on 30 September 2021. Notes of the meeting are included in section 3 of The Final Report.

D3 RESPONSE TO CONSULTATION

All interested parties were invited to submit their comments in writing to Education Services, Civic Centre, Howden Road South, EH54 6FF or by email via the dedicated West Lothian Council School Consultation email address Education.Consultation@westlothian.gov.uk.

No responses were received and no members of the public attended the public meeting.

As the proposal was of a technical nature and did not affect any existing children this was not a surprise.

A copy of the Council's Report of the statutory consultation is appended to this report as Appendix 1.

D4 EDUCATION SCOTLAND RESPONSE

HM Inspectors agree that the proposal for the catchment area variations to St Mary's Polbeth Primary School, Our Lady of Lourdes Primary School and St Ninian's Primary School has potential educational benefits.

The proposal has the potential to ensure continued use and development of existing spaces for learning. The securing of the current structure of classes and an increased peer group will have social and educational benefits. The proposal also delivers best value by addressing capacity issues within the primary schools' estate

The full Education Scotland report is attached as Appendix 3.

E. CONCLUSION

With regard to the Schools (Consultation) (Scotland) Act 2010 and having considered all of the information received during the consultation process, officers of West Lothian Council are satisfied that no comments have been received which would have caused them to review the merits of the proposal.

Officers have considered carefully the written representations, including the Education Scotland report.

It is recommended that Education Executive agree to implement the proposal to alter the catchment areas of Seafeld Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School as per The Final Report.

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43584>

F. BACKGROUND REFERENCES

Schools (Consultation) (Scotland) Act 2010

Education Executive report 10 September 2019 – Review of Denominational Primary School Catchment at St Mary's Polbeth Primary School, Our Lady of Lourdes Primary School and St Ninian's Primary School - Report by Head of Education (Learning, Policy and Resources)

Appendices/Attachments:

- Appendix 1 Report of the Statutory Consultation
- Appendix 2 Consultation Document
- Appendix 3 Education Scotland Report

Contact Person:

Catherine Campbell, Senior Education Development Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 284566, e-mail catherine.campbell@westlothian.gov.uk

Andrew Cotton, Senior Education Planner, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 281080, e-mail andrew.cotton@westlothian.gov.uk

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

Date: Tuesday 18 January 2022

**PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
SCHOOL CATCHMENT AREA VARIATIONS AT ST MARY'S PRIMARY SCHOOL
POLBETH, OUR LADY OF LOURDES PRIMARY SCHOOL AND ST NINIAN'S
PRIMARY SCHOOL**

A REPORT OF THE STATUTORY CONSULTATION

Wednesday 15 September 2021 until Friday 5 November 2021

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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 review Admission Arrangements arising from School Catchment Area Variations at St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- Review of non-denominational primary school catchment areas at:
 - ❖ St Mary's Primary School Polbeth,
 - ❖ Our Lady of Lourdes Primary School
 - ❖ St Ninian's Primary School
- The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian non-denominational school catchment areas.

Education Services

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 2022.

Date	Event	Description
10 September 2019	Education Executive Meeting	Meeting to review proposal and Consultations Document and agree commencement of Statutory Consultation phase.
19 January 2021	Education Executive Meeting	Meeting to update Education Executive on timescales for the review
15 September 2021	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
30 September 2021	Public Meeting	Public Meeting to discuss proposal
05 November 2021	End of Consultation	End of Public Consultation
12 November 2021	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
Mid February 2022	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
Late February 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
22 March 2022	Education Executive Meeting	Decision made

Education Services

1.3 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, establishment of a new education establishment, 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

Education Services**1.4 CONSULTATION PROCESS**

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Wednesday 15 September 2021 until Friday 5 November 2021. 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:
- <https://www.westlothian.gov.uk/article/70752/Proposal-to-Review-Admission-Arrangements-arising-from-School-Catchment-Area-Variations-at-St-Mary-s-Primary-School-Polbeth-Our-Lady-of-Lourdes-Primary-School-and-St-Ninian-s-Primary-School>
- 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 via Teams on Thursday 30th September 2021. Council officers outlined the key elements of the proposal and answered questions from meeting attendees. Minutes of the public meeting 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:

Catherine Campbell, 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 Friday 5 November 2021.

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 meeting.

2.1 RESPONSES RECEIVED

None

3. NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD VIA TEAMS
 30 SEPTEMBER 2021, TO DISCUSS PUBLIC CONSULTATION DOCUMENT:
 "PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
 SCHOOL CATCHMENT AREA VARIATIONS AT ST MARY'S PRIMARY SCHOOL
 POLBETH, OUR LADY OF LOURDES PRIMARY SCHOOL AND ST NINIAN'S
 PRIMARY SCHOOL**

In attendance from West Lothian Council:

Catherine Campbell
 Andrew Cotton

Senior Education Development Officer
 Senior Education Planning Officer

Meeting attendees : 3 attendees from Education Scotland

Discussion Opportunity

DATA LABEL: PUBLIC

Education Services

4. ANALYSIS OF CONSULTATION RESPONSES

No responses were received and no members of the public attended the public meeting.

As the proposal was of a technical nature and did not affect any existing children this was not a surprise.



Appendix A – Letter to Consultees

West Lothian Civic Centre

Howden South Road

Livingston

West Lothian

EH54 6FF

September 2021

Dear Consultee

West Lothian Council has a statutory obligation to adopt a whole school approach even when consulting on a proposal that only makes minor adjustments to catchment boundaries.

The proposal only affects 7 existing residential properties around the B7015 north of Gavieside and does not affect any children currently in education in West Lothian.

The principal aim of the proposal is to address the demands of future housing development at Gavieside and ensure the best use of existing and future school capacities in West Lothian.

Proposal to Review Admission Arrangements arising from School Catchment Area Variations at St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School.

West Lothian Council's Education Executive at its meeting on 10 September 2019 authorised West Lothian Council's Education Services to commence statutory consultation on the proposals to review and amend the current non-denominational catchment areas of St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School.

The consultation document outlining the proposal is available online on the following webpage:

<https://www.westlothian.gov.uk/article/70752/Proposal-to-Review-Admission-Arrangements-arising-from-School-Catchment-Area-Variations-at-St-Mary-s-Primary-School-Polbeth-Our-Lady-of-Lourdes-Primary-School-and-St-Ninian-s-Primary-School>



The Consultation period will run from 15 September 2021 until 5pm on Friday 5 November 2021. A public meeting to discuss the consultation document will be held:

Date: Thursday 30 September 2021

Time: 7.00PM to 8.30PM

Venue: Via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTc4NzlmZWMTODgzNS00OWJhLWE4MDktNTViNTU1ZDUyMDhi%40thre%20ad.v2/0?context=%7b%22Tid%22%3a%221de78b07-ad4e-4049-a2db-953ee8b36107%22%2c%22Oid%22%3a%2221310a60-b992-4690-b831-3bf45f6c8cb6%22%7d

You are also invited to submit your comments on the consultation by e-mail to:

Education.Consultation@westlothian.gov.uk

For written representations to be considered they must be received no later than **5pm on Friday 5 November 2021**.

A decision on the proposal is planned to be made in Spring 2022 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and feedback from meetings and from feedback received from Education Scotland.

Yours sincerely

A handwritten signature in black ink that reads 'James Cameron'.

James Cameron

Head of Education (Learning, Policy and Resources)

WEST LOTHIAN COUNCIL EDUCATION SERVICES

CONSULTATION DOCUMENT

SEPTEMBER 2021

**REVIEW OF ADMISSION ARRANGEMENTS AS A RESULT
OF ALTERATION TO THE DENOMINATIONAL PRIMARY
SCHOOL CATCHMENT AREAS OF:**

- **ST MARY’S PRIMARY SCHOOL POLBETH**
- **OUR LADY OF LOURDES PRIMARY SCHOOL; AND**
- **ST NINIAN’S PRIMARY SCHOOL**

CONTENTS

SECTION 1

- 1.1 Purpose of this Document**
- 1.2 Background**
- 1.3 Summary of Proposals**

SECTION 2

- 2.1 Integrated Impact Assessment**

SECTION 3

- 3.1 Educational Benefits Statement**

SECTION 4

- 4.1 Consultation Process: How To Have Your Say**

SECTION ONE

This section introduces the reason for the consultation. It provides information about why West Lothian Council is proposing to review admission arrangements as a result of alteration to the denominational primary school catchment areas of St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School.

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise:

1. West Lothian Council's proposals to review admission arrangements as a result of alteration to the denominational primary school catchment areas of:
 - I. St Mary's Primary School Polbeth
 - II. Our Lady of Lourdes Primary School
 - III. St Ninian's Primary School
2. The educational benefits of the 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 in this instance, amendment to school catchment areas. To carry out a public consultation the 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 of the affected schools.

Section 3 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.

1.2. BACKGROUND

The West Lothian Local Development Plan was approved in September 2018.

Within the Local Development Plan Gavieside is a major development with over 2,000 new dwellings planned. At present, almost the site is split between Our Lady of Lourdes Primary School and St Mary's Primary School Polbeth catchment areas for denominational primary schooling.

In recognition of the West Lothian Local Development Plan, West Lothian Council has an obligation to address school capacities within the denominational primary school education sector. Doing so will offer opportunity to better match allocated housing developments to existing and future primary school capacities.

The figures detailed below show capacities and forecast school rolls at the denominational primary schools for St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School.

School Roll Forecast from the 2018 Based Forecasts

School	Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
St Mary's Primary School Polbeth	252	133	170	173	183	189	197	205	209	207	202	196
Our Lady of Lourdes Primary School	171	153	150	158	156	155	159	159	150	153	148	150
St Ninian's Primary School	387	268	269	266	264	273	269	272	266	263	258	257

West Lothian Council note that said capacities are not well matched to the allocated Local Development Plan sites. Adopting the proposed approach detailed in Section 1.3 of this report offers a feasible solution that alleviates potential capacity issues.

1.3. SUMMARY OF PROPOSALS

The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian denominational primary school catchment areas.

West Lothian Council propose to review admission arrangements as a result of alteration to the current denominational primary school catchment areas of:

- Proposal 1 – St Mary's Primary School Polbeth
- Proposal 2 – Our Lady of Lourdes Primary School
- Proposal 3 – St Ninian's Primary School

Details of proposed school catchment area realignment are explained in sections (1.3.1) – (1.3.4) of this report with area maps attached as appendices.

1.3.1 PROPOSED CHANGE OF CATCHMENT AREA FROM OUR LADY OF LOURDES PRIMARY SCHOOL TO ST MARY'S PRIMARY SCHOOL POLBETH



An area of Our Lady of Lourdes Primary School catchment north of the B7015 and south of the River Almond is proposed to transfer from Our Lady of Lourdes Primary School catchment to St Mary's Primary School Polbeth catchment area. There are 7 existing residential properties in this area with no children in education in West Lothian.

1.3.2 PROPOSED CHANGE OF CATCHMENT AREA FROM ST NINIAN'S PRIMARY SCHOOL TO ST MARY'S PRIMARY SCHOOL POLBETH

It is proposed to transfer a small area of St Ninian's Primary School catchment to St Mary's Primary School Polbeth catchment area. This will allow the catchments to follow the Killandean Burn. No residential properties are affected by this particular proposal.

1.3.3 PROPOSED CHANGE OF CATCHMENT AREA FROM ST MARY'S PRIMARY SCHOOL POLBETH TO ST NINIAN'S PRIMARY SCHOOL

It is proposed to transfer a small area of St Mary's Primary School Polbeth catchment to St Ninian's Primary School catchment area. This will allow the catchments to follow the Killandean Burn. No residential properties are affected by this particular proposal.

1.3.4 DENOMINATIONAL SECONDARY SCHOOL CATCHMENT AREAS

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

Primary to secondary school alignment for the denominational primary schools detailed in this report are as follows:

- St Mary's Primary School Polbeth – St Kentigern's Academy
- Our Lady of Lourdes Primary School – St Kentigern's Academy
- St Ninian's Primary School – St Margaret's Academy

Further to proposed amendments to primary school catchments as detailed in sections (1.3.1) – (1.3.3) of this report it is further proposed to associate each of the identified area changes to the designated secondary school to ensure all secondary school catchments align with primary school catchments.

Maps of the proposed alterations can be found here:

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43584>

SECTION TWO

This section provides 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

INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically 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 socioeconomic disadvantage (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 THREE

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

3.1	EDUCATIONAL BENEFIT STATEMENT
	<p>Whilst assessing the educational benefits of the proposals, the undernoted factors were considered:</p> <ul style="list-style-type: none"> Curriculum For Excellence Curriculum for Excellence is the national curriculum of experiences and outcomes for all pupils, 3-18 years. <p>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.</p> <p>A key educational advantage of the proposed amendments is that the affected schools will continue to be fully equipped to deliver the full breadth of Curriculum for Excellence.</p> <p>The continued engagement of creative teaching and learning approaches in viable and sustainable school establishments broadens scope for attainment and achievement and builds a positive ethos for staff and pupils alike.</p> <ul style="list-style-type: none"> Admission There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas. All pupils will continue to attend their existing schools for the remainder of their primary stage education. <p>Younger siblings of those pupils currently attending St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School will retain the catchment status of the older sibling and will be permitted to attend the existing primary school establishment if parents wish siblings to attend the same primary school.</p>

This catchment status would remain until such times that the sibling link is broken i.e. should the elder sibling leave primary stage education prior to commencement of the younger sibling at primary school.

Criteria for admission will continue to be in accordance with West Lothian Council's current admission arrangements. [West Lothian Council Primary School Admission Policy](#)

It is proposed to transfer only the specified areas set out in section 1.3 of this report. All other existing catchment area criteria for each of the denominational primary schools highlighted in this report will remain unchanged.

- **School Capacity**

West Lothian Council do not anticipate any impact to existing school capacities at the detailed schools as a result of the proposed school catchment alterations.

- **School Management/Staff Teams**

West Lothian Council do not foresee alteration to current school management structures at the schools detailed in this report. All existing staffing facilitations and day to day operations within each of the schools will continue as is.

Any amendments to current staffing will be undertaken in accordance to West Lothian Council 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 School Transport Policy](#)

- **Secondary School Alignment**

There are no proposed amendments to existing primary to secondary school associations as a result of this proposed review of school catchment areas.

St Mary's Primary School Polbeth and Our Lady of Lourdes Primary School will continue to be an associated primary school and aligned to St Kentigern's Academy catchment.

St Ninian's Primary School will remain in alignment to St Margaret's Academy catchment.

Primary to secondary transition programmes currently adopted will be unaffected by the proposed amendment to catchment allocation. All of the relative establishments will endeavour as always to ensure the 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 the identified primary 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. Appropriate car park protocols and risk assessments will be maintained.

- **Breakfast / School Clubs**

Breakfast clubs will continue to provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options. The aim of the club 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 a wide range of extracurricular activities. Activities are designed to offer opportunity to learn new skills and enhance experiences. 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 being considered key to the success of the school.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement as a result of the intimated proposals.

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

- **Community Links**

Community interaction encourages a welcoming ethos, provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local area.

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

- **Benefits for Any Other School Users**

The proposed changes will have no impact on existing external school users. All existing provisions for other school users will continue as a result of the proposed catchment area review.

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.

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to alter 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 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 this particular proposal will run from 15th September 2021 until 5th November 2021.

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 online via Microsoft Teams.

Location Microsoft Teams	Date/Time 30 th September, 19:00
-----------------------------	--

[Click here to join the meeting](#)



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

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

The Council website will contain information on the consultation. The web address is: <https://www.westlothian.gov.uk/article/47477/Schools-and-Education-Consultations>

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

Catherine Campbell, 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 5th November 2021.

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 period.

All written and oral comments received during the consultation process are recorded and represented in said 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 Spring 2022.

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



West Lothian Council proposal to review school catchment areas at St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School

If you would like a copy of this document please contact

Education.Consultation@westlothian.gov.uk , giving your name, address and the language you would like the document translated in to

قترح مجلس لشوي ان ال غربية لمر اجعة المناطوقل تتيق في النطاق المحيي ط مدرسة سلت ماري ابنتي بوليث
ومدرسة يدة لوردز ابنتي ومدرسة سلت هي ان ابنتي

اذالنتت رغب في لاصول على نس خة من هذالمستيق فيرجى اتصلا ب-
Education.Consultation@westlothian.gov.uk ، مع اعطاء اسمك وعنوانك في لغة الت رغب في ترجمة
الوثيق ة الي ها.

Propozycja Rady Miasta West Lothian przeglądu okolic naboru do szkół podstawowych: St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School oraz St Ninian's Primary School

Jeżeli chcieliby Państwo otrzymać kopię tego dokumentu prosimy o kontakt z

Education.Consultation@westlothian.gov.uk , podając swoje imię i nazwisko, adres zamieszkania oraz w jakim języku chcieliby Państwo otrzymać ten dokument

سرينٹ ہری پرائمری سکول پلےتھ، اولی ڈی آفل ورٹیز پرائمری سکول، اور سرينٹ ہری پرائمری سکول
سکول کی چیٹ لی ای ای جی ایم ق امیب چورکے لے سکول کے کا از سرنو جلاز لے لے لے لے لے
لوی ہی ن کفس لکویت جہز

گر آپ اس دستاویز کی کاپی چاہتے ہیں تو براہ کرم درج ذیل سہ ریلٹکیں۔
Education.Consultation@westlothian.gov.uk براہ کرم ایمان ایمان ایمان اور اس زبان کا نام جس میں
آپترج مشد دستاویز چاہتے ہیں، می لکیں۔



西洛锡安议会政府关于对St Mary's Primary School Polbeth (波尔比兹圣玛丽小学), Our Lady of Lourdes Primary School (露德圣母小学) 以及St Ninian's Primary School (圣妮妮安小学) 所覆盖的区域进行审核的建议

如果您希望获得一份该文件的翻译件, 请将您的名字、住址、以及您希望将本文件翻译成的语言告诉我们: Education.Consultation@westlothian.gov.uk

West Lothian評議會提議審查Polbeth的St Mary小學, Our Lady of Lourdes小學和St Ninian小學的學校追趕區域

如果您需要本文檔的副本, 請聯繫Education.Consultation@westlothian.gov.uk, 將你的姓名, 地址和提供您希望將文檔翻譯成的語言

সেইন্ট ম্যারিজ প্রাইমারী স্কুল পোলব্যথ (St Mary's Primary School Polbeth), আওয়ার ল্যাডী অব লোর্ডেস প্রাইমারী স্কুল (Our Lady of Lourdes Primary School) এবং সেইন্ট নীনিয়ান্স প্রাইমারী স্কুলসমূহের (St Ninian's Primary School) ক্যাচমেন্ট এরিয়াগুলো (শিক্ষার্থী ভর্তির অগ্রাধিকার এলাকার সীমানা) পুনর্বিবেচনার জন্যে পশ্চিম লোথিয়ান কাউন্সিলের প্রস্তাবনা।

যদি আপনি এই দলিলের একটি কপি পেতে চান, তাহলে অনুগ্রহ করে Education.Consultation@westlothian.gov.uk-তে যোগাযোগ করুন এবং আপনার নাম, ঠিকানা দিন এবং এই দলিলটি কোন্ ভাষায় পেতে চান তা উল্লেখ করুন।

Vakarų Lodiano tarybos pasiūlymas patikrinti Šv. Marijos pradinės mokyklos Polbete, Lurdo Dievo Motinos pradinės mokyklos ir Šv. Niniano pradinės mokyklos rajonus

Jeigu pageidautumėte gauti šio dokumento kopiją, parašykite adresu Education.Consultation@westlothian.gov.uk, nurodydami savo vardą, adresą ir kalbą, į kurią turėtų būti išverstas dokumentas

Vestlothian's padomes (West Lothian Council) ierosinājums pārskatīt skolu mikrorajonu robežas pamatskolām St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School un St Ninian's Primary School

Ja vēlaties saņemt šī dokumenta kopiju, lūdzam sazināties ar Education.Consultation@westlothian.gov.uk, norādot savu vārdu, adresi un valodu, kādā vēlaties saņemt dokumenta tulkojumu

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to review admission arrangements arising from school catchment area variations at St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School.

November 2021

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 review admission arrangements arising from school catchment area variations at St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's 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 of the schools; children likely to become pupils within two years of the date of publication of the proposal paper;
- 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
- virtual visits to St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School.

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 West Lothian Council undertook a statutory consultation which ran from 15 September 2021 until 5 November 2021. Information was provided to stakeholders including parents of children attending the three schools. A public meeting was held on 30 September 2021 which no one attended. The council received no objections or written responses to the proposal.

3. Educational aspects of proposal

3.1 West Lothian Council has set out a sound rationale for its proposal to review admission arrangements arising from school catchment area variations at St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School. Within West Lothian Council's Local Development Plan Gavieside is a major development with over 2,000 new dwellings planned. Currently, almost all of the site is split between Our Lady of Lourdes Primary School and St Mary's Primary School, Polbeth catchment areas for denominational primary

schooling. The proposed changes to catchment areas will ensure that there is greater alignment of housing developments to existing and future primary school capacities. Currently, only seven residential properties sit within the proposed area of change with no children in these properties attending West Lothian schools. The proposal helps to avoid pressure on accommodation in the future and also supports schools linking with their local communities which support Curriculum for Excellence. The clarification of the catchment areas avoids uncertainty for parents moving into the new catchment areas.

3.2 The council believe that there will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas. All pupils will continue to attend their existing schools for the remainder of their primary stage education. Arrangements for younger siblings have also been considered and those pupils currently attending St Mary's Primary School, Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School will retain the catchment status of the older sibling and will be permitted to attend the existing primary school establishment if parents wish siblings to attend the same primary school. This catchment status would remain until no older sibling was in attendance at any of the affected primary schools. The assurances that existing pupils will not be affected and that siblings can attend the same school is positive. Current arrangements for primary to secondary school associations will remain the same and not change as a result of this proposed review of school catchment areas. HM Inspectors agree that there will be no negative impacts on the local community.

3.2. HM Inspectors met with the headteachers of St Mary's Primary School Polbeth, Our Lady of Lourdes Primary School and St Ninian's Primary School. All headteachers were in favour of the proposal.

3.3 The council did not receive any responses during the consultation period.

3.4 HM Inspectors met with a representative of the Scottish Catholic Education Service who expressed no concerns in relation to the proposal.

4. Summary

HM Inspectors agree that West Lothian Council's proposal provides a valid case for the proposed catchment area changes which will result in educational benefits. If approved, there will be a greater alignment of housing developments to existing and future primary school capacities.

**HM Inspectors
November 2021**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE CATCHMENT AREAS OF DEANS COMMUNITY HIGH SCHOOL, WEST CALDER HIGH SCHOOL, INVERALMOND COMMUNITY HIGH SCHOOL AND THE JAMES YOUNG HIGH 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 secondary schools:

- Deans Community High School,
- West Calder High School,
- Inveralmond Community High School
- The James Young High School.

To present to Education Executive with details of the outcome of the formal consultation, and the comments of Education Scotland (HMI) 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 secondary schools:
 - Deans Community High School,
 - West Calder High School,
 - Inveralmond Community High School
 - The James Young High School.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland (HMI) 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)	<p>The consultation does not change any existing policies.</p> <p>Legal</p> <p>The Local Government etc. (Scotland) Act 1994. Education (Scotland) Act 1980 and</p>

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 Local Outcomes Improvement Plan	<p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
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	PDSP offered initial consideration at its meeting on 27 August 2019.
VIII	Other consultations	<p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>A formal consultation period was conducted between Wednesday 15 September 2021 and Friday 5 November 2021 involving all relevant consultees as outlined via Schedule 2 of the Schools (Consultation)(Scotland) Act 2010.</p>

D. TERMS OF REPORT

D1 Background to Consultation Proposal

As part of the delivery strategy for the West Lothian Local Development Plan (LDP) it is proposed to construct 2000 new homes at Gavieside.

West Lothian Council has a statutory responsibility to ensure sufficient school places, to improve the quality of the school education provided, to raise standards of education and to secure best value in available resources.

The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in

West Lothian non-denominational school catchment areas by ensuring that the entire new development will be in a single consistent catchment area.

The proposal also ensures secondary school catchment boundaries better align to natural features such as rivers and political boundaries such as community council boundaries.

D2 CONSULTATION ARRANGEMENTS

The Statutory Consultation was widely communicated through the council's website, digital media channels and in the local press. A letter informing the proposal and consultation process was issued to consultees. Copies of the Public Consultation Paper were made available via central locations within West Lothian.

The formal consultation period began on Wednesday 15 September 2021 until Friday 5 November 2021 a period of 30 school days. A copy of the Public Consultation Paper is included in Appendix 2, The Final Report on the Statutory Consultation is at Appendix 1.

A virtual public meeting was held on 30 September 2021. Notes of the meeting are included in section 3 of The Final Report.

D3 RESPONSE TO CONSULTATION

All interested parties were invited to submit their comments in writing to Education Services, Civic Centre, Howden Road South, EH54 6FF or by email via the dedicated West Lothian Council School Consultation email address Education.Consultation@westlothian.gov.uk.

No responses were received and no members of the public attended the public meeting.

As the proposal was of a technical nature and did not affect any existing children this was not a surprise.

A copy of the Council's Report of the statutory consultation is appended to this report as Appendix 1.

D4 EDUCATION SCOTLAND RESPONSE

HM Inspectors agree that the proposal for the catchment area variations to Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School has potential educational benefits.

The proposal has the potential to ensure continued use and development of existing spaces for learning. The securing of the current structure of classes and an increased peer group will have social and educational benefits. The proposal also delivers best value by addressing capacity issues within the primary schools' estate

The full Education Scotland report is attached as Appendix 3.

E. CONCLUSION

With regard to the Schools (Consultation) (Scotland) Act 2010 and having considered all of the information received during the consultation process, officers of

West Lothian Council are satisfied that no comments have been received which would have caused them to review the merits of the proposal.

Officers have considered carefully the written representations, including the Education Scotland report.

It is recommended that Education Executive agree to implement the proposal to alter the catchment areas of Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School as per The Final Report.

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%90nz%8A>

F. BACKGROUND REFERENCES

Schools (Consultation) (Scotland) Act 2010

Education Executive report 10 September 2019 – Review of Non-Denominational Secondary School Catchment at Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School - Report by Head of Education (Learning, Policy and Resources)

Appendices/Attachments:

- | | |
|------------|--------------------------------------|
| Appendix 1 | Report of the Statutory Consultation |
| Appendix 2 | Consultation Document |
| Appendix 3 | Education Scotland Report |

Contact Person:

Catherine Campbell, Senior Education Development Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 284566, e-mail catherine.campbell@westlothian.gov.uk

Andrew Cotton, Senior Education Planner, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 281080, e-mail andrew.cotton@westlothian.gov.uk

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

Date: Tuesday 18 January 2022

**PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
SCHOOL CATCHMENT AREA VARIATIONS AT DEANS COMMUNITY HIGH
SCHOOL, WEST CALDER HIGH SCHOOL, INVERALMOND COMMUNITY HIGH
SCHOOL AND THE JAMES YOUNG HIGH SCHOOL.**

A REPORT OF THE STATUTORY CONSULTATION

Wednesday 15 September 2021 until Friday 5 November 2021

Education Services

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Education Services

1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to review Admission Arrangements arising from School Catchment Area Variations at Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- Review of non-denominational primary school catchment areas at:
Deans Community High School,
West Calder High School,
Inveralmond Community High School
The James Young High School.
- The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian non-denominational school catchment areas.

Education Services

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 2022.

Date	Event	Description
10 September 2019	Education Executive Meeting	Meeting to review proposal and Consultations Document and agree commencement of Statutory Consultation phase.
19 January 2021	Education Executive Meeting	Meeting to update Education Executive on timescales for the review
15 September 2021	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
30 September 2021	Public Meeting	Public Meeting to discuss proposal
05 November 2021	End of Consultation	End of Public Consultation
12 November 2021	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
Mid February 2022	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
Late February 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
22 March 2022	Education Executive Meeting	Decision made

Education Services

1.3 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, establishment of a new education establishment, 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

Education Services

1.4 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Wednesday 15 September 2021 until Friday 5 November 2021. 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:
- <https://www.westlothian.gov.uk/article/70753/Proposal-to-Review-Admission-Arrangements-arising-from-School-Catchment-Area-Variations-at-Deans-Community-High-School-West-Calder-High-School-Inverlmond-Community-High-School-and-The-James-Young-High-School>
- 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 via Teams on Thursday 30th September 2021. Council officers outlined the key elements of the proposal and answered questions from meeting attendees. Minutes of the public meeting 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:

Catherine Campbell, 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 Friday 5 November 2021.

Education Services**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 meeting.

2.1 RESPONSES RECEIVED

None

3. NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD VIA TEAMS
30 SEPTEMBER 2021, TO DISCUSS PUBLIC CONSULTATION DOCUMENT:
"PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
SCHOOL CATCHMENT AREA VARIATIONS AT DEANS COMMUNITY HIGH
SCHOOL, WEST CALDER HIGH SCHOOL, INVERALMOND COMMUNITY HIGH
SCHOOL AND THE JAMES YOUNG HIGH SCHOOL.**

In attendance from West Lothian Council:

Catherine Campbell
Andrew Cotton

Senior Education Development Officer
Senior Education Planning Officer

Meeting attendees : 3 attendees from Education Scotland

Discussion Opportunity

4. ANALYSIS OF CONSULTATION RESPONSES

No responses were received and no members of the public attended the public meeting.

As the proposal was of a technical nature and did not affect any existing children this was not a surprise.



Appendix A – Letter to Consultees

West Lothian Civic Centre

Howden South Road

Livingston

West Lothian

EH54 6FF

September 2021

Dear Consultee

West Lothian Council has a statutory obligation to adopt a whole school approach even when consulting on a proposal that only makes minor adjustments to catchment boundaries.

The proposal only affects 7 existing residential properties around the B7015 north of Gavieside and does not affect any children currently in education in West Lothian.

The principal aim of the proposal is to address the demands of future housing development at Gavieside and ensure the best use of existing and future school capacities in West Lothian.

Proposal to Review Admission Arrangements arising from School Catchment Area Variations at Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School.

West Lothian Council's Education Executive at its meeting on 10 September 2019 authorised West Lothian Council's Education Services to commence statutory consultation on the proposals to review and amend the current non-denominational catchment areas of Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School..

The consultation document outlining the proposal is available online on the following webpage:

<https://www.westlothian.gov.uk/article/70753/Proposal-to-Review-Admission-Arrangements-arising-from-School-Catchment-Area-Variations-at-Deans-Community-High-School-West-Calder-High-School-Inveralmond-Community-High-School-and-The-James-Young-High-School>



The Consultation period will run from 15 September 2021 until 5pm on Friday 5 November 2021. A public meeting to discuss the consultation document will be held:

Date: Thursday 30 September 2021

Time: 7.00PM to 8.30PM

Venue: Via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTc4NzlmZWMTODgzNS00OWJhLWE4MDktNTViNTU1ZDUyMDhi%40thre%20ad.v2/0?context=%7b%22Tid%22%3a%221de78b07-ad4e-4049-a2db-953ee8b36107%22%2c%22Oid%22%3a%2221310a60-b992-4690-b831-3bf45f6c8cb6%22%7d

You are also invited to submit your comments on the consultation by e-mail to:

Education.Consultation@westlothian.gov.uk

For written representations to be considered they must be received no later than **5pm on Friday 5 November 2021**.

A decision on the proposal is planned to be made in Spring 2022 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and feedback from meetings and from feedback received from Education Scotland.

Yours sincerely

A handwritten signature in black ink that reads 'James Cameron'.

James Cameron

Head of Education (Learning, Policy and Resources)

Appendix B – Consultation Document

**WEST LOTHIAN COUNCIL EDUCATION SERVICES
CONSULTATION DOCUMENT
SEPTEMBER 2021**

**REVIEW OF ADMISSION ARRANGEMENTS AS A
RESULT OF ALTERATION TO THE NON-
DENOMINATIONAL SECONDARY SCHOOL
CATCHMENT AREAS OF:**

- **DEANS COMMUNITY HIGH SCHOOL**
- **WEST CALDER HIGH SCHOOL**
- **INVERALMOND COMMUNITY HIGH SCHOOL;
AND**
- **THE JAMES YOUNG HIGH SCHOOL**

CONTENTS

SECTION 1

- 1.1 Purpose of this Document**
- 1.2 Background**
- 1.3 Summary of Proposals**

SECTION 2

- 2.1 Integrated Impact Assessment**

SECTION 3

- 3.1 Educational Benefits Statement**

SECTION 4

- 4.1 Consultation Process: How To Have Your Say**

SECTION ONE

This section introduces the reason for the consultation. It provides information about why West Lothian Council is proposing to review admission arrangements as a result of alteration to the non-denominational secondary school catchment areas of Deans Community High School, West Calder High School, Inveralmond Community High School and the James Young High School.

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise:

1. West Lothian Council's proposals to review admission arrangements as a result of alteration to the non-denominational secondary school catchment areas of:
 - I. Deans Community High School
 - II. West Calder High School
 - III. Inveralmond Community High School
 - IV. The James Young High School
2. The educational benefits of the 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 in this instance, amendment to school catchment areas. To carry out a public consultation the 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 of the affected schools.

Section 3 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.

1.2. BACKGROUND

The West Lothian Local Development Plan was approved in September 2018.

Within the Local Development Plan, Gavieside is a major development with over 2,000 new residential properties planned. At present, almost the site is split between Deans Community High School and West Calder High School catchment for non-denominational secondary schooling.

In recognition of the West Lothian Local Development Plan, West Lothian Council has an obligation to address school capacities within the non-denominational secondary school education sector. Doing so will offer opportunity to better match allocated housing developments to existing and future primary school capacities.

The figures detailed below show capacities and forecast school rolls at the non-denominational secondary schools for Deans Community High School, West Calder High School, Inveralmond Community High School and The James young High School.

School Roll Forecast from the 2018 Based Forecasts

School	Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Deans CHS	1,100	995	995	999	975	972	976	958	948	926	912	869
West Calder High School	1,100	696	712	761	799	839	885	938	1,006	1,082	1,163	1,245
Inveralmond CHS	1,320	1,037	1,017	1,007	976	979	997	986	977	949	906	872
The James Young High School	1,210	1,140	1,147	1,183	1,213	1,209	1,211	1,227	1,226	1,231	1,234	1,236

West Lothian Council note that said capacities are not well matched to allocated Local Development Plan sites. Adopting the proposed approach detailed in Section 1.3 of this report offers a feasible solution that alleviates potential capacity issues.

1.3. SUMMARY OF PROPOSALS

The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian non-denominational secondary school catchment areas.

West Lothian Council propose to review admission arrangements as a result of alteration to the current non-denominational secondary school catchment areas of:

- Proposal 1 – Deans Community High School
- Proposal 2 – West Calder High School
- Proposal 3 – Inveralmond Community High School
- Proposal 4 – The James Young High School

Details of proposed school catchment area realignment are explained in sections (1.3.1) – (1.3.4) of this report with area maps attached as appendices.

1.3.1 PROPOSED CHANGE OF CATCHMENT AREA FROM DEANS COMMUNITY HIGH SCHOOL TO WEST CALDER HIGH SCHOOL



An area within Deans Community High School catchment north of the B7015 and south of the River Almond is proposed to transfer from Deans Community High School catchment area to West Calder High School catchment. There are 7 existing residential properties in the area with no children in education in West Lothian.

1.3.2 PROPOSED CHANGE OF CATCHMENT AREA FROM THE JAMES YOUNG HIGH SCHOOL TO WEST CALDER HIGH SCHOOL

It is proposed an area of The James Young High School catchment is transferred to West Calder High School catchment area. This will allow school catchment areas to follow the Killandean Burn. No residential properties are affected by this particular proposal.

1.3.3 PROPOSED CHANGE OF CATCHMENT AREA FROM WEST CALDER HIGH SCHOOL TO THE JAMES YOUNG HIGH SCHOOL

A small area of the West Calder High School catchment will transfer to The James Young High School catchment area. This will allow school catchments to follow the Harwood Burn and the Killandean Burn. No residential properties are affected.

1.3.4 PROPOSED CHANGE OF CATCHMENT AREA FROM INVERALMOND COMMUNITY HIGH SCHOOL TO THE JAMES YOUNG HIGH SCHOOL

It is further proposed that a small area within the Inveralmund Community High School catchment area between the B7015 and the Killdean Burn is transferred to the The James Young High School catchment. This will allow the catchment to follow the Killandean Burn. No residential properties are affected as a result of this proposal.

1.3.5 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.

Further to proposed amendments to secondary school catchments as detailed in sections (1.3.1) – (1.3.4) of this report it is further proposed to associate each of the identified areas of change to a designated non-denominational primary school to ensure all secondary school catchments align with primary school catchments.

To this regard, a separate Statutory Consultation will be conducted to propose review of the non-denominational primary school catchment areas at Seafield Primary School, Parkhead Primary School, Livingston Village Primary School, Bankton Primary School and Dedridge Primary School.

Maps of the proposed alterations can be found here:

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43586>

SECTION TWO

This section provides 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

INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically 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 socioeconomic disadvantage (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 THREE

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

3.1 EDUCATIONAL BENEFIT STATEMENT

Whilst assessing the educational benefits of the proposals, the undernoted factors were 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.

A key educational advantage of the proposed amendments is that the affected schools 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 broadens scope for attainment and achievement and builds a positive ethos for staff and pupils alike.



- **Admission**

There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas. All pupils will continue to attend their existing schools for the remainder of their secondary stage education.

Younger siblings of those pupils currently attending Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School will retain the catchment status of the older sibling and will be permitted to attend the existing secondary school establishment if parents wish siblings to attend the same primary school.

This catchment status would remain until such times that the sibling link is broken i.e. should the elder sibling leave secondary stage education prior to commencement of the younger sibling at secondary school.

Criteria for admission will continue to be in accordance with West Lothian Council's current admission arrangements. [West Lothian Council Primary School Admission Policy](#)

It is proposed to transfer only the specified areas set out in section 1.3 of this report. All other existing catchment area criteria for each of the denominational primary schools highlighted in this report will remain unchanged.

- **School Capacity**

West Lothian Council do not anticipate any impact to existing school capacities at the detailed schools as a result of the proposed school catchment alterations.

- **School Management/Staff Teams**

West Lothian Council do not foresee alteration to current school management structures at the schools detailed in this report. All existing staffing facilitations and day to day operations within each of the schools will continue as is.

Any amendments to current staffing will be undertaken in accordance to West Lothian Council 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 School Transport Policy](#)

- **Secondary School Alignment**

There are no proposed amendments to existing primary to secondary school associations as a result of this proposed review of school catchment areas.

St Mary's Primary School Polbeth and Our Lady of Lourdes Primary School will continue to be an associated primary school and aligned to St Kentigern's Academy.

St Ninian's Primary School will remain in alignment to St Margaret's Academy.

Primary to secondary transition programmes currently adopted will be unaffected by the proposed amendment to catchment allocation. All of the relative establishments



will endeavour as always to ensure the 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 the identified primary 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. Appropriate car park protocols and risk assessments will be maintained.

- **Breakfast / School Clubs**

Breakfast clubs will continue to provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options. The aim of the club 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 a wide range of extracurricular activities. Activities are designed to offer opportunity to learn new skills and enhance experiences. 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 being considered key to the success of the school.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement as a result of the intimated proposals.

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

- **Community Links**

Community interaction encourages a welcoming ethos, provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local area.

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

- **Benefits for Any Other School Users**

The proposed changes will have no impact on existing external school users. All existing provisions for other school users will continue as a result of the proposed catchment area review.

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.

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to alter 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 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 this particular proposal will run from 15th September 2021 until 5th November 2021.

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 online via Microsoft Teams.

Location Microsoft Teams	Date/Time 30 th September, 19:00
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[Click here to join the meeting](#)



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

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

The Council website will contain information on the consultation. The web address is: <https://www.westlothian.gov.uk/article/47477/Schools-and-Education-Consultations>

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

Catherine Campbell, 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 5th November 2021

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 period.

All written and oral comments received during the consultation process are recorded and represented in said 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 Spring 2022.

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



West Lothian Council proposal to review school catchment areas at Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School

If you would like a copy of this document please contact

Education.Consultation@westlothian.gov.uk , giving your name, address and the language you would like the document translated in to

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Propozycja Rady Miasta West Lothian przeglądu okolic naboru do szkół podstawowych: Deans Community High School, West Calder High School, Inveralmond Community High School oraz The James Young High School

Jeżeli chcieliby Państwo otrzymać kopię tego dokumentu prosimy o kontakt z

Education.Consultation@westlothian.gov.uk , podając swoje imię i nazwisko, adres zamieszkania oraz w jakim języku chcieliby Państwo otrzymać ten dokument

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Education.Consultation@westlothian.gov.uk برائے مہمان پیمانان اپتہ اور اس زبان کا نام جس میں
آپ ترجیح دہندہ دستاویز چاہتے ہیں، دیں۔



西洛锡安议会政府关于对Deans Community High School (迪恩斯社区高中)、West Calder High School (西卡德高中)、Inveralmond Community High School (印华瑞蒙德社区高中) 以及The James Young High School (詹姆斯青年高中) 所覆盖的区域进行审核的建议

如果您希望获得一份该文件的翻译件, 请将您的名字、住址、以及您希望将本文件翻译成的语言告诉我们: Education.Consultation@westlothian.gov.uk。

West Lothian評議會提議審查Deans社區高中, West Calder高中, Inveralmond社區高中和The James Young高中的學校追趕區域

如果您需要本文檔的副本, 請聯繫Education.Consultation@westlothian.gov.uk, 將你的姓名, 地址和提供您希望將文檔翻譯成的語言

ডীনস্ কমিউনিটি হাই স্কুল (Deans Community High School), ওয়েস্ট কোল্ডার হাই স্কুল (West Calder High School), ইনভারালমন্ড কমিউনিটি হাই স্কুল (Inveralmond Community High School) এবং দি জেইমস্ ইয়াং হাই স্কুল (The James Young High School) ক্যাচমেন্ট এরিয়াগুলো (শিক্ষার্থী ভর্তির অগ্রাধিকার এলাকার সীমানা) পুনর্বিবেচনার জন্যে পশ্চিম লোথিয়ান কাউন্সিলের প্রস্তাবনা।

যদি আপনি এই দলিলের একটি কপি পেতে চান, তাহলে অনুগ্রহ করে Education.Consultation@westlothian.gov.uk-তে যোগাযোগ করুন এবং আপনার নাম, ঠিকানা দিন এবং এই দলিলটি কোন্ ভাষায় পেতে চান তা উল্লেখ করুন।

Vakarų Lodiano tarybos pasiūlymas patikrinti Deans Community vidurinės mokyklos, Vakarų Kaldero vidurinės mokyklos, Inveralmond Community vidurinės mokyklos ir Džeimso Jango vidurinės mokyklos rajonus

Jeigu pageidautumėte gauti šio dokumento kopiją, parašykite adresu Education.Consultation@westlothian.gov.uk, nurodydami savo vardą, adresą ir kalbą, į kurią turėtų būti išverstas dokumentas

Vestlotianas padomes (West Lothian Council) ierosinājums pārskatīt skolu mikrorajonu robežas vidusskolām Deans Community High School, West Calder High School, Inveralmond Community High School un James Young High School

Ja vēlaties saņemt šī dokumenta kopiju, lūdzam sazināties ar Education.Consultation@westlothian.gov.uk, norādot savu vārdu, adresi un valodu, kādā vēlaties saņemt dokumenta tulkojumu

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to review admission arrangements as a result of alteration to the non-denominational secondary school catchment areas of: Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School.

November 2021

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 review admission arrangements as a result of alteration to the non-denominational secondary school catchment areas of: Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High 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 young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal paper;
- any other likely effects of the proposal; and
- 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:

- attendance at the virtual public meeting held on 30 September 2021 in connection with the council's proposals;
- 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
- discussion with headteachers of Deans Community High School, West Calder High School, Inveralmond Community High School and The James Young High School.

2. Consultation process

2.1 West Lothian Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#) and the amendments in the Children and Young People (Scotland) Act 2014.

2.2 The consultation ran from 15 September 2021 until 5 November 2021. The council posted the proposal document on its website and lodged copies in the schools concerned and in council offices. In addition, it announced the consultation in the local press. The council held a virtual public meeting on 30 September 2021. No stakeholders attended. The council received no responses to the proposal. Appropriate arrangements were put in place to ensure that the views of children and young people affected by the proposal were heard and taken into account.

3. Educational aspects of proposal

3.1 The council has set out a strong case for the proposed catchment changes to both schools. Gavieside is a major development with over 2,000 new residential properties planned. Within the Local Development Plan, at present, almost all of the site is split between Deans Community High School and West Calder High School catchment for non-denominational secondary schooling. In recognition of the West Lothian Local Development Plan, West Lothian Council has an obligation to address school capacities within the non-denominational secondary school education sector. Doing so will offer opportunity to better match allocated housing developments to existing and future primary school capacities.

3.2 The council confirms that there will be no negative impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas. All pupils will continue to attend their existing schools for the remainder of their secondary stage education. Also, the proposal plans to associate each of the identified areas of change with a designated non-denominational primary school. This would ensure that that all secondary school catchments align with primary school catchments.

3.3 The guarantee by the council to allow siblings in the affected schools to attend the same secondary school as their brothers or sisters provides re-assurance to families.

3.4 HM Inspectors are of the view that the council has made a reasonable case for change and that the proposal will assist it to achieve best value by managing its school estate efficiently and effectively.

4. Summary

West Lothian Council has set out a clear rationale for the proposal and has consulted stakeholders well. The proposal makes clear the need to ensure a sufficiency of school places across the four non-denominational secondary school catchment areas. HM Inspectors agree that the council is taking positive steps to offer a feasible solution that alleviates future potential capacity issues.

**HM Inspectors
November 2021**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

RELOCATION OF BEATLIE SCHOOL, LIVINGSTON

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 relocate Beatlie School to purpose built accommodation at a site east of the Xcite Craigswood Leisure Facility off Grange Road, Livingston.

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

B. RECOMMENDATION

It is recommended that the Education Executive:

1. Approves the proposal to relocate Beatlie School.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland (HMI) 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)	<p>The consultation does not change any existing policies.</p> <p>Legal</p> <p>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.</p>

III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	<p>Outcome 2: We are better educated and have access to increased and better-quality learning and employment opportunities.</p> <p>Outcome 3: Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
VI	Resources - (Financial, Staffing and Property)	<p>The approved General Services Capital Programme includes approved budgets of £6.75m to deliver the projects from 2021/22 onwards.</p> <p>The additional funding for the school will be met over a 25-year period by the Scottish Government as part the LEIP outcomes-based funding model.</p> <p>The NHS will pay a pro rata contribution of construction and ongoing property costs for the lease of the CDC facility within the campus.</p> <p>The project will be managed through existing staff resources and supported by funded internal posts and external technical consultants from within the project's financial resources.</p>
VII	Consideration at PDSP	4 May 2021, the Panel noted the report and agreed that it should be presented to Education Executive for decision following Council Executive consideration on the recommended site.
VIII	Other consultations	<p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>Formal consultations involve Parent Councils, parent/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools will also be consulted.</p>

D. TERMS OF REPORT

Beatlie School is an all-through establishment for children with a range of additional support needs related to complex educational and profound medical needs. There is also an early year's nursery provision. The school is currently located within a former primary school building, built in 1966, offering limited flexibility and accessible circulation space.

The NHS Child Development Centre is also located within the Beatlie School Campus and provides assessment and support facilities for families across West Lothian.

West Lothian Council Education Service has reviewed the condition, suitability and capacities of existing property assets, to establish feasible modification and relocation options to inform decisions on future service delivery.

The outcome of this investigation was the recognition that there was a need to consider options for relocation of Beatlie School related to (i) existing property asset performance and (ii) the delivery of a single all-through education establishment for pupils with a range of additional support needs related to complex educational and profound medical needs.

The council was successful in its application for Learning Estate Investment Programme funding. The project is based on the development of a new school and partner accommodation for the NHS Child Development Centre (CDC). The CDC accommodation is being funded by the NHS.

Site Selection

Site section was agreed at Council Executive on 8 June 2021.

The site location identified by officers for the new Beatlie School is on the existing playing fields to the east of Craigswood Xcite, West Lothian Leisure Sports Facility.

The principles of the site selection exercise were as follows:

1. Land must be owned by the council (or a partner organisation) and be sufficient for the delivery of the campus;
2. Preference for remaining within Livingston to maintain existing strong links with local community organisations;
3. Site should not if possible be technically challenging to develop in terms of topography and utilities to mitigate cost risks associated with abnormal development costs; and
4. Site should be on a location that is accessible for public transport and the road network.

It was agreed by Council Executive that appropriate engagement with existing users

and West Lothian Leisure will take place advising of the timescales for delivery.

E. CONCLUSION

With regard to the Schools (Consultation) (Scotland) Act 2010 and having considered all of the information received during the consultation process, officers of West Lothian Council are satisfied that no comments have been received which would have caused them to review the merits of the proposal.

Based on these findings, it is recommended that West Lothian Council Education Executive agree to implement the proposal to relocate Beatlie School to purpose built accommodation at a site east of the Xcite Craigswood Leisure Facility off Grange Road, Livingston. If agreed and implemented would result in Beatlie School occupying the new facility in August 2023

F. BACKGROUND REFERENCES

- Schools (Consultation) (Scotland) Act 2010

Appendices/Attachments:

Appendix 1 The Final Report on the Consultation

Contact Person(s):

Catherine Campbell, Senior Education Development Officer.
Email: Catherine.campbell@westlothian.gov.uk

Greg Welsh, Interim Head of Education (Primary), Senior Project Officer
Email: Greg.Welsh@westlothian.gov.uk

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

Date of meeting: 18 January 2022

Appendix 1

RELOCATION OF BEATLIE SCHOOL
FINAL REPORT OF THE STATUTORY CONSULTATION
Monday 16 August 2021 until Friday 24 September 2021

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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 relocate Beatlie School, Livingston
- the Consultation Process
- Consultee Responses
- Note of the Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- relocate Beatlie School to purpose built accommodation at a site east of the Xcite Craigswood Leisure Facility off Grange Road, Livingston.
- This current proposal if agreed and implemented would result in Beatlie School occupying the new facility in August 2023.

1.3 BACKGROUND

West Lothian Council Education Executive, at its meeting on 22 June 2021, approved Education Services proposal to commence formal consultation in relation to Beatlie School relocation.

Beatlie School is an all-through establishment for children with a range of additional support needs related to complex educational and profound medical needs. There is also an early year's nursery provision. The school is currently located within a former primary school building, built in 1966, offering limited flexibility and accessible circulation space.

The NHS Child Development Centre is also located within the Beatlie School Campus and provides assessment and support facilities for families across West Lothian.

The council was successful in its application for Learning Estate Investment Programme funding. The project continues to be based on the development of a new school but also now includes partner accommodation for the NHS Child Development Centre (CDC).

1.4 TIMELINE

The following timeline was established and incorporates the organisation of a virtual 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 November 2021.

Date	Event	Description
4 May 2021	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
22 June 2021	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
16 August 2021	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
9 September 2021	Public Meeting	Public Meetings to discuss proposal
24 September 2021	End of Consultation	End of Public Consultation
End September 2021	Submit report to Education Scotland *Dates to be agreed in advance with Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
October 2021	Deadline for Education Scotland three-week period for reporting back to Education Services **Education Scotland do not include any schools holiday periods within their 3 week timeframe	Education Scotland response to West Lothian Council submission
October 2021	Give 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
17 December 2021	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
January 2022	Education Executive Meeting	Decision made

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

1.5 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, establishment of a new education establishment, 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 Monday 16 August 2021 until Friday 24 September 2021. 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:
- <https://www.westlothian.gov.uk/article/70539/Beatlie-Statutory-Education>
- 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 virtual public education consultation meeting was held via a Teams link on the 9th September, 7.00pm till 8.30pm. [Teams link for the meeting here.](#)

Council officers outlined the key elements of the proposal and answered questions from meeting attendees. Minutes of the meeting 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:

Catherine Campbell, 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 Friday 24 September 2021.

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.

Two written representations were received during the consultation period.

2.1 RESPONSES RECEIVED

There were 2 individual electronic response received.

As part of the consultation process and in order to ensure a rigorous and thorough examination of the responses received, Council officers read every response.

For the purpose of this report respondent comments are anonymised.

2.1.1 School Pupil Council Responses (email):

Williamston Primary School – Beatlie Consultation



Due to COVID, our pupil council looks very different. We therefore took a selection of pupils from P4-7 and consulted them.

P4 Pupil Comments

- Good that they have found somewhere that are treated right – they have the right people to look after them
- Very good
- Amazing that they are getting a bigger better school
- The boys and girls that go to the school might be a bit nervous.
- The boys and girls should be excited that they are moving to a new school that they belong in

P5 Pupil Comments

- They will need a ramp because some people won't be able to walk up the stairs.
- Handrails would help.

- Yes, a new building will help children with their learning.
- It's a good idea because the new building will be more advanced and things will be made special for these children
- The new building might distract them from their learning because it's all new.
- People with sensitive ears might find the new building loud – you need to think about this when you are building.

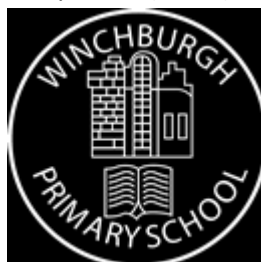
P6 Pupil Comments

- It would be a good idea because they will be able to learn easily.
- It's a good idea because they are getting more technology which can help them with their learning.
- It would be a good idea as it will help most children learn. It will help a bunch of children get help in one place rather than across the council.
- It's a good idea, it will be one big school. With all the new stuff it will help the children to learn. It will help the staff because there is more updated technology.
- I think because the children have been in the school for a while, they will be used that building so they might find it difficult to move. You could try to make the new building similar to the old one so that it's not such a big process to move. This would help them to settle in and get used to it quickly.

P7 Pupil Comments

- It's good because it might be bigger so more children would benefit
- There might be more modern resources to help the children with difficulties and staff in learning.
- The new equipment will help them with their needs.
- They won't get as nervous because they don't have to change school to go to high school.
- It's good that they are building a new school like this in West Lothian.
- They might struggle to find their way around so more staff might be needed or each child should have someone to help them.

2.1.2 School Pupil Council Responses (email):



Proposal to build a new school at Craigswood for Beatlie School Campus

The pupils sought the views across the senior pupils.

Views of senior pupils at Winchburgh PS are;

- The pupils will have access to a purpose build facility to enhance their learning experience
- They will receive the necessary care they need from support staff they know well
- The teaching staff will know the pupils and continue to support their learning needs
- The proposed site has more space to accommodate transport needs of pupils

Concerns from the senior pupils;

- No concerns were raised

Winchburgh Primary school pupils have no objection to this proposal.

3 NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD VIA TEAMS
Thursday 9 September 2021, TO DISCUSS PUBLIC
CONSULTATION DOCUMENT:
RELOCATION OF BEATLIE SCHOOL, LIVINGSTON**

In attendance from West Lothian Council:

Greg Welsh
Catherine Campbell
Carol Robbie

Interim Head of Education, Primary and Early Years
Education Development Officer
Beatlie School, Head Teacher

Meeting attendees: 2 parents, 2 employees and 3 representatives from Education Scotland

Education Services Presentation:



PRESENTATION
Beatlie Statutory Co

Discussion Opportunity – Greg Welsh opened the floor to comments and questions:

Attendee Comments
Parent attendee commented that they welcomed the continuity of education from nursery to secondary in one building. They went on to add that their child had a positive experience during transition points as a result of this arrangement.
An attendee commented that discreet areas denoted within the new building for nursery, primary and secondary would allow children to move through the school in an age appropriate environment and was welcomed.
A parent commented that her child loves water and rebound therapy. Adding that the inclusion of the hydrotherapy facility is fantastic and will unlock so much in the children.

Another attendee commented that the outdoor space, hydrotherapy and rebound therapy were exciting.

WLC Officers duly noted the comments and suggestions.

Attendee question: How is the school future proof?

WLC Response: Good question and something we have asked two design and technology companies working on the project to have a look at. The authority believe that the new school should be designed to allow children to be as independent as possible including assistive and smart technology solutions built into the design. Future proofing the school isn't necessarily about increasing the floor space but including technology that will be available now and, in the future, to allow young people to control their environment e.g. light, sound, smell and move around the building independently.

Attendee asked if the school roll will be the same going forward?

Officer Response: Yes, funding is for a new like for like facility. The Beatlie school roll has been consistent for the past five years and projections don't show this to change.

Attendee Comment

One attendee commented that they were pleased that the NHS CDC will also be relocated within the new school building. From her experience this will make it easier for families to get to appointments. Furthermore, this will allow for more joined up thinking as staff can easily speak to other expert services on site.

An attendee asked what's happening to First Steps?

Response: Officers have met with third sector users of Beatlie Campus including First Steps and Sign Post. Both have been offered suitable alternative accommodation at Livingston Family Centre. Both organisations have responded positively to this offer. WLC will continue to support both organisations during the period of transition.

Attendee Comment

An attendee both a parent and employee of West Lothian Council commented that they are proud to work for West Lothian Council and have been impressed with the level of commitment to Beatlie School.

WLC Officers duly noted the comments.

Meeting Close:

Greg Welsh thanked everyone for their attendance.

4 ANALYSIS OF CONSULTATION RESPONSES

No expressions of opposition to the proposals were received during the statutory consultation.

Written email representations were received from two West Lothian primary school pupil councils during the consultation period. Both expressed support for the proposals.

During the public meeting all four attendees expressed support for the proposals. Attendees included two parents of children at Beattie School and two employees of Beattie School.

5 REPORT BY EDUCATION SCOTLAND

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to relocate Beatlie School, Livingston.

October 2021

Summary

HM Inspectors agree that the council's proposal has clear educational benefits. A new school building could provide a high-quality learning environment, with space for specialised equipment, therapeutic interventions and for teaching life-skills. There is potential to improve the curriculum through the enhanced facilities, for example, in outdoor education and technologies.

Parents, school staff and the wider community agree that the new campus will bring improved experiences and outcomes for children and young people.

6 COUNCIL OFFICER REVIEW AND RECOMMENDATION

6.1 REVIEW OF PROPOSAL

Feedback from consultee submissions and the report from Education Scotland have been analysed in order that any issues highlighted were given cognisance and responded to. As a result of this analysis officers conclude the undernoted factors:

Identified Key Benefits:

- New accommodation will be compliant with the Council's obligations under the Equality Act 2010, fully accessible, specially built and equipped with modern solutions to meet the learning and care needs of pupils and will provide opportunities for a wide range of learning experiences.
- Facilities would enable pupils to have full time placements to fulfil their education entitlements within a highly supportive environment.
- The new school will include the most up to date assistive technology equipment which will be designed to help facilitate greater independence for users to explore their surroundings, by increasing, maintaining or improving their functional capabilities.

6.2 RECOMMENDATION

With regard to the 2010 Act and having considered all of the information received during the consultation process, officers of West Lothian Council are satisfied that no comments have been received which would have caused them to review the merits of the proposal.

Based on these findings, it is recommended that West Lothian Council Education Executive agree to implement the proposal to relocate Beatlie School to purpose built accommodation at a site east of the Xcite Craigswood Leisure Facility off Grange Road, Livingston. If agreed and implemented would result in Beatlie School occupying the new facility in August 2023.

Appendix A – Letter to Consultees

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF
Contact: James Cameron
Tel 01506 281680

12 August 2021

Dear Consultee

West Lothian Council Education Services

Proposal to Relocate Beatlie School, Livingston

West Lothian Council's Education Executive at its meeting on 22 June 2021 authorised West Lothian Council's Education Services to commence statutory consultation on the proposal to relocate Beatlie School, Livingston.

The consultation document outlining the proposal is available online on the following webpage:

<https://www.westlothian.gov.uk/article/49192/Schools-and-Education-Open-Consultations>

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:

Catherine Campbell, Senior Education Development Officer, West Lothian Council Education Services, Civic Centre, Howden South Road, Livingston, EH54 6FF.

The consultation period is from Monday 16 August 2021 until Friday 24 September 2021 inclusive. A virtual public meeting to discuss the consultation document will be held on:

Date: Thursday 9 September 2021

Time: 7.00PM to 8.30PM

Meeting Link: [Teams link for the meeting here.](#)

You are also invited to submit your comments on the consultation in writing to Catherine Campbell 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 Friday 24 September 2021**.

A decision on the proposal is planned to be made in November 2021 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and feedback from meetings and from feedback received from Education Scotland.

Yours sincerely



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

Appendix B – Consultation Document

**WEST LOTHIAN COUNCIL
EDUCATION SERVICES CONSULTATION**

RELOCATION OF BEATLIE SCHOOL, LIVINGSTON

CONSULTATION DOCUMENT

AUGUST 2021

SECTION 1: Purpose of this Document

SECTION 2: The Proposal

SECTION 3: The Educational Benefit Statement

SECTION 4: Integrated Impact Assessment

SECTION 5: Consultation Process and How to Have Your Say

SECTION 1: PURPOSE OF THE DOCUMENT

The purpose of this document is to give information on:

- West Lothian Council's proposal to relocate Beatlie School, Livingston, as part of the Council's continuing commitment to ensure equitable, quality and sustainable provision for pupils with additional support needs;
- The educational benefits to be gained through the implementation of this proposal; and
- 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 and their families and will enable the vast majority of pupils with severe, complex and medical needs to be educated within West Lothian with tailored support to meet their needs.

Public consultations are necessary when a local authority is proposing to make a significant change to its school estate, in this case the relocation of a school. 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 further organised into the following sections:

Section 2 details the proposal and gives the background and rationale.

Section 3 contains the educational benefits statement in relation to the proposal and provides an assessment of the effects of this proposal on the children/young people and their families of the affected schools.

Section 4 provides information on the Integrated Impact Assessment undertaken in reference to the proposal. An Integrated Impact Assessment (IIA)) is undertaken to ensure that the Council meets its statutory requirement to assess policies and practices and ensure that they meet the legislative requirements in relation to its equality, human rights and socioeconomic obligations.

Section 5 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.

SECTION 2: PROPOSAL AND BACKGROUND TO THE PROPOSAL

2.1. THE PROPOSAL: - TO RELOCATE BEATLIE SCHOOL, LIVINGSTON

West Lothian Council, Education Services proposes to relocate Beatlie School, Livingston to a new all-through educational facility on a site east of the Xcite Craigswood Leisure Facility off Grange Road, Livingston as identified by Council Executive.

In addition, the NHS Child Development Centre currently located within the existing Beatlie School and providing support facilities for young people across West Lothian will also be relocated to the new purpose-built facility.

West Lothian Council do not foresee any impact to the existing Beatlie School roll capacity as a result of implementation of this proposal.

Education authorities have a statutory duty in terms of the Education (Scotland) Act 1980 to make adequate and efficient provision of school education across their area. This duty applies in respect of both the current school population and anticipated pattern of demand.

Furthermore, the Standards in Scotland's Schools Act 2000 details the education authority has a duty to provide every child or young person an education aimed at developing their personality, talents, mental and physical abilities to their fullest potential. To this regard, West Lothian Council has a duty to provide support to children and young people who have additional needs which may cause a barrier to their learning. Most pupils who experience barriers to learning can be supported in their mainstream school with specialist intervention, staff training and/or direct support. However, a number of pupils require more intensive support with specialised education and care. This is provided within specialist educational establishments and is in line with the Council's commitment to promoting fairness and equality.

West Lothian Council wishes to optimise the educational experience for every pupil by providing the best possible education which meets the need of all learners. The relocation of Beatlie School from the current building at Craigshill, Livingston to a new purpose-built facility at a site also within Livingston and to be agreed at Education Executive will create a single inspiring learning environment for existing and future pupils with a range of additional support needs related to complex educational and profound medical needs.

2.2 BACKGROUND TO THE PROPOSAL

West Lothian Council undertook public consultation regarding Additional Support Needs (ASN) provision during 2013 to 2015. Extensive consultation with stakeholders took place and contributions provided valuable feedback on the requirements for future provision.

Subsequent investigations were initiated by West Lothian Council Education Services into reviewing the condition, suitability and capacities of the existing ASN properties, establishing feasible modification and relocation options to inform decisions on future delivery.

The outcome of these investigations was the recognition that there was a need to consider options for relocation of Beatlie School related to (i) existing property asset performance and (ii) the delivery of a single all-through education establishment for pupils with a range of additional support needs related to complex educational and profound medical needs.

West Lothian Council offers a range of specialist establishments within the ASN School Estate. Each special school has a clear purpose that caters for the specific need of the child or young person attending. Beatlie School, having embedded excellent support to those pupils with a range of additional support needs related to complex educational and profound medical needs is in an excellent position to continue to facilitate this dedicated approach.

2.3 SITE LOCATION

On evaluation of existing school estates and review of available land within the Authority a number of options for the relocation of Beatlie School were considered and agreed at Council Executive on 8 June 2021.

The preferred location that has been identified by officers for the new Beatlie School is on the existing playing fields to the east of Craigswood Xcite, West Lothian Leisure Sports Facility (Appendix 2).

The principles of the site selection exercise were as follows:

1. Land must be owned by the council (or a partner organisation) and be sufficient for the delivery of the campus;
2. Preference for remaining within Livingston to maintain existing strong links with local community organisations;
3. Site should not if possible be technically challenging to develop in terms of topography and utilities to mitigate cost risks associated with abnormal development costs; and

4. Site should be on a location that is accessible for public transport and the road network.

Should the proposal be agreed on completion of proposed works, the newly constructed Beatlie School will deliver 6 class bases with an additional, 2 general purpose spaces, nursery, hydrotherapy pool, rebound therapy, soft play room, sensory room and a multi-purpose hall with dining.

In addition, NHS Child Development Centre will comprise clinical assessment rooms, soft play, public waiting area and offices.

Intended delivery of proposed facilities and relocation of Beatlie School is August 2023.

2.4 ADMISSION CRITERIA

There will be no amendment to criteria for admission to specialist provision in West Lothian as a result of this consultation exercise.

Admission will continue to be in accordance with West Lothian Council's current admission arrangements for specialist provision, details of which are detailed via the attached link [West Lothian Council Admission to Specialist Provision Policy](#)

2.5 SCHOOL CATCHMENT AREA

Specialist provision (special schools and classes) are managed by West Lothian Council and have a single catchment area covering the whole of West Lothian. There will be no amendment to the current catchment arrangements for specialist provision as a result of this proposal.

2.6 NON-DENOMINATIONAL EDUCATION PROVISIONS

All specialist education establishments in West Lothian are non-denominational therefore the provisions offered to children and young people at Beatlie School are not affiliated to a particular religious denomination.

SECTION 3: THE EDUCATIONAL BENEFIT STATEMENT

The current proposal if agreed and implemented would result in the relocation of Beatlie School providing additional support for children aged 3 to 18 years with a range of additional support needs related to complex educational and profound medical needs.

The specific educational benefits of the proposal are outlined below in terms of the following:

- 3.1 Curriculum for Excellence
- 3.2 Transition
- 3.3 Transport
- 3.4 School Management
- 3.5 Staff Teams
- 3.6 Accommodation
- 3.7 School Grounds/ Outdoor Learning
- 3.8 Recreational Area
- 3.9 Community Links

3.1 CURRICULUM FOR EXCELLENCE

The curriculum for pupils with a range of additional support needs related to complex educational and profound medical needs is based on the same principles as all educational establishments across West Lothian. Design of the curriculum, taking cognisance of these principles will depend on the nature and complexity of the needs of the children and young people.

Education Scotland has produced a set of milestones with accompanying guidance to specifically support learners with complex additional support needs. The aim of the milestones is to support practitioners to identify the progression of learning.

Progression can be achieved through a well-planned, joint and individualised learning programme. In Beatlie School, staff will develop and refresh the curriculum on a regular basis and manage curriculum change and innovation to improve the range and quality of experiences and outcomes for children and young people and ensure delivery of curriculum entitlements.

The proposed relocation of Beatlie School will enhance full and progressive participation in the curriculum and will support a clear strategy to provide entitlement to a broad general education and senior phase education.

As an additional support needs all-through provision, Beatlie School will be well placed to ensure that the pupils experience challenge and progression through consistent, well-planned teaching which is flexible and responsive to distinctive geographical, cultural, social and special needs contexts.

Many learners with complex additional support needs will require the use of special equipment and approaches to help them with progression. This includes learners who are likely to have a range of communication and physical needs.

Some learners with complex additional support needs have limited or no verbal language. Therefore, practitioners will employ a range of strategies to support and enable understanding and communication. Use of on-body and/or manual signing, sensory cues, objects of reference, song signifiers, and visual supports such as photographs and symbols can enable learners to understand and anticipate.

Additionally, many learners will use Voice Output Communication Aid devices (VOCA) for expressive communication. Learners with complex needs will access these devices in a number of ways: through touch screens, assistive switches or eye tracker units. A range of devices will be made available throughout the new Beatlie School.

Learners with physical needs may range from those who have very limited mobility and require an extensive range of physical supports to those who have some difficulties within a particular area such as head or hand control. Support for physical needs is likely to include a wide variety of equipment or approaches to enable learners to access the curriculum and make progress. Examples might include a supportive seat which would allow a child or young person to maintain a position which will in some instances support more independent hand function, or a

walking aid to allow them to travel in different ways. Allied Health Professionals and other agencies will be able to advise on the most appropriate equipment that is required to support learners.

It is likely in many cases that the achievement of a milestone may require such specialist equipment or approaches to support progression.

3.2 TRANSITION

West Lothian Council will endeavour to maintain effective straightforward transition for all pupils progressing through the key stages of their education.

A key benefit of the all-through school approach is that Beatlie School will continue to adopt individualised transition programmes ensuring movement between year stages is a positive and seamless process for the children and young people involved.

Furthermore, pupils at Beatlie School will benefit from having the opportunity to continue their educational pathway in a supportive and familiar setting with minimal disruption.

3.3 TRANSPORT

The school transport provisions currently in place for pupils attending Beatlie School will remain. No alterations to existing entitlements and schedule of provisions are anticipated as a result of the proposal. All provisions offered will continue to be in conjunction with West Lothian Council's policy on transport.

[West Lothian Council Transport Policy Additional Support Needs Provisions](#)

3.4 SCHOOL MANAGEMENT

Should the proposal be agreed and implemented Beatlie School will continue to be managed by the schools current Head Teacher who will have responsibility for the day-to-day operational management of the school.

Any changes to staffing and management structures would be taken forward in line with national staffing guidelines.

3.5 STAFF TEAMS

An effective staff team will be in place to ensure that the learning and care needs of pupils can be fully met. Teachers and support staff work together to meet the needs of pupils and to help them to learn.

It is not anticipated that there would be implications for any staff currently employed at Beatlie School as a result of this proposal. Current staffing levels would be

maintained or enhanced to meet the needs of children and young people appropriately.

Agencies and partners will continue to work closely together to support and inform the planning process for learners. This involves a range of agencies and staff to meet the individual needs of each child. These include:

- Educational Psychology
- School Community Paediatrician
- School Nurse
- Speech and Language Therapy
- Physiotherapy
- Occupational Therapy

Within an all-through school of Beatlie School there would be scope for the establishment of a stable and unified team of specialist staff and learning support assistants working closely with professionals from NHS Lothian, Social Policy and family services. For many children the continuum of care and support is more important than the chronological age of the pupil concerned and there are obvious advantages in prolonging the relationships, between teachers and other adults with support roles. This continuity enables more positive relationships among school staff and stronger links with parents and the local community. Families and their children can maintain relationships with the school and other agencies and professionals, and parents can become more involved and remain better informed. The all-through school structure, therefore, would appear better able to extend opportunities for parental and community engagement and to promote continuity of teaching and support provision.

By providing specialist staff and quality facilities and resources, the proposal aims to enhance provision for pupils with complex educational needs and profound medical needs, ensuring they are well supported in their education and in their social and emotional wellbeing. All through schools enable greater opportunity for collaboration between staff on curriculum development, learning and teaching, and professional development. Such professional dialogue can take place across stages within the primary and continue the secondary stages.

3.6 ACCOMMODATION

West Lothian Council believe that the requirements of pupils with a range of additional support needs related to complex educational needs and profound medical needs are best met in a facility designed specifically to support the nature of their needs.

Future accommodation at Beattie School will be compliant with the Council's obligations under the Equality Act 2010, fully accessible, specially built and equipped with modern solutions to meet the learning and care needs of pupils and will provide opportunities for a wide range of learning experiences in line with Curriculum for Excellence.

Facilities would enable pupils to have full time placements to fulfil their entitlements to a broad, general education and senior phase education within a highly supportive environment.

The new school will include the most up to date assistive technology products which will be designed to help facilitate greater independence for wheelchair users to explore their surroundings, by increasing, maintaining or improving their functional capabilities.

Beattie School will include meeting rooms to support partnership working with families, multi-agency partners and community partners. Dedicated teaching areas, in addition to small class sizes with a high staff to pupil ratio, will allow staff to plan flexibly to meet pupil needs.

In summary the pupils and parents of Beattie School will have access to an educational establishment which will provide a high level of support relevant to meeting the needs of all pupils attending the specialist provision with a range of additional support needs related to complex educational needs and profound medical needs

3.7 OUTDOOR LEARNING

For all children, outdoor learning is an integral feature of their education. On a programmed basis, pupils will be given regular opportunities to take their education outdoors into the local community and further afield.

At Beatlie School, the accessibility of the outdoor space is of prime importance and it will be designed to allow young people of all abilities to participate in learning, play and wellbeing experiences offered by quality landscape design.

The proposed relocation of Beatlie School will provide the benefit of continued access to safe outdoor spaces that the pupils and staff are familiar with. This will enable learning to take place outside and not only in the formal classroom setting.

3.8 RECREATIONAL AREA

The recreational facilities available to pupils at the new Beatlie School site will promote social interaction and health and wellbeing and in order to maximise the opportunities for health promotion, all available space will be well utilised, with recreational space being promoted, as appropriate, as an extension to the formal classroom.

Recreational spaces would be created as safe areas to deliver a variety of activities relevant to all pupil ages. Further design of the recreational area will be taken forward in consultation with staff and pupils.

3.9 COMMUNITY LINKS

The relocation of Beatlie School will enable pupils to build upon and further benefit from existing strong community links.

Beatlie School has a wide range of existing strong community links including:

- The local Craigshill Community
- Almondbank Library
- Hearts & Minds Charity
- RDA Horse Riding

Strong community links facilitates the promotion of a wide range of skills, provides opportunities for new skills to be applied in real life contexts and enables learning to take place in the outside world as well as in the formal classroom.

SECTION 4: INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically 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 socioeconomic disadvantage (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 5: CONSULTATIONPROCESS: HAVE YOUR SAY

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

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to relocate 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 for a proposal to relocate a school 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

Council officers will be present at the public meetings to outline the proposals, facilitate discussions and answer questions.

The Consultation meetings will give interested parties a formal opportunity to express their views.

The consultation period will incorporate a period of 30 school days (excluding any school holiday) from 16 August 2021 until 5pm on Friday 24 September 2021. 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.

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

A virtual public meeting will be held in respect of the proposals at the venue listed below:

Date: Thursday 9 September 2021

Time: 7.00PM to 8.30PM

Meeting link: [Teams link for the meeting here.](#)

During the consultation period any views on this proposal should be sent in writing to the address given below:

Catherine Campbell, Education Project Officer, Education Services, Civic Centre, Howden Road South, EH54 6FF

James Cameron, Head of Education (Learning, Policy and Resources), Civic Centre, Howden Road South, EH54 6FF

Responses can also be made by e-mail to

Education.Consultation@westlothian.gov.uk

All interested parties are invited to submit their comments by close of business 5pm Friday 24 September 2021.

An on-line version of this document and other items related to the consultation can be found on the West Lothian Council website using this link:

<https://www.westlothian.gov.uk/article/49192/Schools-and-Education-Open-Consultations>

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 period.

All written and oral comments received during the Consultation process are recorded and represented in said 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 decision, or put any changes into effect, until the Final Consultation Report has been concluded, published and subsequently presented to the Education Executive.

Appendix C – Education Scotland report



Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to relocate Beatlie School, Livingston.

October 2021

[Link to report PDF below](#)



Education Scotland
Report Beatlie Scho

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

DECHMONT INFANT SCHOOL - PROPOSED RELOCATION, INTRODUCTION OF YEAR STAGES P4-P7 AND REVIEW OF ADMISSION ARRANGEMENTS AT DECHMONT INFANTS SCHOOL AND KIRKHILL PRIMARY SCHOOL

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

A. PURPOSE OF REPORT

To seek Education Executive approval to commence formal public consultation following the initial pre-consultation on the proposals to relocate Dechmont Infant School, introduce year stages P4-P7 and review admission arrangements at Dechmont Infants School & Kirkhill Primary School.

To present to Education Executive the draft Consultation Document prepared by Council officers

B. RECOMMENDATION

It is recommended that Education Executive:

- I. Note the terms of the draft Consultation Document; and
- II. Approve commencement of Statutory Public Consultation on the proposals identified in Section A of this report.

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)	<p>The consultation does not change any existing policies.</p> <p>Legal</p> <p>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</p>

		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 Local Outcomes Improvement Plan	<p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
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	The report was considered at the PDSP on 27 August 2019 and the Panel were content that the report be considered by the Education Executive.
VIII	Other consultations	<p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>Formal consultation involves Parent Councils, parent/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools will also be consulted.</p>

D. TERMS OF REPORT

Non-denominational primary stage education provision in the Dechmont and Bangour area currently consists of an Infant School in Dechmont that delivers P1-P3 education followed by progression to Kirkhill Primary School in Broxburn for P4-P7 education.

As part of the proposed development of the former Bangour Hospital site it is proposed to construct a new non-denominational P1-P7 primary school incorporating Dechmont Infant School to cover both the existing village of Dechmont and the new development site at Bangour. The proposed new school will be funded by the Bangour developer with land for the new school building also being provided.

D.1 PRE-CONSULTATION ENGAGEMENT

The Education Executive, at its meeting on 10 September 2019, authorised the commencement of statutory consultation with initial pre-consultation on the proposals to relocate Dechmont Infant School, introduce year stages P4-P7 and review admission arrangements at Dechmont Infants School & Kirkhill Primary School.

A pre-consultation exercise was conducted in October 2019 the intention of which was to offer information on the initial proposals and to gather the views of the community in preparation of informed proposals to take forward to public Statutory Consultation.

The initial proposal was generally well received by the community. The community expressed the view that the best education solution for the new school should form the key element of the site selection with the exact location of the school less important than the educational benefits offered.

The principal of establishing P4-P7 arrangements at the new school and the review of catchment arrangements were both supported by the community.

The name of the new school is not part of the formal statutory consultation but the community supported identifying a suitable name for the school that reflected the community of Dechmont and Bangour and the new P1-P7 nature of the school.

D.2 SCHOOL SITE SELECTION

The Recreation Hall site at Bangour which includes reuse some of the existing listed infrastructure has been identified as the preferred solution to maximise educational benefits and provide an architecturally unique school. The additional costs of reusing the listed infrastructure will be borne in full by the developer.

D.3 REVIEW OF ADMISSION ARRANGEMENTS

All consultees supported the change to a P1-P7 school in Dechmont and the review of admission arrangements for P4-P7 children who live in Dechmont changing from Kirkhill Primary School to the new Primary School. No other change would take place to the catchment boundaries of Dechmont or Kirkhill Primary schools.

The association of the new primary school with Winchburgh Academy for Non-Denominational Secondary admission was approved by Education Executive on 29 January 2020. This association will not commence until the opening of the new primary school in order to avoid a split transition of P7 children who currently attend Kirkhill Primary School.

E. CONCLUSION

Relocation of Dechmont Infant School, introduction of year stages P4-P7 and review of admission arrangements at Dechmont Infants School & Kirkhill Primary School addresses predicted demand from forthcoming housing developments and ensures West Lothian Council meets statutory educational responsibilities.

The changes outlined in the draft consultation paper would make best use of existing and future school capacities.

F. BACKGROUND REFERENCES

Schools (Consultation)(Scotland) Act 2010

Appendices/Attachments:

Appendix 1	Draft Timeline
Appendix 2	Note on Pre- Consultation
Appendix 3	Draft Consultation Document

Contact:

Andrew Cotton, Senior Education Planning Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
e-mail andrew.cotton@westlothian.gov.uk

Catherine Campbell, Education Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF,
e-mail catherine.campbell@westlothian.gov.uk

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

Date: 18 January 2022

Appendix 1

DECHMONT INFANT SCHOOL - PROPOSED RELOCATION, INTRODUCTION OF YEAR STAGES P4-P7 AND REVIEW OF ADMISSION ARRANGEMENTS AT DECHMONT INFANTS SCHOOL AND KIRKHILL PRIMARY SCHOOL

Date	Event	Description
August 2019	Education PDSP	Meeting to consider proposal and agree continuation to Education Executive
September 2019	Education Executive	Meeting to consider proposal and agree continuation to statutory consultation phase with initial pre-consultation exercise
October 2019	Pre Consultation	Gather and share information in advance of statutory consultation
January 2022	Education Executive	Review of pre-consultation exercise and agree continuation to statutory consultation phase
February 2022	Statutory Consultation	Formal Public Consultation (min 6 weeks consultation period including min of 30 school days)
February 2022	Public Meeting	Public meeting to discuss proposal
March 2022	End of Consultation	End of Public Consultation
March 2022* *Dates to be agreed with Education Scotland	Submit Report to Education Scotland	West Lothian Council Education Services relay report on proposal and consultation findings to Education Scotland
April 2022*	Deadline for Education Scotland three week period for reporting back to West Lothian Council Education Services (Education Scotland do not include any schools holiday periods within their 3 week review timeframe)	Education Scotland issue their response to the proposal and consultation report
April 2022	Give 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 representations, Authority will prepare Final Consultation Report and offer advice on publication

		date
April 2022	Publication of Consultation document	West Lothian Council publish Final Consultation Report
May 2022	Education Executive Meeting	Minimum period of 3 weeks after publication - Authority make final decision.

Appendix 2

WEST LoTHIAN COUNCIL

PROPOSED RELOCATION, INTRODUCTION OF YEAR STAGES P4-P7 AND REVIEW OF ADMISSION ARRANGEMENTS AT DECHMONT INFANTS SCHOOL AND KIRK HILL PRIMARY SCHOOL

MINUTES OF PRE CONSULTATION SESSION MONDAY 10TH OCTOBER 2019, 6.30pm

Present:

Panel Members:

James Cameron, Head of Education (Learning, Policy and Resources)
Andrew Cotton, Senior Education Planning Officer
Catherine Campbell, Senior Education Development Officer
Melanie Laurie, Education Project Officer

Representation from:

Parents/Carers of Dechmont Infants School pupils
Dechmont community members

Introductions and Overview

Aims of Pre Consultation Exercise:

- Information sharing opportunity - explanation and reasoning behind proposal
- Opportunity to capture thoughts/ideas/questions from the community
- Integral engagement and research process - information gathered being used to develop an informed and defined Consultation Paper moving forward to Statutory Consultation.

Summary of Proposal:

- I. Relocate school
- II. Introduce year stages P4-P7
- III. Review primary to secondary school transfer arrangements

Rationale:

- Provide Education Benefit by delivery of P1-P7 education in a single school
- Address predicted demand from forthcoming housing developments and ensure West Lothian Council meets statutory educational responsibilities.
- Make best use of existing and future school capacities

Group Discussion

- Preference for either Recreation Hall or Cricket Pitch site. Want Education to decide based on most suitable school from an education perspective

Response:

Educational Benefits will form a key part of the proposal

- No strong preference on site so long as good school for the children

Response:

Educational Benefits will form a key part of the proposal

- Keeping P4-P7 children in Dechmont will be good for the village and help secure the future of the school

Response:

Agreed

- School should be well linked to the existing Dechmont Community

Response:

Agreed and this will be looked at during the design of the new school.

- Name of the school should reflect both the existing Dechmont community and future Bangour community. Maybe the hospital architect could be considered for a school name like at Simpson Primary

Response:

Naming of schools is not part of the statutory process but this will be fed back to Education Executive. Architect was established to be 19th century Edinburgh based architect Hippolyte Blanc.

- Associating the primary with the New Winchburgh Secondary school would be preferable to an association with Deans Community High School.

Response:

Noted. the secondary association is currently being addressed through a separate ND Secondary consultation process (NOTE - this was subsequently agreed by Education Executive on 29 January 2020)

Next Steps

- Collate and review feedback received from pre consultation discussions
- West Lothian Council Education Executive consider outcome of pre consultation and agree progression to Statutory Consultation phase
- Statutory Public Consultation Period
- West Lothian Council submit report on findings of the Statutory Public Consultation to Education Scotland for review
- West Lothian Council prepare and publish final Consultation Paper
Education Executive review final Consultation Paper and make final decision on proposal.

Close

Group were thanked for their attendance and participation in discussions.

Appendix 3**WEST LOTHIAN COUNCIL EDUCATION SERVICES
CONSULTATION DOCUMENT****DECHMONT INFANT SCHOOL****PROPOSALS TO:**

- **RELOCATE SCHOOL**
- **INTRODUCE YEAR STAGES P4-P7**
- **REVIEW ADMISSION ARRANGEMENTS AT
DECHMONT INFANTS SCHOOL AND KIRKHILL
PRIMARY SCHOOL**

CONTENTS

SECTION 1

1.1 Purpose of this Document

1.2 Background

1.3 Summary of Proposals

SECTION 2

2.1 Integrated Impact Assessment

SECTION 3

3.1 Educational Benefits Statement

SECTION 4

4.1 Consultation Process: How To Have Your Say

SECTION ONE

This section introduces the reason for the consultation. It provides information about why West Lothian Council is proposing to relocate Dechmont Infant School, introduce year stages P4-P7 and review admission arrangements.

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise:

1. West Lothian Council's proposals in relation to Dechmont Infant School :
 - I. Relocate school
 - II. Introduce year stages P4-P7
 - III. Review admission arrangements
2. The educational benefits of the 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. To carry out a public consultation the 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 of the affected schools.

Section 3 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.

1.2. BACKGROUND

Non-denominational primary stage education provision in the Dechmont and Bangour area currently consists of an infant school in Dechmont that delivers P1-P3 education followed by progression to Kirkhill Primary School in Broxburn for P4-P7 education.

Dechmont Infant School is the only remaining P1-P3 education facility in West

West Lothian Council Consultation **2022**

Lothian.

As part of the proposed development of the former Bangour Hospital site it is proposed to construct a new non-denominational P1-P7 primary school incorporating Dechmont Infant School to cover both the existing village of Dechmont and the new development site at Bangour.

1.3. SUMMARY OF PROPOSALS

The principal aim of the proposal is to address the demands of future housing developments and ensure the best use of existing and future school capacities in West Lothian non-denominational school catchment areas.

In relation to Dechmont Infant School, West Lothian Council propose to:

- I. Relocate school
- II. Introduce year stages P4-P7
- III. Review admission arrangements

1.3.1 LOCATION OF THE NEW P1-P7 SCHOOL

The initial proposal was generally well received by the community during pre-consultation. The community expressed the view that the best education solution for the new school should form the key element of the site selection with the exact location of the school less important than the educational benefits offered.

The Recreation Hall site at Bangour, which includes reuse some of the existing listed infrastructure, has been identified as the preferred solution to maximise educational benefits and provide an architecturally unique school. The additional costs of reusing the listed infrastructure will be borne in full by the developer.

1.3.2 REVIEW OF ADMISSION ARRANGEMENTS

If Dechmont Infants School becomes a P1-P7 school in Dechmont the admission arrangements for P4-P7 children who live in Dechmont will change from Kirkhill Primary School to the new Primary School at Bangour. No other change would take place to the existing catchment boundaries of Dechmont Infant School or Kirkhill Primary School.

SECTION TWO

This section provides 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

INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically 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 socioeconomic disadvantage (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 THREE

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

3.1 EDUCATIONAL BENEFIT STATEMENT

Whilst assessing the educational benefits of the proposals, the undernoted factors were 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.

A key educational advantage of delivery of P1-P7 education in a single school environment is that primary stage education provision in the Dechmont/Bangour area will be fully equipped to deliver the full breadth of Curriculum for Excellence and will allow opportunity for the engagement of creative teaching and learning approaches that broaden scope for attainment and achievement.

- **Admission**

There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed relocation and introduction of additional year stages at Dechmont Infant School. All pupils will continue to attend their existing schools.

Criteria for admission to the proposed new P1-P7 school will continue to be in accordance with West Lothian Council's current admission arrangements. [West Lothian Council Primary School Admission Policy](#)

- **School Capacity**

On relocation of Dechmont Infant School and on introduction of year stages P4-P7 the proposed new provision will be a single stream capacity school accommodating 231 pupils with a nursery capacity of 40.

- **School Management/Staff Teams**

To accommodate the introduction of additional year stages, West Lothian Council anticipate addition to the existing teaching staff compliment.

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

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- **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 School Transport Policy](#)

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

The school grounds and playground areas at the new relocated school will 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.

The new school will be accessible to the existing village of Dechmont and the new development at Bangour.

- **Breakfast / School Clubs**

Breakfast clubs will provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options. The aim of the club is to establish positive relationships at the start of the school day and improve attitude, behaviours and motivation to learn.

Pupils will be invited to take part in a wide range of extracurricular activities. Activities will be designed to offer opportunity to learn new skills and enhance experiences. Participation in these activities promotes and encourages social interaction, confident individuals, effective contributors and responsible citizens.

- **Parental Involvement**

At present, parents and carers at Dechmont Infant School are an integral part of the school community with their contributions and working partnerships being considered key to the success of the school.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement as a result of the proposal to relocate the school and introduce year stages P4-P7.

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

- **Community Links**

Community interaction encourages a welcoming ethos, provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local area.

All external links that Dechmont Infant School has established will remain. The new P1-P7 school will have clear and distinct associations within the local community.

- **Benefits for Any Other School Users**

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The proposed changes will have no impact on existing external school users. All existing provisions for other school users will continue as a result of the proposed catchment area review.

DRAFT

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.

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to alter 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 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 this particular proposal will run from TBC 2022 until TBC 2022.

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

Public meetings will be held in respect of the proposals at the venues listed below:

Location TBC	Date/Time TBC
-----------------	------------------

These meetings will give interested parties a formal opportunity to express their views.

West Lothian Council Consultation 2022

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

The Council website will contain information on the consultation. The web address is: www.westlothian.gov.uk/education

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

Catherine Campbell, 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 **TBC**.

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 period.

All written and oral comments received during the consultation process are recorded and represented in said 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 **on TBC**.

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

West Lothian Council Consultation 2022

West Lothian Council proposal to relocate Dechmont Infant School, introduce year stages P4-P7 and review admission arrangements.

If you would like a copy of this document please contact

Education.Consultation@westlothian.gov.uk , giving your name, address and the language you would like the document translated in to

، وإدخال المراحل الأساسية P4-P7

اقترح مجلس لوثيان ألغوي مقرر مدرسة Dechmont لمرحلة ل
ومراجعة محاذة المدارس ابتدائية لثلية.

إذا كنت ترغب في الحصول على نسخة من هذا المرسوم فيرجى الاتصال بـ
Education.Consultation@westlothian.gov.uk ، مع إعطاء اسمك وعنوانك ليبلغت في ترجمة
الوثيقة التالية.

Propozycja Rady Miasta West Lothian przeniesienia szkoły Dechmont Infant School, wprowadzenia klas P4-P7 oraz dokonania przeglądu w celu wyrównania szkoły podstawowej i średniej

Jeżeli chcieliby Państwo otrzymać kopię tego dokumentu prosimy o kontakt z

Education.Consultation@westlothian.gov.uk , podając swoje imię i nazwisko, adres zamieszkania oraz w jakim języku chcieliby Państwo otrzymać ten dokument

ٹیچ ملٹ ٹیٹاٹ سکول کے مقام کی تقریب، پی 4 سے پی 7 سٹیج بنام عارف کروانے اور پرتالی سے سے سکینڈری
سکول کی تری بیپر ن ظن لیکر ن کے لئے سے سے لکھن کو س لکھت جیز
گر آپ اس دستاویز کی کپی چاہتے ہیں تو برائے کرم درج ذیل سے رابطہ کریں۔
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ہیں آپترج مشد دستاویز چاہتے ہیں ہمہ کیوں۔

西洛锡安议会政府关于搬迁Dechmont Infant School（得启蒙幼儿学校）、引进P4-P7阶段的教育以及对小学和中学之间的一致性进行审核的建议

如果您希望获得一份该文件的翻译件，请将您的名字、住址、以及您希望将本文件翻译成的语言告诉我们: Education.Consultation@westlothian.gov.uk

West Lothian Council Consultation 2022

West Lothian 評議會 議重新安置 Dechmont 嬰兒學校，介紹學年 学前班第 4-第 7 階段，並審查小學到中學的校準。

如果您需要本文檔的副本，請聯繫 Education.Consultation@westlothian.gov.uk，將你的姓名，地址和提供您希望將文檔翻譯成的語言

ডেচমন্ট ইনফ্যান্ট স্কুল (Dechmont Infant School) স্থানান্তর, ইয়ার স্টেইজ P4-P7 চালু এবং প্রাইমারী থেকে সেকেন্ডারী স্কুলে বিন্যাস তথা রূপান্তর পুনর্বিবেচনার জন্যে পশ্চিম লোথিয়ান কাউন্সিলের প্রস্তাবনা।

যদি আপনি এই দলিলের একটি কপি পেতে চান, তাহলে অনুগ্রহ করে Education.Consultation@westlothian.gov.uk-তে যোগাযোগ করুন এবং আপনার নাম, ঠিকানা দিন এবং এই দলিলটি কোন্ ভাষায় পেতে চান তা উল্লেখ করুন।

Vakarų Lodiano tarybos pasiūlymas perkelti Dečmonto pradinukų mokyklą, įvesti mokymosi etapus P4-P7 ir patikrinti pradinį bei vidurinių mokyklų programas.

Jeigu pageidautumėte gauti šio dokumento kopiją, parašykite adresu Education.Consultation@westlothian.gov.uk, nurodydami savo vardą, adresą ir kalbą, į kurią turėtų būti išverstas dokumentas

Vestlothianas padomes (West Lothian Council) ierosinājums pārvietot bērnodārzu Dechmont Infant School, izveidot klases P4-P7 un pārskatīt pamatskolu un vidusskolu saskaņošanu.

Ja vēlaties saņemt šī dokumenta kopiju, lūdzam sazināties ar Education.Consultation@westlothian.gov.uk, norādot savu vārdu, adresi un valodu, kādā vēlaties saņemt dokumenta tulkojumu

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

WEST LOTHIAN (PLACING IN SCHOOLS) APPEAL COMMITTEE – RECRUITMENT

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek agreement from the Education Executive to carry out a recruitment exercise to attract additional members to the West Lothian (Placing in Schools) Appeal Committee prior to the May 2022 Local Government Elections.

B. RECOMMENDATION

1. To seek Education Executive approval of the plan to recruit additional members to the West Lothian (Placing in Schools) Appeal Committee.
2. To note that the final outcome of the recruitment exercise will be reported to the first meeting of West Lothian Council following the May 2022 local government elections.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; Being honest, open and accountable; Providing equality of opportunities; and Making best use of our resources
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Education (Scotland) Act 1980, as amended, and various regulations.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None. There are statutory timescales which officers must adhere to when dealing with placing in schools appeals.
V	Relevance to Single Outcome Agreement	None.
VI	Resources - (Financial, Staffing and Property)	None.
VII	Consideration at PDSP	None.

VIII Other consultations None.

D. TERMS OF REPORT

The West Lothian (Placing in Schools) Appeal Committee is a statutory body set up under the Education (Scotland) Act 1980. It is independent and is not part of the council's policy-making and decision-making structure. Members can be appointed in one of three categories, as set out below.

Legislation allows for appeal committees to comprise 3, 5 or 7 members. In West Lothian, it has been agreed that the committee should comprise 3 members made up as follows:-

- One member from West Lothian Council or its education committee (who is not permitted to chair a hearing)
- One person with educational experience and who is acquainted with educational conditions in West Lothian (the Chair whenever possible)
- One parent of a child of school age in education at a West Lothian school

Most of the existing committee members were formally appointed for a period of 5 years following the local government elections in 2017. Since then a number of parent committee members had to give up their positions as they no longer had a child of school age in education at a West Lothian school and some of the Chairs decided to stand down. An interim recruitment exercise took place in April 2020 to ensure there was a sufficient number of panel members who could be called upon to hear appeals timeously.

A list of the names of the present committee members are shown in the attached Appendix for members interest.

In view of the forthcoming local government elections in May 2022 and the reduced number of external members on the committee, it is recommended that the Education Executive agrees to a further recruitment campaign.

Notices seeking additional members will be sent to all Head Teachers for sharing with parent councils and information will be published on the council's social media sites. Letters will also be sent to Head Teachers/Depute Head Teachers who have retired in the last 18 months or so.

A list of the successful new applicants will be reported to the first meeting on the new council following the May 2022 elections. Existing members will be invited to intimate whether they wish to remain on the committee and will also be included in that report.

Members will not be permitted to participate in a hearing until they have had a satisfactory disclosure check and they have completed the necessary training.

E. CONCLUSION

The appointment of additional members to the committee will ensure a healthy membership for the committee to deal with the anticipated business in the coming years.

F. BACKGROUND REFERENCES

West Lothian Council, 10th May 2012

Council Executive, 29th May 2012

Education Executive, 12 March 2013

West Lothian Council, 25th May 2017

Education Executive, 23 June 2020

Appendices/Attachments: List of Members of the Committee

Contact Person: Lorraine McGrorty, Committee Officer, 01506 281609,
lorraine.mcgrorty@westlothian.gov.uk

Lesley Henderson
Interim Head of Corporate Services

Date of meeting: 18th January 2022

APPENDIX

LIST OF CURRENT MEMBERS ON THE WEST LOTHIAN (PLACING IN SCHOOLS) APPEAL COMMITTEE

Educationally Experience Members (Chairs)

Anne Corr
Paul McLellan
David Simpson
Norma Watson

Parent Members

Victoria Dunnett
Lesley-Ann Gould
Sarah Henley
Lesley Spence

Councillors/Education Appointed Member

Tom Conn
Jim Dickson
David Dodds
Angela Doran-Timson
Damian Doran-Timson
Lawrence Fitzpatrick
Peter Heggie
Charles Kennedy
Andrew Miller
Moir Shemilt
Lynne McEwen

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

DISCRETIONARY CHARGING - EARLY LEARNING AND CHILDCARE (ELC)

REPORT BY HEAD OF EDUCATION (PRIMARY)

A. PURPOSE OF REPORT

To seek Education Executive approval for the introduction of discretionary charging in council provisions as part of the council's ELC framework.

B. RECOMMENDATION

1. To approve the introduction of discretionary charging in council provisions as part of the council's ELC framework.
2. To agree that the fee charged for discretionary early learning and childcare will be set annually at the average of all fees charged by partner providers based in West Lothian, and that this annual fee will be reported to elected members for scrutiny.
3. To delegate authority to the Depute Chief Executive to progress the arrangements set out in the recommendations and body of this report, in order to ensure that the proposed new service can be implemented by the target date of August 2022.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Powers and duties, including charging fees, in Education (Scotland) Act 1980, Standards in Scotland's Schools Etc. Act 2000, Children and Young People (Scotland) Act 2014. Scottish Government's ELC Statutory Guidance (July 2021). Scottish Government policy to expand provision of early learning and childcare from 600 to 1140 hours by August 2021. Statutory responsibility for ensuring that early learning and childcare is available to all eligible children in the area.
III	Implications for Scheme of Delegations to Officers	Discretionary charging will be added to the existing entry in the Scheme of Delegation in relation to early learning and childcare, including wraparound care and out-of-school care".
IV	Impact on performance and performance Indicators	Key Performance Indicators are reported annually to reflect uptake of service, quality within service and outcome of external scrutiny inspections

V	Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed Delivery of outcomes will improve attainment for children
VI	Resources - (Financial, Staffing and Property)	ELC Expansion revenue budget to date - £16,440,000.
VII	Consideration at PDSP	7 December 2021 The Policy Development and Scrutiny Panel was supportive of progressing with the introduction of discretionary charging in council provisions as part of the council's ELC framework, in order to provide increased flexibility and choice, subject to assurances that it would not impact on the ability of the council to meet its obligations to provide 1140 hours of funded early learning and childcare.
VIII	Other consultations	Parents/carers have been consulted on increased flexibility and choice in early learning and childcare every two years. Additional consultations have been undertaken in relation to the expansion to 1140 hours new locations for 2020/21 and 2021/22. Consultation with all ELC staff was undertaken between January 2019 and May 2019. Further staff consultations were undertaken between January and March 2020 and February 2021. Financial Management Unit and Operational Services (Facilities Management) Non-teaching Trade Unions. Consultations with current partner providers in relation to the hourly rate paid in 2020/21 onwards. Partner provider engagement on implications of Scottish Government's ELC Statutory Guidance (July 2021) in November 2021

D. TERMS OF REPORT

D1 Early Learning and Childcare Delivery Plan and Legal Background

The ELC Statutory Guidance requires local authorities to publish a plan for the delivery of early learning and childcare at least once every 2 years, informed through consultation with parents/carers and based on local needs.

Under section 1(1C) of the Education (Scotland) 1980 Act, education authorities have discretionary powers to provide early learning and childcare beyond the statutory funded early learning and childcare entitlement requirements under section 1(1) and (1A) of the 1980 Act and section 47(1) of the Children and Young People (Scotland) Act 2014 (i.e. the funded early learning and childcare entitlement). This can enable education authorities to prioritise certain children who would benefit most from such provision. Education authorities are also, under section 33(2) of the Standards in Scotland's Schools etc. Act 2000 empowered to charge fees for such

discretionary early learning and childcare. The provision of discretionary early learning and childcare, through fees subsidised or otherwise, can provide additional flexibility as required by section 52 of the 2014 Act.

D2 Stakeholder Engagement

The Children and Young People (Scotland) Act 2014 places duties on education authorities to consult with parents on the delivery of funded ELC, and to have regard to the desirability of ensuring that ELC is made available in a way that is flexible and allows parents an appropriate degree of choice when deciding on how to access the service.

D3 2021 Parent/Carer Survey

The 2021 survey was issued in early November 2021 and the feedback from this survey was considered at Education PDSP on 7th December 2021.

The key areas to note from the feedback are -

- * Almost all parent/carers reported their satisfaction with the 38/50 week model option.

- * Most parent/carers recognised the benefit of the increased hours to them and almost all parent/carers noted the benefits for their child.

- * Most parent/carers would like the flexibility and choice of purchasing additional hours in a council setting if this was made available.

D4 Discretionary Placements

Education authorities have discretionary powers to provide early learning and childcare beyond the statutory funded early learning and childcare entitlement. Education authorities are also empowered to charge fees for such discretionary early learning and childcare. The provision of discretionary early learning and childcare, through fees subsidised or otherwise, can provide additional flexibility.

As outlined in the Scottish Government's ELC Statutory Guidance, any education authority fees for parents for discretionary early learning and childcare should be transparent; and where education authorities charge for discretionary early learning and childcare, as part of their overall approach to setting charges for discretionary services, it is expected that appropriate consideration is given to the potential impacts on the competitiveness and business sustainability of other providers offering the funded ELC entitlement.

The outcome of the council's most recent parent/carers survey evidences that a high percentage of parent/carers (73% of the respondents) would be interested in being able to purchase additional hours in a council setting if they were available.

It is proposed that officers now progress plans to deliver early learning and childcare beyond the statutory funded early learning and childcare entitlement, based on the following broad principles:

- Officers will ensure that additional hours are only offered for purchase where this will not prevent parents/carers from accessing their entitlement to 1140 hours of funded early learning and childcare. This will be achieved by reserving places for children likely to move into the local area, or reach the age of entitlement, similar to current practice in primary and secondary schools.
- Additional hours will only be offered for purchase to children already admitted to an establishment. This will remove the need for a complex admission process, and prevent the purchase of additional hours influencing admission decisions.
- Maximum use will be made of electronic application and payment processes.

Statutory Guidance requires that where education authorities charge for discretionary early learning and childcare, as part of their overall approach to setting charges for discretionary services, they must give appropriate consideration to the potential impacts on the competitiveness and business sustainability of other providers offering the funded early learning and childcare entitlement. In order that the introduction of discretionary charging does not impact adversely on the business of existing partner providers, it is proposed that the fee charged by West Lothian Council is set annually, based on the average of all fees charged by partner providers within West Lothian. If agreed, this formula will be used to set fees in each subsequent year, separate from the normal annual Council process of setting fees and charges. Fees will be reported to elected members for scrutiny.

It is not proposed to offer any concessionary rates, as this could be seen as a practice that would impact adversely on the business of existing partner providers by undercutting the rates charged for their services. This proposed new service is specifically designed for working parents who wish to maximise the hours of early learning and childcare they can receive within a council establishment.

It is proposed to introduce discretionary charging at the start of school session 2022/23. Elected members will be kept informed and asked to make decisions where required, but it is acknowledged that the May 2022 election may reduce opportunities for formal reporting to and decision making by elected members.

The Education Executive is therefore asked to delegate authority to the Depute Chief Executive to progress the arrangements set out in the recommendations and body of this report, in order to ensure that the proposed new service can be implemented timeously, in line with the views expressed in the annual parental/career survey.

E. CONCLUSION

In order to meet the needs and requirements of families, and in keeping with the principles of Scottish Government's A Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland', it is recommended that officers progress plans to deliver discretionary charging as part of the council's ELC framework as set out in this report. Elected members will be kept informed and asked to make decisions where required. In order to ensure that the proposed new service can be implemented timeously, in line with the wishes expressed by parents/carers, the Education Executive is asked to delegate authority to the Depute Chief Executive to progress the arrangements set out in the recommendations and body of this report.

F. BACKGROUND REFERENCES

A Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland:
ELC Expansion Planning Guidance for Local Authorities
Early Learning and Childcare Statutory Guidance – July 2021

Appendices/Attachments:
None

Contact Person:
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Date of meeting: 18 January 2022

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

SECONDARY SCHOOL SUCCESS IN COP26 CLIMATE CHANGE COMPETITION

REPORT BY HEAD OF EDUCATION (SECONDARY)

A. PURPOSE OF REPORT

To inform the committee of the recent successes by pupils from St Margaret's Academy and The James Young High School in a national competition as part of COP26.

B. RECOMMENDATION

To note the schools' successes and its impact on young people in West Lothian.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Education (Scotland) Act 1980 Children and Young People (Scotland) Act 2014 Education (Additional Support for Learning) (Scotland) Act 2014
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	Raising Attainment is one of the key strategic outcomes of the Council.
V	Relevance to Single Outcome Agreement	Education attainment is reflected in Performance Indicators within the Single Outcome Agreement.
VI	Resources - (Financial, Staffing and Property)	Within agreed Education Revenue Budget.
VII	Consideration at PDSP	N/A
VIII	Other consultations	None

D. TERMS OF REPORT

D.1 Climate Change Dragon's Den National Competition (COP26)

Climate Change Dragon's Den is a national competition run by West of Scotland Development Education Centre (WOSDEC) in partnership with Social Enterprise Academy Schools and After the Pandemic. The competition aligns to Learning for Sustainability, a key theme of Curriculum for Excellence. Earlier this year, pupils were invited to pitch climate-positive enterprise ideas in celebration of COP26, with the winners securing financial investment to develop their product. St Margaret's Academy pupils were among 14 winning schools across Scotland invited to present their ideas at Strathclyde University on 11th November 2021.

The competition enabled pupils to bring together their learning from different areas of the curriculum including Science, Business, Craft, Design and Technology and Maths in an interdisciplinary way to create their pitch to the panel. Interdisciplinary learning is one of the four contexts of learning within Curriculum for Excellence. The competition also enabled pupils to further develop all four capacities of Curriculum for Excellence, particularly Responsible Citizens.

D.2 St Margaret's Academy entry: promoting recycling

The St Margaret's Academy entry focused on the issue of litter in schools and how recycling could be promoted more effectively across the school community. Pupils in S2 and S4 designed new bins to encourage recycling, enabling users to collect points for disposing of their litter in an environmentally friendly manner.

Pupils developed a range of skills through their participation in the project and are now working on a sales pitch and refining their product design, with the planned support of an employer partner. They hope to be successful in securing external funding to develop their product fully. They are also growing a seed fund in school through entrepreneurial activities, including selling festive treat bags. They plan to introduce their new bins to the school this year.

D.3 The James Young High School entry: food sustainability

The James Young High School entry, developed by S1 pupils, focused on food sustainability. Pupils came up with the idea of setting up a composting bin in the school and using the compost to support the growing of the school's fruit trees. They also suggested a regular 'Fruity Friday' event to encourage healthy eating, completing a full turn of the food cycle.

The team submitted a video presentation to the event on 11 November and were delighted to be awarded with a special 'seed funding' investment of £50. The Dragons said that they were especially impressed with how the wider benefits of composting had been considered. The new composting bins will shortly be introduced to the school.

E. CONCLUSION

Both schools have celebrated pupils' successes across the school community. Schools will continue to seek opportunities to provide meaningful, real-world interdisciplinary learning experiences that allow pupils to connect their learning with social and environmental issues and participate in global events. Officers will continue to support secondary schools to embed these in the curriculum.

F. BACKGROUND REFERENCES

<https://wosdec.org.uk/>

<https://wosdec.org.uk/latest-news/climate-change-dragons-den-wosdec-sea-afterpandemic/>

Appendices – none

Contact Person:

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Catrina Hatch, Interim Head of Secondary Schools
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Date of meeting: Tuesday 18th January 2022

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

LEARNING PLACES SCOTLAND CONFERENCE

REPORT BY HEADS OF EDUCATION

A. PURPOSE OF REPORT

To inform members of the success of the students of West Calder High School in delivering the closing keynote session at the Learning Spaces Scotland Conference at the SEC.

B. RECOMMENDATION

It is recommended that the panel notes the success of the West Calder students.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; Being honest, open and accountable; Developing employees; Making best use of our resources; Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Education (Scotland) Act 1980 Children and Young People (Scotland) Act 2014 Education (Additional Support for Learning) (Scotland) Act 2014
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	Quality of education support, digital inclusion and equity of access high quality learning opportunities for all learners.
V Relevance to Single Outcome Agreement	Delivering positive outcomes and early interventions for early years Improving attainment
VI Resources - (Financial, Staffing and Property)	Approved Service Revenue Budgets
VII Consideration at PDSP	N/A
VIII Other consultations	

D. TERMS OF REPORT

At the end of November a group of students from West Calder High School delivered the closing keynote at the 2021 annual two day Learning Spaces Scotland Conference at the SEC.

The students delivered a highly professional session on the main conference stage, joined by Chris Rothwell, Head of Microsoft Education in the UK and Ollie Bray, Strategic Director of Education Scotland.

The students, described their experience as learners spending two years in a 'traditional' school building and a further three years in a state of the art, new school building. They explored the differences in physical learning environments, approaches to learning and teaching and the use of technology, from a learner perspective.

They also considered the effects of the COVID pandemic and their experience of learning from home, the skills they developed and the impact of being back in school with some restrictions still in place.

The students closed the session by setting challenges for the audience. They shared their vision for the future of education and the need for creativity and bravery on the part of decision makers to ensure equity of access and recognition for all learners in flexible, adaptable learning environments with digital tools as a key.

E. CONCLUSION

West Lothian Council Education Services continues to delivery high quality learning, teaching and assessment. The success of the West Calder students is testament to their hard work and commitment and the outstanding support of the leadership and staff in West Calder High School

F. BACKGROUND REFERENCES

<https://www.learningplaces.scot/day-2/>

Jim Cameron – Head of Education (Learning, Policy and Resources)

Greg Welsh – Interim Head of Education (Early Years and Primary Education)

Catrina Hatch – Interim Head of Education (Secondary Education)

Date of meeting: 18 January 2022

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

EDUCATION RECOVERY - UPDATE

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To inform members of the updated Scottish Government Guidance on reducing the risk in schools from coronavirus (COVID-19), and the implications for mitigations in place in West Lothian Schools.

To inform members of HM Inspectors of Education (HMIE) updated scrutiny programme for academic session 2021-22.

To inform members of the Scottish Qualification Agency contingency planning, and the plans in place in each secondary school in relation to the 2022 examination diet.

B. RECOMMENDATION

To note:

- 1) the updated Scottish Government Guidance on reducing the risk in schools from coronavirus (COVID-19), and the implications for mitigations in place in West Lothian Schools; and
- 2) HM Inspectors of Education (HMIE) updated scrutiny programme for academic session 2021-22.
- 3) the Scottish Qualification Agency contingency planning, and the plans in place in each secondary school in relation to the 2022 examination diet.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools – published 22 November 2021, 17 December 2021 and 5 and 7 January 2022.
III	Implications for Scheme of Delegations	Delegated authority to the Depute Chief Executive to implement further changes to the

	to Officers	Education Recovery Plan.
IV	Impact on performance and performance Indicators	Potentially significant impact on education outcomes, with mitigations reported in previous Education Recovery reports.
V	Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed.
VI	Resources - (Financial, Staffing and Property)	The approved revenue budget includes one off resources of £6.958 million and specific Covid-19 grants from Scottish Government for 2021/22 of £9.073 million, including carry forward of funds from 2020/21, for education recovery.
VII	Consideration at PDSP	N/A
VIII	Other consultations	Engagement has taken place with Headteachers; Teaching and Non-Teaching Unions, Financial Management Unit

D. TERMS OF REPORT

D.1 National Guidance on reducing the risks from COVID 19 in schools – 22 November 2021

Revised National Guidance was published on 22 November 2021, with minor revisions to ensure that Guidance remained up to date. The key changes in this revised guidance were:

- The re-commencement of Childsmile and the National Dental Inspection Programme in schools.
- Revised guidance for pregnant staff, advising that all pregnant women who are vaccinated should undergo a risk assessment in the workplace and continue to work if it is safe to do so, and that pregnant women who are unvaccinated at any gestation should take a more precautionary approach in light of the increased risk.
- Updated guidance relating to children and young people with Additional Support Needs, requiring the review and updating of risk assessments to reflect current circumstances.
- Updated guidance on the use of taxis and private hire vehicles clarifying the mitigations required if physical distancing is not possible.
- Updated guidance on school uniform policy, recommending less restrictive uniform policies to help ensure that children and staff remain warm in building with increased ventilation.

- Revised guidance on school trips. International trips can now take place with appropriate mitigations, subject to a risk-based assessment to consider whether such trips would be appropriate on a case-by-case basis, including in light of their local circumstances and wider guidance on international travel. School trips are permitted, including day visits to residential outdoor education centres and overnight and multiple night residential stays, with appropriate mitigations. There are no longer any limits on overnight tent/dorm occupancy.
- Updated text on Personal Protective Equipment (PPE) containing definitions of high and low risk of transmission.

D.2 National Guidance on reducing the risks from COVID 19 in schools - 17 December 2021

Updated National Guidance on reducing the risks from COVID 19 in schools was published on 17 December 2021. This updated Guidance reflected changes to the balance of risks following the emergence of the Omicron variant. Schools were asked to implement these changes as soon as is possible from the start of the January term. In addition schools were asked to promote maximum compliance with all current measures (such as appropriate physical distancing, one-way systems, asymptomatic testing, and the correct use of face-coverings) to help to reduce transmission.

Key changes to the previous guidance that will be introduced are set out below.

D.2.1 A strengthened approach to minimising contacts, primarily through the reintroduction of groupings where practicable indoors.

This provides benefits due to reducing possible vectors of transmission. The size of such groupings might differ depending upon local circumstances and the need to minimise education disruption – for example a grouping might refer to a whole class in primary school, and a whole year group or the senior phase in secondary school. In line with the subsidiarity principle, headteachers and local authorities are empowered to make decisions about the best approach for their individual school or setting.

As part of a strengthened approach to minimising contacts, schools should continue to avoid assemblies and other types of large group gatherings. As with the existing policy, preliminary examinations remain permitted provided they are held in accordance with this guidance. Maintenance of any groupings used within schools is not required within transport arrangements.

D.2.2 Tightened restrictions on school visitors, including a return to parent councils and other activities being precluded from operating on the school estate

In recognition of the positive impact on the wellbeing of children and young people, supply staff and other professional visitors can continue to visit schools. This includes visiting teachers, psychologists, nurses, social workers, youth workers, outdoor learning specialists, Higher Education Institution (HEI) tutors, SQA staff and appointees (e.g. visiting assessors and visiting verifiers), Education Scotland staff (including HMIE) and those providing therapeutic support. Movements should continue to be limited to those that are necessary to support children and young people or the running of the school until otherwise advised. Such visitors should look to reduce the number of schools visited and to limit their contact time with children and young people. They should also take regular lateral flow tests when asymptomatic. Consideration should be given to the provision of this support by virtual means as appropriate.

Parents/carers may attend school premises where this is agreed with the school and is considered necessary to support children and young people. Where it is considered beneficial, parents/carers may also attend school premises for individual parental visits related to the wellbeing, progress and behaviour of children. All such visits should be risk assessed and agreed in advance by schools as being a necessary and proportionate measure. It is imperative that all such visitors to schools should be agreed in advance and arrangements appropriately risk-assessed.

In line with SportScotland advice on the 'Return to sport and physical activity', parents/carers may attend school premises to spectate at outdoor school sports events, providing all activity is consistent with relevant Scottish Government guidance on health, physical distancing, and hygiene.

D.2.3 Updated guidance on the required approach to ventilation and CO2 monitoring, including clarification of some key points based on user feedback

All schools and ELC settings should have access to CO2 monitoring, via mobile or fixed devices. This is in order to support the goal of all school buildings, including all learning and teaching spaces, being assessed regularly for ventilation issues with a view to remedial action being taken where required. It should be noted that large volume or low occupancy spaces, for example games halls, may require alternative assessments, as CO2 may not be a useful indicator of good ventilation in certain circumstances.

Local Authorities should ensure that an appropriate ratio of monitors to spaces is made available to each school, taking account of local circumstances and workforce requirements. Sufficient monitors should be made available for use to enable ongoing decision-making by staff about balancing ventilation (including by opening of doors and windows) with temperature during the winter months, taking account of changes in weather conditions.

Local authorities should re-assess their current arrangements to ensure they have enough devices to allow every learning, teaching and play space to be assessed for a minimum of one full day per week under normal occupancy. Local authorities should ensure the information they gather as a result of these assessments is used to inform actions to improve ventilation in schools where required.

D.2.4 Updated text on asymptomatic testing, specifically the processes to be followed when distributing test kits

Schools and local authorities will continue to promote twice-weekly at-home LFD testing actively to their staff and secondary pupils, and that participants are encouraged to record their results, whether positive, negative or void. Schools should make every effort to try and improve uptake and reporting of asymptomatic testing by staff and secondary pupils.

Some additional improvements have been made to testing processes to allow schools to hand out test kits more proactively to staff and students, and focus efforts on encouraging greater uptake and reporting. These involve reductions in the requirements for schools around keeping test kit logs, which should reduce burdens for school staff; and a move away from the need for written agreement to participate, with acceptance of test kits and completion of the tests at home taken as implied agreement to participate.

D.2.5 Strengthened approach to self-isolation for high risk / household contacts, whereby they are required to self-isolate for 10 days regardless of age, vaccination status or a negative PCR result

Based on the latest evidence, enhanced self-isolation measures were introduced for all household contacts of any Coronavirus strain from Saturday 11 December 2021. Those requirements are that *household* contacts of all cases should now isolate for 10 days. This applies to everyone in the household, irrespective of age, and the self-isolation period cannot be reduced by testing negative or being vaccinated. For the purposes of this guidance, household contacts fall within the wider category of high-risk close contacts and should be treated in the same way.

With that exception, the previous risk-informed approach within schools will continue to apply. This approach means that blanket isolation of whole classes will continue to be minimised. Fewer children and young people are likely to be asked to self-isolate, and when they do it will be for a shorter period of time while they await their PCR result.

D.2.6 Details relating to school staff eligibility for exemption from self-isolation under the critical worker guidance

Schools are amongst the vital public services which can apply for an exemption to allow essential workers to volunteer to leave self-isolation and return to work, in certain limited circumstance, to allow vital services to continue. Exemptions may be considered in order to avoid school buildings closing and avoiding moving to remote learning where possible.

Staff who volunteer not to self-isolate must only do so following a risk assessment of their personal circumstances, and the employers' duty of care to all their employees must be respected. Before a staff member who is a close contact of a positive case can return to work, they must meet the criteria as set out in the guidance for critical workers exemptions. They must:

- have had their second COVID-19 vaccination more than 14 days ago
- have a valid vaccination record (You can download the NHS Scotland Covid Status app or get a paper record of your vaccine status from NHS Inform.)
- not have symptoms of COVID-19
- have evidence of a negative PCR test
- take daily lateral flow tests for up to 10 days after being exposed to the virus
- fully comply with any PPE requirements, hand hygiene and other infection control measures

D.2.7 Update to guidance on school visits and trips in order to reflect the above ‘in school’ mitigations

Domestic school day and residential trips scheduled to take place up to the end of December can be completed, however; local authorities and schools will wish to consider the risk assessment for any trip in detail and all additional mitigations that apply due to the update on guidance relating to schools. Pre-visit testing for staff and pupils is strongly recommended. In line with the wider updates to school safety guidance made on 17 December, any groupings should be maintained for the duration of the trip.

Bookings for January 2022 onwards, including those involving overnight stays with no caps on numbers within each dorm/tent can be maintained at the current time, but authorities, schools and venues should ensure that mitigations are in line with the updated in-school guidance. Those organising school trips should ensure that adequate insurance is in place, including financial protection for possible cancellation.

D.2.8 Requirement that schools and local authorities continue to provide essential in-person support for particular groups (including vulnerable children and young people) in the event of temporary school closures at a local level

Where temporary school closures are required – either partial or in full – local authorities should give consideration to how they can continue to provide essential support for particular groups. This should include: i) providing limited in-person provision within the school for vulnerable children and young people, and the children of key workers, ii) continuity of provision of free school meals for eligible children and young people, and iii) the continuation of provision of therapeutic support to children and young people, including through alternative means if beneficial. This applies in the event of individual school building closures as well as any larger scale temporary closures.

D.3 National Guidance on reducing the risks from COVID 19 in schools – 5 and 7 January 2022

Revised National Guidance was published on 5 January 2022. The key changes in this revised guidance were updates to self-isolation requirements to reflect amended approach from 6 Jan, in light of latest evidence and booster programme; the section on vaccination, to reflect the latest JCVI advice, and a minor update to outbreak management to reflect the requirement for ongoing local prioritisation by Health Protection Teams.

Further Guidance was published on 7 January 2022. This made some further, limited updates to provide clarity on some key points with regard to self-isolation changes and some further adjustments to text on self-isolation to ensure continuing alignment with NHS guidance, as detail had been added to the NHS Inform webpages in response to stakeholder feedback/questions.

D.3.1 Self-isolation policy (including contact tracing and testing) - updated approach to high-risk contacts (from 6 Jan 2022)

Based on the latest clinical evidence, revised self-isolation measures applied to index cases and close contacts identified from Thursday 6 January 2022. The revised measures were not applied retrospectively to cases and contacts identified before this date.

The revised requirements are, in summary:

- **Positive Cases (regardless of vaccination status)** must isolate for 10 days. However, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test.
- **Fully Vaccinated Adult Contacts (NB: definition of “fully vaccinated adult” is now 3 doses i.e. 2 doses plus booster) AND all contacts who are aged under 18 years and 4 months** must take 7 daily LFD tests and report results instead of isolating. There is no requirement for a PCR test to be released from self-isolation. Children aged under 5 are encouraged, but not required, to take LFD tests
- **Unvaccinated/Partially Vaccinated Adult Contacts (NB: this includes adults with only 0-2 doses)** must take a PCR test and isolate for 10 days.
- Full guidance on updated self-isolation measures can be found on NHS Inform.

D.3.2 Vaccination

The updated guidance incorporated the latest JCVI advice on vaccination for children and young people, which the Scottish Government has decided, in agreement with Governments across the UK, to follow, including detail of the vaccinations to be offered to all 16 and 17 year olds, all 12 to 15 year olds, and children aged 5-11 years in a clinical risk group, or who are household contacts of someone who is immunosuppressed

D.3.3 Outbreak Management

Under normal operating conditions, schools should continue to contact their local Health Protection Team (HPT) if a cluster is identified. In the event of very high local case numbers, and where capacity is constrained, HPTs may need to prioritise engagement with the highest risk settings in their area. These may include, for example, care homes (public health advice remains that schools are relatively low-risk settings). In these circumstances, local HPTs will agree with local authorities and schools the way in which clusters and outbreaks should be managed in order to minimise the involvement of HPTs and free up capacity to support the higher risk settings.

D.4 Risk Assessments

The West Lothian Schools Risk Assessments have been updated in line with revised Guidance, and Schools have updated their individual Risk Assessments.

D.5 HM Inspectors of Education (HMIE) updated scrutiny programme for academic session 2021-22

HM Inspectors of Education had communicated to local authorities its planned 2 Phase resumption of its scrutiny programme during Session 2021/22.

During the implementation of Phase 1 of the resumption of scrutiny programme (October – December 2021), inspectors observed first hand the challenges staff and learners are facing. Inspectors have also engaged with stakeholders on their views regarding the resumption of individual setting inspections in January 2022. In considering the views of stakeholders, along with the ongoing challenges settings and schools are facing in dealing with COVID-19, HMIE have taken the decision not to resume the routine school and early learning and childcare school inspection programme as previously outlined.

It is now the intention that following the mid-term February break, if COVID-19 conditions allow, HM Inspectors will carry out 'recovery visits' to a selection of early learning and childcare settings and schools.

During these visits, HM Inspectors will focus on how schools and settings are addressing the impact of COVID-19 and will seek to learn about what is working well and also highlight the ongoing challenges. HM Inspectors will explore with staff that range and quality of learning children and young people are experiencing and the work being done to meet children's and young people's learning and wellbeing needs. HM Inspectors will not report on specific quality indicators nor assign summative grades as part of their visits.

HM Inspectors will provide more information regarding the revised programme of scrutiny in January 2022.

D.6 Scottish Qualification Authority (SQA) and West Lothian Schools Contingency Planning – Examination Diet 2022.

The Scottish Qualifications Authority (SQA) wrote to schools, colleges and training providers delivering National Qualifications, in December restating its contingency plans for examinations in 2022.

These include three scenarios. **Scenario 1** is that schools and pupils prepare for the national exam diet with significant modifications to the 2021-22 course assessments – coursework and/or exams – which were announced at the start of the session. These assessment modifications are in place to help learners by taking account of disruption to learning caused by the pandemic

Should there be significantly more disruption to learning and teaching across the country, under **Scenario 2** the SQA will provide additional support for learners to help them prepare and revise for the 2022 exams, where that is possible. In this scenario, the vast majority of learners will receive help from revision support in one or more of their courses. There will not be any further modifications made to the course assessments.

If the Scottish Government cancels the examinations due to public health restrictions at the time of exams, the country will enter **Scenario 3**. That means the evidence teachers and lecturers are gathering through normal in-year assessment to determine learners' estimates can be used to form the basis of learners' provisional results.

Prior to the pandemic, when exams last took place, SQA's results services supported learners who, for example, were unable to sit exams due to circumstances out with their control in the run up to or on the day of their exam, or who received results that were not what they were expecting. SQA is planning to have similar services in place for 2022, in recognition of the ongoing difficulties once again facing this year's learners, most of whom will be sitting exams for the first time.

West Lothian Schools have been preparing for each of the scenarios to ensure that pupils, and staff, are well prepared for all contingencies.

E. CONCLUSION

Members of the Education Executive are asked to note the changes in National Guidance on Reducing Risk in Schools, and that risk assessments have been updated accordingly.

Members are also asked to note the HM Inspectors of Education (HMIE) updated scrutiny programme for academic session 2021-22, and the latest situation in relation to SQA examinations.

Members are reminded that the situation remains subject to change and that schools will continue to follow updated national guidance issued in response to changing circumstances.

F. BACKGROUND REFERENCES

Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools – published 22 November 2021, 17 December 2021 and 5 and 7 January 2022.

Appendices/Attachments: None

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Elaine Cook, Depute Chief Executive

Date of meeting: 18 January 2022