



Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

12 January 2023

A hybrid meeting of the **Education Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Tuesday 17 January 2023 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 15 November 2022 (herewith)

Public Items for Decision

5. Substance Misuse in Schools - Policy and Operational Procedures - report by Head of Education (Primary, Early Years and Resources) (herewith)
6. Admission to Early Learning and Childcare - Policy Statement and Procedure - report by Head of Education (Primary, Early Years and Resources) (herewith)

7. Placing in Schools Appeal Committee - Transfer of functions to Scottish Tribunals - Consultation Paper - report by Head of Education (Primary, Early Years and Resources) (herewith)
8. Outcome of Consultation on Non-Denominational Primary School Catchments at Linlithgow Primary Schools - report by Head of Education (Primary, Early Years and Resources) (herewith)
9. Outcome of Consultation on Dechmont / Bangour Primary School - report by Head of Education (Primary, Early Years and Resources) (herewith)
10. Outcome of consultation on Hopefield Nursery School - report by Head of Education (Primary, Early Years and Resources) (herewith)
11. Review of Non-Denominational Primary School Catchments at Parkhead Primary School and Meldrum Primary School - report by Head of Education (Primary, Early Years and Resources) (herewith)
12. Review of Non-Denominational Secondary School Catchments at West Calder High School and Deans Community High School - report by Head of Education (Primary, Early Years and Resources) (herewith)

NOTE **For further information please contact Val Johnston, Tel No.01506 281604 or email val.johnston@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, 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:-

- James Millar, Interim Monitoring Officer and 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

January 2022

MINUTE of MEETING of the EDUCATION EXECUTIVE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 15 NOVEMBER 2022.

Present – Councillors Andrew McGuire (Chair), Lawrence Fitzpatrick, Stuart Borrowman, Tom Conn, Peter Heggie, Danny Logue, Maria MacAulay, Moira McKee Shemilt, Andrew Miller, Cathy Muldoon, Sally Pattle, George Paul, Veronica Smith, Pauline Stafford and Kirsteen Sullivan; Appointed Members Mark Bonallo, Lynne McEwen; and Andy Walker

Apologies – Councillors Craig Meek and Tony Pearson; Appointed Member Heather Hughes

Absent – Appointed Members Kent Ballantyne and Margaret Russell

1. DECLARATIONS OF INTEREST

Agenda Item 7 (Summer Programme 2022) - Councillor Andrew Miller stated a connection in that he was a Director of Knightsridge Adventure Project who were a partner organisation to the programme. He would take part in the item of business.

2. ORDER OF BUSINESS

Members of Education Executive intimated that they wished to ask questions on Agenda Item 8 (Summer Programme 2022) which was for information only.

3. MINUTE

The Education Executive approved the Minute of its meeting held on 6 September 2022. The Minute was thereafter signed by the Chair.

4. ANNUAL PLAN 2022-2023: SCOTTISH ATTAINMENT CHALLENGE REFRESH

The Education Executive considered a report (copies of which had been circulated) by the Heads of Services (Education) seeking approval for the West Lothian Annual Plan 2022-2023 for the refreshed Scottish Attainment Challenge and subsequent submission to the Scottish Government.

It was recommended that the Education Executive approves the West Lothian Annual Plan 2022-2023 for the refreshed Scottish Attainment Challenge and notes the key activities planned for Session 2022-23 to further improve outcomes for children, young people and families.

Decision

To approve the terms of the report

5. ADDITIONAL YEAR OF EARLY LEARNING AND CHILDCARE (DEFERRED ENTRY TO P1) - POLICY STATEMENT AND PROCEDURE AND ADDITIONAL YEAR OF SCHOOL EDUCATION - POLICY STATEMENT AND PROCEDURE

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Primary, Early Years and Resources) seeking approval for the revised policy statements and procedures on an Additional Year of Early Learning and Childcare (Deferred Entry to P1) and an Additional Year of School Education.

It was recommended that the Education Executive note the revised procedures and approve the revised policy statements on an Additional Year of Early Learning and Childcare (Deferred Entry to P1) and an Additional Year of School Education.

Decision

To approve the terms of the report

6. SUMMER PROGRAMME 2022 REPORT - REPORT BY HEAD OF EDUCATION (SECONDARY, COMMUNITY LEARNING AND INCLUSION) (HEREWITH)

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Secondary, Community Learning and Inclusion) reporting the outcomes of the West Lothian “Get into Summer 2022” summer holiday provision in line with Scottish Government guidance 2022 and supplemented by funding from West Lothian Council to widen provision.

The Education Executive was asked to note: -

1. The positive engagement of local partner providers and the diverse range of activities offered to vulnerable children, young people and families in line with the Guidance received from the Scottish Government.
2. The additionality of West Lothian Council sourced funding which supported access to the “Get into Summer 2022” programme by a wider population of families across West Lothian
3. The impact of the delivered activities for the wellbeing of children and young people.

Decision

To note the content of the report

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

SUBSTANCE MISUSE IN SCHOOLS: POLICY AND OPERATIONAL PROCEDURES

REPORT BY HEAD OF EDUCATION (PRIMARY, EARLY YEARS AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval for the revised Substance Misuse in Schools: Policy and Operational Procedures.

B. RECOMMENDATION

Education Executive is invited to approve the revised Substance Misuse in Schools Policy and note the refreshed Operational Procedures. The Operational Procedures will be kept under review by officers and updated by them if and when required.

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)	Rights, Respect and Recovery (2018)
III Implications for Scheme of Delegations to Officers	Consideration of delegation to Head of Education (Primary, Early Learning and Resources) to modernise and improve procedures where benefits for young people, parents/carers and educational benefits can be realised and/or in line with revised national procedures.
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	We live longer, healthier lives and have reduced health inequalities. Our children have the best start in life and are ready to succeed. We are better educated and have access to increased and better quality learning and employment opportunities.

VI Resources (Financial, Staffing and Property)	None
VII Consideration at PDSP	Undertaken 6 December 2022
VIII Other consultations	Head Teacher Executive Local Negotiating Committee for Teachers

D TERMS OF THE REPORT

The Substance Misuse in Schools: Policy and Operational Procedures document has been refreshed and updated following the approval of the current policy in October 2017 to reflect Scottish Government Strategy Documents, Health and Wellbeing Curriculum content and WLC Positive Relationships Policy and Procedures as below:

Introduction

The national context has been updated to reflect recent Scottish Government strategy documents (Rights, Respect, Recovery 2018)

Education and Prevention Sections

This section has been further updated in terms of Curriculum for Excellence Health and Wellbeing context to ensure concise and up-to-date information and links for practitioners to use.

Incidents and Procedures

This section has been updated to include SALSUS 2018 and references the pending Children's Health and Wellbeing Census.

References to "sanctions" have been removed and replaced with supports and next steps in line with WLC Positive Relationships Policy and Procedures.

Outdated terminology (Rivo etc) has been replaced and some procedures reworded to add clarity.

Appendices

Partner agencies have been updated and detail on current services have been added.

Websites and resources have been updated.

Flowcharts have been removed and replaced by bullet-pointed procedures for schools to follow in the main body of the text. Separating Policy from Operational Procedures will allow schools to respond to emerging best practice to ensure their procedures in relation to substance misuse are up to date.

E CONCLUSION

West Lothian Council Education Services is committed to improving the life chances of all children and young people so it is of priority to provide effective education and supports for this in schools.

F BACKGROUND REFERENCES

Rights, Respect and Recovery (Scottish Government 2018)

<https://www.gov.scot/publications/rights-respect-recovery/> - Rights, respect and recovery: alcohol and drug treatment strategy published by the Scottish Government

[Substance Misuse Policy 2017.docx](#)

[Substance Misuse Policy Report 2017.pdf](#)

Appendices/Attachments:

Substance Misuse in Schools Policy – November 2022

Contact Person:

Lisa Moore, Education Officer: lisa.moore@westlothian.org.uk

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

Date of Meeting: 17 January 2023



SUBSTANCE MISUSE IN SCHOOL

Data Label: PUBLIC

Service: Education

Issue Date: October 2006
October 2017

Updated Issue Date: Draft November 2022

Review Date: October 2027

CONTENTS

SUBSTANCE MISUSE IN SCHOOLS - POLICY

1.1 Introduction

- 1.2 Strategic Drivers
- 1.3 Definitions

1.4 Education and Prevention

- Roles and responsibilities
- Programme plan and delivery

SUBSTANCE MISUSE IN SCHOOLS - OPERATIONAL PROCEDURES

- 2.1 Background
- 2.2 Suspicious substance found on school premises
- 2.3 incidents involving possession of alcohol
- 2.4 Incidents involving the use/possession of tobacco, e-cigarettes/vaporisers
- 2.5 Pupil suspected to be under the influence of a drug, alcohol or volatile substance
- 2.6 Pupils found/suspected to be in possession of an illegal/harmful substance or suspected of supplying

Appendices to Operational procedures

Appendix 1 Local Services, Agencies and Supports
Appendix 2 Useful Websites and Resources
Appendix 3 Key Aspects of an Effective Response

SUBSTANCE MISUSE IN SCHOOL - POLICY

1.1 INTRODUCTION

This policy outlines the aims and approaches of effective substance use education, and reflects current national guidelines and research in this important area, including the principles of GIRFEC (Getting it Right for Every Child). It is anticipated that these guidelines will inform and support existing work in schools, and assist in evaluating policies and procedures in substance education. This section outlines guidelines for the delivery of substance education, and complements the guidelines on the management of substance related incidents in section 2.1.

Schools, like their communities, are not immune from the effects of substance misuse upon pupils and their families. A school demonstrates responsibility and care for young people by providing effective substance education and a measured response to incidents based on planned procedures, including pupil substance misuse and protection and support in situations where children are affected by parental substance misuse.

Research indicates that the earlier a young person starts to use alcohol, tobacco or experiment with illegal drugs/new psychoactive substances, the more likely they are of developing problematic or harmful substance misuse. As such, substance education should begin well before experimentation, which means at primary school stage.

1.2 Strategic Drivers

Rights, Respect and Recovery (Scottish Government 2018) is the national strategy to improve health by preventing and reducing alcohol and drug use, harm and related deaths. For the first time it combines Scotland's drug and alcohol strategies due to perceived commonalities between those affected and the potential responses.

In 2009 the Scottish Government, in partnership with COSLA, published A New Framework for Local Partnerships on Alcohol and Drugs. This framework was subsequently updated in 2019 following the launch of the Rights, Respect and Recovery strategy.

Getting It Right for Children and Families affected by Parental Problem Alcohol and Drug Use (NHS Lothian 2013) provides information and cause for reflection on our practice in school settings. This has resulted in the inclusion of a section dealing with this important area. In commending the policy to staff, parents and supportive agencies it is clear that we must all maintain and develop both our own knowledge of the challenges to young people and our ability to make a difference in education and prevention. Finally, when our young people do make harmful decisions associated with substance use, it is of vital importance that all agencies can make effective contributions to support and advise, thus enabling healthy lifestyle decisions to prevail. These policy guidelines are designed to assist with this process and ensure a safe and consistent approach is given to the young people in our schools.

The UNCRC article 33 states that 'Governments must protect children from the use of illegal drugs.'

The Scottish Government wants children and young people to develop the knowledge and understanding, the skills and the abilities to grow and fulfil their potential - to be able to take care of their mental, emotional, social and physical wellbeing both now and in the future.

We are taking forward substance misuse education work in our schools through Curriculum for Excellence. This covers controlled drugs, new psychoactive substances, safe use of medicines, alcohol, tobacco and solvents. Children and young people will explore the impact risk taking behaviour has on life choices and health. Giving clear information on the risks helps young people to make healthy choices.

All learning is appropriate to the age and stage of the child or young person. In the latter stages of education, learners will be able to:

- *understand the impact that ongoing misuse of tobacco, alcohol and drugs can have on a person's health, future life choices and options*
- *identify safe and unsafe behaviours and actions*
- *know that alcohol and drugs can affect people's ability to make decisions*

Schools, families and the media influence the ways children and young people learn about and behave towards alcohol. Substance misuse education is an integral part of the new school curriculum with children and young people learning and developing their understanding of the impact of risk-taking behaviour, including the excessive use of alcohol, on their life choices. The aim is to help children and young people make informed personal choices which will help them lead healthy lifestyles now and in the future. This needs to be enforced by parents, youth organizations and the media

1.3 Definitions

As defined by the World Health Organisation, the terms **drug** or **substances** in this policy refer to all types of drugs:

- legal drugs e.g. alcohol, tobacco
- illegal drugs
- new psychoactive substances (NPS)
- medicines (prescription and over the counter medicines)
- volatile substances

Substance abuse refers to:

- the harmful or hazardous use of psychoactive substances, including alcohol and other illicit drugs. Psychoactive substance use can lead to dependence syndrome – a cluster of behavioural, cognitive and physiological phenomena that develop after repeated substance use and that typically include a strong desire to take the drug, difficulties in controlling its use, persisting in its use despite harmful consequences, a higher priority given to drug use than to other activities and obligations, increased tolerance, and sometimes a physical withdrawal state

1.4 EDUCATION AND PREVENTION

Roles and Responsibilities

The responsibility for leading a school lies with the Head Teacher. There is, however, an obvious need for schools to deal consistently with substance education and with substance related incidents since these may concern and involve the police. Substance misuse is an emotive issue, which may attract the attention of the media, and will certainly concern parents. Schools must take into account the health and wellbeing of individual pupils but also have to consider the impact of decisions on the general order and discipline of the school.

Substance education is clearly defined in the Curriculum for Excellence health and wellbeing experiences and outcomes. Learners develop the understanding of the use and misuse of a variety of substances including prescribed medicines, alcohol, drugs, tobacco and solvents. They explore and develop their understanding of the impact of risk taking behavior and life choices.

We must be realistic about what can be achieved. Schools cannot solve all society's problems but can and must contribute effectively to strategies to help young people protect themselves

from harm and enable them to make healthy lifestyle choices. Substance education is not, therefore, about therapy or classroom disclosure about drug use, but rather has three key elements:

- Giving accurate and relevant information
- Exploring attitudes and values
- Developing skills.

Programme plan and delivery

Substance education is most effective when it:

- Gives both legal and illegal substances equal status within the programme and is informed by local trends and research
- Provides accurate, realistic, relevant and up-to-date information about substances and their effects, possible risks, consequences and legal implications
- Is consistent across schools, particularly within school cluster groups, to allow continuity and progression and avoid duplication
- Is embedded within the Health and Wellbeing education or PSE curriculum and permeates all curriculum areas
- Is interactive and facilitates discussion between groups of pupils who share their knowledge with each other
- Takes into account the experiences, prior knowledge, beliefs and attitudes of the young people
- Is continually evaluated, reviewed and updated based on research findings, good practice guidelines and pupil evaluations
- Ensures school establishes effective partnerships with its local community, community organisations and specialist agencies.

Substance education should therefore:

- Promote positive, healthy lifestyle choices
- Acknowledge that young people make their own choices and decisions about substance use
- Signpost young people to available support services, both local and national
- Be relevant to the needs of the pupil and the school community
- Take account of culture, ethnicity and diversity
- Take account of pupils' attainment levels, including those with special educational needs
- Take account of pupils with drug or alcohol misusing parents/carers

It is imperative that staff, when delivering substance education, take account that some young people may be coping with parental or family substance use at home. Staff should remain sensitive and be aware of behaviour change that is out of character (e.g. becoming withdrawn or acting out) as this may indicate that the young person is uncomfortable in the session.

In planning and delivering substance education, schools and external agencies must operate within child protection guidelines. The topics of confidentiality and child protection should be discussed with the pupils prior to commencing any drug education. This is done most effectively by establishing ground rules at the start of a programme of substance education. Teachers or external agencies should never offer pupils complete confidentiality due to child protection guidelines.

Useful links to support programme delivery can be found on the Health and Wellbeing Sharepoint and include:

<https://www.nhsggc.scot/staff-recruitment/staff-resources/substance-misuse-toolkit/alcohol/>
<https://www.nhsggc.scot/staff-recruitment/staff-resources/substance-misuse-toolkit/drugs/>
<https://www.nhsggc.scot/staff-recruitment/staff-resources/substance-misuse-toolkit/tobacco/>

DRAFT

SUBSTANCE MISUSE IN SCHOOL - OPERATIONAL PROCEDURES

The majority of young people in Scotland, of school-age, are not regular users of any substances.

The [Scottish Schools Adolescent Lifestyle and Substance Use Survey \(SALSUS\) 2018](#) outlines the prevalence of smoking, drinking and drug use in 2018 and the trends over time. It looks at the risk factors and protective factors associated with substance use, sources of substances, attitudes towards substance use, and views on the support and advice provided by schools. Going forward, SALSUS will be replaced by the [Children's Health and Wellbeing Census](#).

Most will at some stage be occasional users of drugs for medicinal purposes and many will try tobacco or alcohol. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and drugs. Very few of those who experiment with drugs, however, will go on to become problem drug users. All pupils, including those in primary schools, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try drugs. Every school therefore has a responsibility to consider its response to drugs.

A comprehensive substance policy should also include advice and guidance on how to deal with problematic parental and staff substance misuse. This becomes a matter of concern when it adversely affects the quality of care that a child receives and poses a risk to health and development. While a number of parents with problem substance misuse are known to services, there may be many more who remain unidentified and whose children may be 'at need' or 'at risk'. Incidents are often complex, and no policy can cover all situations. The aim of this section is to encourage better planned and targeted practice that is understood and agreed by all who may be involved in a substance related incident. This includes pupils, parents, staff and agencies such as police.

An "*incident*" refers to any of the following situations:

- Suspicious substance found on school premises
- Syringes or hypodermic needles found on school premises.
- Incident involving possession of alcohol
- Incident involving use of tobacco
- Pupil or parent suspected to be under the influence of a drug, alcohol or volatile substance
- Disclosure of substance misuse
- Pupil found/suspected to be in possession of a substance or suspected of supplying

Sphera should be used for incident reporting, where health and safety is considered to be an issue.

2.2 Suspicious substance found on school premises

This refers to when a suspected substance (other than alcohol or tobacco) is found on school premises, including grounds, and staff cannot identify the owner of the substance or any pupil involvement.

School Response

- Take control of the substance.
- Inform Head Teacher (Designated Member of Staff if not available) and hand them the substance.
- Retain the substance in secure storage, and contact the police who will attend to

collect it.

- School staff should not take on investigative procedures as it is the role of the police to determine the level of evidence required to progress with an investigation. However, in some circumstances a level of fact-finding may be appropriate to inform staff decision-making and to help ensure pupil wellbeing.
- Consider completing an Incident Report Form on Sphera (Health & Safety) if appropriate.

Syringes, needles or other substance-related paraphernalia found on school premises

- Do not touch the item/s.
- Create a safe environment with no staff or pupil access to the area.
- Inform Head Teacher or DMS and ensure all relevant staff are aware.
- Contact Nets and Land Services on 01506 280000.
- Consider recording an incident report on Sphera.

2.3 Incidents involving possession of alcohol

Schools have a crucial role to play in preparing children to live in an alcohol using society, and to help them cope with alcohol-related situations. This means that alcohol should be given equal status to drugs within substance misuse education. Schools need to recognise the mixed messages young people hear about the use and risks of alcohol. The social acceptability, cultural and legal status of alcohol is very different from drugs. Consequently, the response to incidents involving alcohol is distinct from the response to those involving drugs.

School Response

Administer/seek any medical aid required (if the pupil is under the influence of alcohol refer to section 2.5).

- If possible, take control of the alcohol and retain in safe storage.
- Inform Head Teacher (Designated Member of Staff if not available) and hand them the alcohol.
- Head Teacher informs the pupil's parent or carer.
- Head Teacher to dispose of the alcohol, if identified as such, in the presence of a witness.
- Unidentified suspected harmful liquids to be stored securely, pending investigation by the police/ trading standards.
- Consider and agree appropriate action including support and next steps (see advice below).
- Consider completing an Incident Report Form on Sphera and record on SEEMIS Pastoral Notes where pupil wellbeing has been impacted.

Police Response

A police response is not required for incidents involving alcohol as it is not illegal for a young person to possess alcohol. It is, however, illegal for an adult to sell alcohol to a young person under the age of 18; and for an adult to buy or attempt to buy alcohol on behalf of someone under the age of 18. If the school learns that the alcohol was supplied illegally then the school should contact the police.

Support and Next Steps

- The school's response to incidents involving pupils should be based on the welfare needs of the pupils and wider school community and in line with the Promoting Positive Relationships in West Lothian Educational Establishments policy.
- Discussions around supports and next steps should include the views of the young person and their parents/carers and consideration should be given to seeking external support through the agencies detailed in **Appendix 1**.

2.4 Incidents involving the use/possession of tobacco, e-cigarettes/vaporisers

All school staff have a responsibility to implement the [‘Smoke Free policy’](#) (West Lothian Council 2015).

School Response

- Ensure that it is only tobacco that is being used. If another substance is suspected then refer to the guidelines provided in section 2.5.
- Confiscate tobacco products being used on school premises.
- The legal age for the purchase of e-cigarette and vapouriser products is 18, therefore these should be confiscated if used in school.
- Consider and agree appropriate action including support and next steps (see advice below).
- Where e-cigarettes/vapourisers are involved refer to the [Ash Scotland](#) website.
- If suspected of being illicit or counterfeit product, contact trading standards via tradingstandards@westlothian.gov.uk

Police Response

- If it is only tobacco that is being used then there is no need to involve the police.
- If another substance is suspected then follow the guidance in section 2.5

Support and Next Steps

- The school's response to incidents involving pupils should be based on the welfare needs of the pupils and wider school community and in line with the Promoting Positive Relationships in West Lothian Educational Establishments policy.
- Discussions around supports and next steps should include the views of the young person and their parents/carers and consideration should be given to seeking external support through the agencies detailed in **Appendix 1**.

2.4 Pupil suspected to be under the influence of a drug, alcohol or volatile substance

This refers to when a pupil's behaviour or appearance suggests that they may be under the influence of a substance. This procedure should be followed regardless of whether the substance is thought to be legal or illegal. The pupil's welfare is of paramount importance. Please note that such symptoms may be caused by other medical conditions so it is important not to make assumptions.

School Response

- A member of staff should assess whether the pupil requires medical attention to minimise the risk of them harming themselves or others.
- A person who is unconscious, having trouble breathing, seriously confused, disorientated or agitated, very sleepy or showing extreme hyperactivity should be responded to as a medical emergency.

In A Medical Emergency

- If a member of staff decides that the pupil needs medical attention, a trained member of staff such as the school nurse or a first aider, should provide First Aid
- This person may decide that an ambulance should be called. If there is no first aider available then call for an ambulance
- If the pupil is unconscious, place them in the recovery position
- If the pupil is conscious the member of staff should try to ascertain WHAT the pupil has taken, HOW MUCH they have taken and WHEN they took it
- Do not give anything by mouth
- Do not attempt to make the pupil sit or stand
- Do not leave the pupil unattended or in the charge of another pupil
- Inform the Head Teacher or Designated Member of Staff (DMS)
- Inform the pupil's parent or carer immediately.
- Any information regarding the substance should be passed onto the ambulance staff
- Arrange for an appropriate adult to accompany the pupil to hospital. If the parent is unavailable, a member of staff should act as the 'responsible adult'
- Ensure the well-being of other pupils at all times
- Consider support and next steps as outlined below
- Complete an Incident Report Form on Sphera and record on SEEMIS Pastoral Notes where pupil wellbeing has been impacted.

If Medical Help Is Not Required

- Take the pupil to a quiet room - preferably with a second member of staff.
- Try to ascertain WHAT the pupil has taken, HOW MUCH they have taken and WHEN they took it. Keep the pupil under observation, warm, quiet and conscious
- Inform the Head Teacher or Designated Member of Staff
- Consider asking the pupil's parent/carers to collect the child
- Monitor the pupil's behaviour and continually assess whether medical attention is required
- Ensure the well-being of other pupils at all times
- Consider support and next steps as outlined below
- Consider completing an Incident Report Form on Sphera and record on SEEMIS Pastoral Notes where pupil wellbeing has been impacted.

Police Response

- The medical welfare of the pupil is of paramount importance.
- If a pupil is under the influence of a substance, a police response is not compulsory as it is not illegal for a young person to be under the influence of a substance.
- However, school should contact police where the pupil possesses an illegal substance (see section 2.6), their behaviour is a threat to the safety of staff and other pupils or if there is felt to be a related concern around supply of alcohol and drugs to young people.

Support and Next Steps

- The school's response to incidents involving pupils should be based on the welfare needs of the pupils and wider school community and in line with the Promoting Positive Relationships in West Lothian Educational Establishments policy.
- Discussions around supports and next steps should include the views of the young person and their parents/carers and consideration should be given to seeking external support through the agencies detailed in **Appendix 1**.

Pupil disclosure of substance misuse

- Assess whether the young person is at risk of harm.
- If yes, then inform Head Teacher or DMS and follow Child Protection Procedures
- If no, provide relevant information on effects, risks and support services. Record incident on Pastoral Notes and consider notifying parent/carer where appropriate.

Parents/Carers under the Influence

- If a parent or carer arrives at school to collect a pupil and appears to be intoxicated, the school should decide whether the parent/carer is able to provide appropriate care for the child.
- The Head Teacher or DSM should be informed of any concerns.
- If the school decides that allowing the child/ren to leave with the parent/carer would put them at risk of harm, then Child Protection Procedures should be followed.
- If the parent/carer becomes aggressive or threatening, the school may wish to contact the police.
- If it is thought that parental problem alcohol and drug use is compromising a child's health, development or welfare then Child Protection Procedures should be followed.

2.5 Pupils found/suspected to be in possession of an illegal/harmful substance or suspected of supplying

School Response

- Administer/seek any medical aid required (if the pupil appears to be under the influence of a substance refer also to section 2.5).
- The school can request that the pupil hand over the suspected substance. If the pupil refuses, however, school staff have no authority to search the pupil.
- If possible, take control of the substance, inform Head Teacher and/or Designated Member of Staff immediately, and ensure that it is retained in safe storage.
- Inform the pupil's parent or carer immediately unless there is knowledge or suspicion that the substance was supplied by the parent or carer.
- Inform the police and hand them the substance on their arrival. If the pupil refuses to hand over any suspected substance then the police will decide whether searching the pupil is appropriate.
- There is no expectation that school staff take on any investigative procedure as it is the role of the police to determine the level of evidence required to progress with an investigation. However, in some circumstances a level of fact-finding may be appropriate to inform staff decision-making and to help ensure pupil wellbeing.
- Consider support and next steps as outlined below.
- Complete an Incident Report Form on Sphera and record on SEEMIS Pastoral Notes where pupil wellbeing has been impacted.

Police Response

- Police will arrange attendance at the school and, if appropriate, search the pupil and other places/premises and seize any suspected substance or associated evidence. The police will determine the level of evidence required to progress with an investigation.
- The substance will be identified by the police, who may later inform the school of the result. The police investigation will determine whether the circumstances meet the criteria for personal use or supply.
- The police will inform the school of any action taken.

Support and Next Steps

- The school's response to incidents involving pupils should be based on the welfare needs of the pupils and wider school community and in line with the Promoting Positive Relationships in West Lothian Educational Establishments policy.
- Discussions around supports and next steps should include the views of the young person and their parents/carers and consideration should be given to seeking external support through the agencies detailed in **Appendix 1**.

Operational Procedures Updated October 2022

Martin Berginis (Child Protection Officer) and Lisa Moore (Education Officer – Health and Wellbeing)

APPENDICES TO OPERATIONAL PROCEDURES

Appendix 1 Local Services, Agencies and Supports

Appendix 2 Useful Websites

Appendix 3 Key Aspects of an Effective Response

Appendix 1: Local Services, Agencies and Supports

West Lothian Drug and Alcohol Partnership (WLDAS)

WLDAS is a third sector organisation which provides evidence-based, accessible services to individuals and families across West Lothian. They aim to reduce the harm caused by drugs, alcohol and tobacco through:

- Information and resources
- Prevention, education and training inputs
- Counselling and support

WLDAS work in partnership with the multi-agency West Lothian Wellbeing Recovery Group to discuss and support young people.

They also accept direct referrals for young people aged 12-18 who require support with their own substance use or who are impacted by a family member's problematic substance use.

Further information relating to WLDAS and the process for making referrals can be found at: www.wldas.com.

Circle

Circle West Lothian offer a range of services designed to meet the needs of individuals and families impacted by drug and alcohol use. They work alongside families to help them build upon existing strengths to make and sustain positive lifestyle choices.

Supports offered to children and young people:

Therapeutic 1:1 support for children and young people in schools or in the local community. Creative approaches are used to help children express their emotions, build their confidence and develop resilience to help them cope with any difficulties.

Supports offered to parents and carers:

- recovery from substance use
- improving family relationships and providing practical support, e.g. establishing boundaries and routines within your home
- managing your children's behaviour
- accessing local services and activities for you and your children
- improving nursery and school attendance and achievement for your children
- addressing your own and your family's health needs
- attending meetings with other professionals.

Further information and referral details can be found at:

<https://circle.scot/services/families-affected-by-drugs-alcohol/>

West Lothian Alcohol and Drugs Partnership

The West Lothian Alcohol and Drugs Partnership (ADP) is a multi-agency partnership that has strategic

responsibility for coordinating actions to address local issues with alcohol and drugs.

Its members include Police Scotland, HMP Addiewell, West Lothian Council, NHS Lothian and the Voluntary Sector.

West Lothian ADP commissions and works with a number of partners to help adults and families address problematic substance use and to achieve sustainable recovery. Details on services can be found at:

<https://westlothianhsc.org.uk/article/29290/West-Lothian-ADP-Services>

West Lothian ADP and its partners help any young person or adult with alcohol or drug problems in West Lothian and provide a quick and easily accessible service via confidential drop in sessions. More detail on these sessions can be found here: <https://westlothianhsc.org.uk/article/29291/How-to-get-Help>

Appendix 2: Useful Websites and Resources

NHS Inform

<https://www.nhsinform.scot/healthy-living>

Advice and tools around ensuring a responsible relationship with alcohol and information about drug use, avoiding an overdose, dependency and where to find help and support.

Choices For Life

<https://young.scot/campaigns/national/choices-for-life>

'hoices for Life aims to raise awareness amongst young people aged 11-18, about the dangers of smoking, alcohol and drugs as well as online safety and information on how to deal with negative peer pressure. This website pulls together a range of videos, teaching resources and information packs which can be used by professionals, parents and young people.

Ash Scotland

<https://www.ashscotland.org.uk/>

ASH Scotland – Action on Smoking and Health (Scotland) - is an independent Scottish charity taking action to reduce the harm caused by tobacco. Their website provides information, guidance and support to enable others to take action on smoking and health.

Alcohol Focus Scotland

<https://www.alcohol-focus-scotland.org.uk/>

AFS seek to reduce the impact of alcohol on individuals, families, communities and Scotland as a whole, through the implementation of effective alcohol control policies and legislation. Their website provides information, training and resources related to reducing alcohol-related harm in young people and adults.

Know The Score

<https://knowthescore.info/>

Detailed facts and information related to drugs, downloadable resources and links to help and support.

Talk To Frank

<https://www.talktofrank.com/>

Talk to Frank is a website which provides access to information about the most commonly used drugs, advice from professionals and up to date news on current legislation illicit substances.

<https://blogs.glowscotland.org.uk/re/renfrewshirehwb/substance-misuse/>

Appendix 3: Key Aspects of an Effective Response

When discussing sensitive issues with young people staff should be aware of the following:

DO

Ask factual questions about:

- Which drug
- Quantity
- When taken

Operate within the school rules and responsibilities for pupils.

Make clear the limits of confidentiality and refer the incident to the Head Teacher or DMS.

Record the facts on Sphera and/or Seemis Pastoral Notes where appropriate.

Be aware of impact of confidentiality and pupil rights and views on information sharing.

DO NOT

Ask leading questions

Interrogate

Accuse

Make assumptions about guilt

Detain a pupil in a locked room

Search personal belongings

Keep the incident to yourself (you alone cannot have an overview of the situation or the risk factors)

Rely on general impressions-they may be inaccurate and make it more difficult for others to help.

Any enquires from the media should be referred to Corporate Communications within West Lothian Council via Media@westlothian.gov.uk.

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

ADMISSION TO EARLY LEARNING AND CHILDCARE – POLICY STATEMENT AND PROCEDURE

REPORT BY HEAD OF EDUCATION (PRIMARY, EARLY YEARS AND RESOURCES)

A. PURPOSE OF REPORT

To invite the Education Executive to agree the clear separation of the Early Learning and Childcare admission policy statement from the admission procedure.

To invite the Education Executive to delegate authority to the Head of Education (Primary, Early Years and Resources) to make changes to the procedure where benefits for parents/carers and improved educational outcomes can be realised, in particular benefits arising from the new admission system being developed.

B. RECOMMENDATION

To approve the policy statements and note the procedure, and delegate authority to the Head of Education (Primary, Early Years and Resources) to make changes to the procedure where benefits for parents/carers and improved educational outcomes can be realised.

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)	<p>The Provision of Early Learning and Childcare (Specified Children) (Scotland) Amendment Order 2020</p> <p>Children and Young People (Scotland) Act 2014</p> <p>Education (Scotland) Act 1980</p>
III	Implications for Scheme of Delegations to Officers	Consideration of delegation to Head of Education (Primary, Early Learning and Resources) to modernise and improve procedures where benefits for parents/carers and educational benefits can be realised.
IV	Impact on performance and performance Indicators	-

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)	Within existing budgets.
VII	Consideration at PDSP	6 December 2022
VIII	Other consultations	Headteachers, Early Learning and Childcare Staff, Parent/Carer Surveys

D. TERMS OF REPORT

Draft policy statements and procedures are attached. These have been considered by the Policy Development and Scrutiny Panel.

A number of initiatives are underway and planned to modernise and improve the Pupil Placement function. These include the introduction of a new support system to increase automation of procedures, reducing bureaucracy and delay in decision making, with the aim of providing a more responsive service to parents/carers. Consideration of greater involvement of schools, and delegation of some decision making to schools, with the aim of improving educational outcomes, is also underway.

For this reason, it is intended that the current procedures will be subject to change where benefits for parents/carers and improved educational outcomes can be realised, and that the Head of Education (Primary, Early Years and Resources) be granted delegated authority to make these changes.

No significant change has been made to the Early Learning and Childcare Admission Policy Statement and Procedure appended to this report, but the opportunity has been taken to ensure it reflects current practice, as follows.

- Reference has been made to the Scottish Government Statutory Guidance in the list of factors that the Council will take account of, in particular the aim or providing flexibility and choice to parents.
- Reference has been removed to granting greater priority to parents requesting more hours, and considering the balance of ante-pre-school and pre-school children in each session, as these have been superseded by Scottish Government Statutory Guidance on flexibility and choice.
- The opportunity has been taken to stress the aim of providing continuity of education and transition from early learning and childcare to primary education, and taking account of this aim in admission decisions, based on feedback from parents/carers on the importance of achieving this continuity.
- Reference has been made to the new opportunity for parents to Buy Additional Nursery Hours, being piloted in a number of Council Early Learning and Childcare establishments.

E. CONCLUSION

It is recommended that the Education Executive approves the policy statements and notes the procedures.

It is intended that the current procedures will be subject to change where benefits for parents/carers and improved educational outcomes can be realised, in particular benefits arising from the new admission system being developed, and that the Head of Education (Primary, Early Years and Resources) be granted delegated authority to make these changes.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

- 1) Early Learning and Childcare Admission – Policy Statement and Procedure

Contact Person:

Andrew Sneddon, Service Manager, Education Services andrew.sneddon@westlothian.gov.uk

Greg Welsh,

Head of Education (Primary, Early Years and Resources)

Date of meeting: 17 January 2023


**Policy and
Procedure:**

Author:
Service:
Last Updated:
Date for Review

**Early Learning and Childcare (ELC)
Admissions**

Hannah Haywood
Education Services
December 2022
December 2023

EARLY LEARNING AND CHILDCARE (ELC) ADMISSION - POLICY STATEMENT

Admission Guidelines

When considering Early Learning and Childcare admissions, the Council will take account of the following:

- The Care Inspectorate registered capacity of the establishment.
- The Care Inspectorate adult to child ratios applicable to the provision.
- Scottish Government Statutory Guidance including the aim of providing flexibility and choice.
- The need to achieve best value in early learning and childcare.
- The aim of achieving continuity of education and transition from early learning and childcare to primary education.
- The overall pattern of applications across West Lothian.

If a parent's preferred ELC establishment has more applications than places, the following will be considered:

- Children living in West Lothian will have priority over children living outwith West Lothian.
- Children should not be expected to move ELC establishment when progressing from their ante-pre-school year to their pre-school year, or when deferring entry to primary school.
- How close the school is from the child's home by a suitable walking route, with the aim of offering parents/carers placement within a broad geographic area based on a town or locality, generally within a 1.5 miles distance from home to ELC establishment.
- The catchment primary school to which the child is likely to progress.
- The school(s) attended by sibling(s).
- Special medical, physical or educational need.
- Any other information provided.

Within each grouping of children with the same or similar circumstances, the oldest children should have priority.

The above are not in any priority order. The Council can decide to admit a child to any ELC establishment in special circumstances as determined by the Council.

EARLY LEARNING AND CHILDCARE ADMISSION - PROCEDURE

1. Background

1.1 Pre-School Establishments

A list of pre-school establishments, along with their opening times, is included in the ***ELC Admission - Guidance Notes***.

All West Lothian Council ELC establishments are non-denominational (not linked to a particular religion) even if they are located within a denominational (Roman Catholic) school campus.

West Lothian Council ELC establishments do not have catchment areas. When allocating places, however, significant account is taken of where a child lives, and the school that they are likely to attend in P1, in order to maximise continuity of education and transition within the 3-18 curriculum.

Attendance at an ELC establishment within a primary school campus **does not** give a right to transfer to the P1 class at the primary school.

1.2 Over Subscription

It is usual for some ELC establishments in West Lothian to receive more applications than there are places available. The supply of places is limited by the availability of accommodation (registered capacity), the cost of extending accommodation, and the cost of employing additional staff.

First, second and third choices of ELC establishment and session (morning, afternoon and or 2 full days) can be entered on the application form. **It is not possible for the Council to offer every parent/carer their first choice of either session or location.**

Therefore, it is important to provide an alternative choice or choices (if appropriate). **If only one choice is made, and the establishment and session chosen are oversubscribed, it may not be possible to offer any place.**

1.3 Eligibility

There are three intakes of children each year, in August, January and April. Children who are eligible and have been granted a place to start in January may start from the day of their third birthday if a place is available at that time. Eligibility dates are included in the ***ELC Admission - Guidance Notes***. Parents/carers should refer to this document to determine their own child's intake.

Children are of primary school age if they are five before 1 March in their first year of primary school.

Parents/carers of children born between the first day of term in August and the end of February may decide to defer a child's entry into primary school until the start of the school session following the child's fifth birthday. Further information can be found in the ***Additional Year of ELC and School Education - Policy and Procedure***.

1.4 Buy Extra Nursery Hours

Parents and carers have told us that they would like to be able to buy extra hours in our nurseries. We don't have space to do this in all of our nurseries,

but where we do have spare spaces parents and carers can buy extra nursery hours for their children. Further details are available from our website <https://www.westlothian.gov.uk/extra-nursery-hours> or you can e-mail buyextranurseryhours@westlothian.gov.uk.

Childcare/ additional hours are also provided by partner providers at a cost to the parent/carers.

1.5 Transport

The Council has no statutory duty to provide transport to ELC establishments.

1.6 Children with Additional Support Needs

West Lothian Council has a policy, and a legislative duty, to integrate children with additional support needs into mainstream education. Children who require significant additional support to attend pre-school education will normally be identified at an early stage by the local professionals from health, social policy and education, who will determine the level of support required. Further details are available from the **Additional Support Needs Service** based in the Civic Centre, Livingston, or you can e-mail ASNManager@westlothian.gov.uk

2. The Application Procedure

2.1 Applying for a Place in a ELC Establishment (including partner providers)

Applications can be made after a child's second birthday. Decisions will not be made at this time, but applying at this time helps the Council plan future provision. A separate application form must be completed for each child.

To apply for a place, parents/carers should:-

1. Complete the Application for ELC form on line, attaching a copy of the child's birth certificate. The Education Customer Support team (Pupil Placement) may also ask for proof of address in necessary.
2. If you are unable to complete the form on line. You can arrange to visit the chosen ELC establishment, where help will be given to complete the **Application for an ELC place** form. The child's birth certificate must also be taken to the chosen ELC establishment. The establishment will forward the completed form and a copy of any relevant documents to the Education Customer Support team (Pupil Placement) based in the Civic Centre, Livingston. To ensure that applications can be considered by the ELC Placement Panel, application forms must be returned by **15 March** for August and January places. Application forms must be returned by **15 November** for April places.

Application forms and additional information received after these dates will be considered, but places will be limited once placement decisions have been made by the School Placement Panel.

If a child's circumstances change (for example, their address) after submitting the application form, parents/carers must inform Education Customer Support team (Pupil Placement) by e-mail as soon as possible (pupilplacement@westlothian.gov.uk).

Once a child has been offered a place, the offer will not be withdrawn, unless false information is provided, or information is deliberately withheld, in which case the Council may withdraw a place.

2.2 Applying for an Additional Year of ELC

Children whose fifth birthdays occur after the start of the school session and before 1 March of the following year are able to enter Primary 1 in the session in which their fifth birthday occurs. They are also able to defer entry into Primary 1 until the beginning of the session after the one in which their 5th birthday occurs. Parents/carers of children whose birthday falls within this range of dates can make the choice whether their child will start primary school or have an additional year of Early Learning and Childcare.

Parents/carers who are considering deferring their child's entry to primary school should ask for advice from staff in their child's early learning and childcare establishment before making a decision. Parents/carers should read the **Application for an Additional Year of ELC Policy and Procedure** and must complete the **Application for an Additional Year of Early Learning & Childcare** form.

3. The Decision Making Procedure

The Council will consider and decide on all applications for ELC, additional hours and applications for additional year of ELC for children born between the first day of term in August and 31 December.

When sessions (morning, afternoon or 2 full days) at particular establishments are oversubscribed, the factors set out in the **ELC Admission Policy Statement – Admission Guidelines** will be considered. The Council will consider all information provided in the application form. It is therefore important that all relevant information is included on the form.

The factors taken account of in the **ELC Admission Policy Statement – Admission Guidelines** are not in priority order, but when making its decision the ELC Admissions Panel will decide how to prioritise these factors, taking account of all the information provided by applicants, and the overall pattern of applications across West Lothian.

Within each factor, priority will also be given. For example, when considering whether the applicant has a 'brother or sister who attends the establishment', an applicant having a brother or sister will have priority over one who does not.

All places will be granted until the child becomes eligible for school. **There is no need to reapply for a ELC place, unless parents/carers want to request an alternative session or establishment.**

Parents/carers will be informed of the decision by letter or e-mail. For August and January placements, letters or e-mails will be issued by the end of May. For April placements, letters or e-mails will be issued by the end of February. Decision letters for an additional year of ELC will be issued in March.

There is no right of appeal if the Council does not grant a place.

4 Other Information

4.1 Waiting Lists

Waiting lists may be kept when applications received for a particular session (morning, afternoon or 2 full days) exceed the number of places. Waiting lists are prioritised in line with the **ELC Admission Policy Statement – Admission**

Guidelines and decisions made by the Council. Parents/carers will be informed if a place becomes available. Waiting lists will only last one year, and will not be taken account of in the next year's placement decisions.

4.2 Mid-session Applications

Applications may be made at any time, for example if parents/carers move into West Lothian, or move house within West Lothian. Applications other than those received by the relevant deadline for August, January and April entry will be considered. Decisions on all applications will be made in line with policy and the previous decisions of the Council.

4.3 Non-Attendance

If a child does not attend their ELC placement regularly or is absent for more than two weeks without agreement from the ELC establishment, the place may be withdrawn.

4.4 Customer Satisfaction

Each school session a number of parents/carers may be asked to complete a short questionnaire in relation to their satisfaction with the admissions process.

DATA LABEL: PUBLIC

**EDUCATION EXECUTIVE****PLACING IN SCHOOLS APPEAL COMMITTEE – TRANSFER OF FUNCTIONS TO SCOTTISH TRIBUNALS – CONSULTATION PAPER****REPORT BY HEAD OF EDUCATION (PRIMARY, EARLY YEARS AND RESOURCES)****A. PURPOSE OF REPORT**

To invite the Education Executive to consider and approve a response to the Scottish Government Consultation on the transfer of the functions of the West Lothian (Placing in Schools) Appeal Committee to Scottish Tribunals.

B. RECOMMENDATION

To approve the response to the Scottish Government Consultation on the transfer of the functions of the West Lothian (Placing in Schools) Appeal Committee to Scottish Tribunals.

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)	Education (Scotland) Act 1980; Tribunals (Scotland) Act 2014
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
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)	Potential for significant increases in cost arising from the requirement for legal representation, increased travel costs and utilisation of staff time.
VII	Consideration at PDSP	Circulated to PDSP members due to Scottish Government Consultation timescales.

VIII Other consultations

Governance Manager, Legal Services

D. TERMS OF REPORT

The Tribunals (Scotland) Act 2014 envisages that the work of placing in schools appeal committees will transfer to the Scottish Tribunals.

The Scottish Government is undertaking further consultation on this proposal.

Current arrangements within West Lothian are that Placing in Schools Appeals are heard by a panel of three comprising an elected member of the council or appointed member of the Education Executive, a parent, and a person experienced in education and acquainted with the educational conditions in the area. All members of the panel receive training provided by the Council's Legal Services. Appeals are usually heard in the Civic Centre.

Current arrangements are accessible, quick and low cost, and take account of local circumstances, harnessing the knowledge and experience of relevant local stakeholders. They are consistent with the principle of community empowerment, as they involve local people making decisions within their own communities. They are consistent with the principle of subsidiarity. They contribute to local democracy as they involve local elected members both in a decision making and a representative role.

The draft response appended to this report does not support the transfer of the functions of the placing in schools appeal committee to the Scottish Tribunals. This is consistent with previous responses by West Lothian Council on this issue, and the emerging views of COSLA and ADES.

The main points within the response are:-

- Centralisation represents a diminution of both local democratic accountability and community empowerment.
- The loss of the specific knowledge and experience required by current members of Appeal Committees would be a retrograde step.
- Centralisation will lead to a less responsive service to appellants, and place increased burdens on local authority staff and headteachers.
- Centralisation will lead to increased costs arising from travel and the necessity of legal representation.
- Increased legalisation is unlikely to make the process less stressful for appellants.
- Any delay in determining appeals is likely to lead to negative educational consequences.
- There is no recent evidence to support such significant change, with limited evidence produced 9 to 22 years ago being referenced.

- Rather than spend unquantified sums of money introducing a new system to respond to what appear to be relatively minor concerns, the Scottish Government could spend a relatively modest sum on supporting the implementation of previous recommendations, for example on addressing the two substantive recommendations made by the Scottish Council of the Committee of Tribunals, namely the provision of national training, and on use of 'neutral' venues.

E. CONCLUSION

Current arrangements empower decision making within local communities, taking account of the knowledge and experience of members of local communities. Outcomes for all those affected are considered. Minor changes to support the rigour of the process are likely to have greater positive impact than an unnecessary nationalisation, breaking community links and increasing legalisation of the process.

The proposal to transfer responsibility to the Tribunals System risks service failure resulting from inability to recruit and retain sufficient members, inability to schedule the required number of hearings within a short period of time, and inability to schedule hearings flexibly to meet the needs of parents and local authority representatives to ensure a fair hearing which has access to all necessary information.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

- 1) Draft Consultation Response

Contact Person:

Andrew Sneddon, Service Manager, Education Services

andrew.sneddon@westlothian.gov.uk

Greg Welsh,

Head of Education (Primary, Early Years and Resources)

Date of meeting: 17 January 2023

Appendix 1

Transfer of the functions of education appeal committees to the Scottish Tribunals - Consultation Paper**West Lothian Council Education Executive Response****1. Do you agree that appeal committees should transfer to the Scottish Tribunals?**

No, for the following reasons.

1) Community Connection, Knowledge and Experience of Members

The current Placing in Schools Appeal Committees are recruited from local communities, and it is appropriate that communities remain empowered to make decisions of this sort. Centralisation represents a diminution of both local democratic accountability and community empowerment.

The current Placing in Schools Appeal Committee members are required to have specific knowledge and experience.

- Parents of pupils attending schools in the area can be expected to understand the concerns and motivations of parents seeking entry to a particular school for academic reasons, to allow continuity of friendship group, or reasons of convenience connected with childcare. This representative will also balance the concerns of parents who may not wish to see a school overcrowded if capacity is exceeded, or class size limits disregarded, or subject choice reduced if resources are moved from the senior phase to create an extra class in the broad general education.
- Persons with experience of education or acquainted with educational conditions in the area will also understand the concerns of parents, but also the implications for schools of having to form additional classes or rearrange timetables to allow the admission of an additional pupil. They will be well placed to judge the strength of an education authority ground of refusal.
- Local democratically elected councillors perform a representative role, and are experienced in advocating for individual constituents. They also have a wider responsibility for ensuring the efficient allocation of resources to benefit all members of the community. They bring both experiences to bear in Appeal Committees.

Current Appeal Committees are therefore well balanced, rooted in local communities, and benefit from the local community connection and knowledge of their members. It is unclear from the consultation how substituting this local community connection and knowledge for a more remote, centralised, legalistic approach will lead to better outcomes, or contribute to the Scottish Government's stated goal of empowering communities.

The consultation document asserts that tribunal members can be recruited from local communities. Recruitment of members to the current system is not easy, and there is no indication in the consultation document that sufficient thought has been given to the logistics of recruiting sufficient members from across all communities in Scotland to enable a large number of appeals to be heard within a very short window of opportunity.

The consultation document makes no comment on whether the proposed new members will be required to have the knowledge of education, the life of schools and local authority service provision and financial responsibility that characterises current membership. A diminution of this knowledge and experience can only be a retrograde step. This point was recognised during scrutiny of the Tribunals (Scotland) Bill during its passage through Parliament in 2013. [Official Report – Parliamentary Business : Scottish Parliament](#)

The removal of local elected members from Appeal Committees will dilute local democratic accountability.

The proposed centralisation is contrary to the principles of community empowerment and subsidiarity.

2) Responsiveness of System to the Needs of Appellants, Local Authority Officers and Headteachers

The centralisation of Appeal Committees, and the break with local communities, is likely to lead to a less responsive system. It is unclear from the consultation that sufficient regard has been taken for the logistics involved in running a centralised system, with the likely consequence that appellants and local authority officers will have to travel out of their local communities, and that less account will be taken of their availability. Costs to all parties will increase, as set out in section (3).

At present Appeal Committees are held taking account of the availability of both parties to the appeal, in order to ensure fairness, and that the Appeal Committee has access to all of the information it needs to make its decision. If insufficient account is taken of the other responsibilities of Headteachers in scheduling hearings, this will impact on the education of other pupils within their schools. If Headteachers can no longer attend appeals due to increased travel time, or hearings scheduled at times which conflict with their other duties, Appeal Committees will lose access to an important source of information.

Local elected members have a representative role in supporting constituent appeals. Under current arrangements, it is relatively easy for local elected members to attend appeal hearings, and the scheduling of hearings can take account of their availability. If local elected members can no longer attend appeals due to increased travel time, this represents a further dilution of the local democratic process.

The consultation document asserts that remote hearings may resolve these issues, but does not offer any evidence that parents/carers favour such an approach. Experience in West Lothian in recent years has shown that the large majority of parents favour face to face hearings when the choice is offered.

3) Increased Costs

Both parties to the appeal, and any representatives, are likely to face increased travel expenses. An increase in cost may put in place an otherwise unnecessary barrier to the attendance of appellants or their representatives, including local elected members, at appeals.

If parental expenses are met from the public purse, this represents an otherwise unnecessary increase in public expenditure. Local authorities must be appropriately compensated for any increase in cost, and the Scottish Government must work with COSLA to quantify these costs before an informed decision on the transfer can be taken.

The consultation states that the Scottish Government expects local authorities may choose to have legal representation before Tribunals. This represents a significant increase in the costs associated with appeals, and the Scottish Government must work with COSLA to quantify these costs before an informed decision on the transfer can be taken. Increased legalisation of the process is likely to increase preparation time, which again must be quantified.

4) Impact on Appellants

There is a very short window of opportunity each year in which to hear appeals relating to placement in P1 and S1 at the start of each new school session. It is not made clear how Scottish Tribunals will deal with around 2000 cases simultaneously, and inform parents and education authorities of decisions in time for all parties to plan based on the decision of the Tribunal.

If, as seems likely, the new arrangements introduce a delay in decision making as a more remote and less responsive national service struggles to schedule hearings to meet the needs of participants, there will be negative impact on appellants. Individual children and young people will have to wait longer for decisions, to their detriment, and exacerbating the concerns of parents identified in the study referenced in the consultation.

Any delay will make it more difficult for education authorities to review similar cases and grant a further right of appeal where appropriate before the start of term, impacting negatively on other applicants for a school where an appeal is upheld.

The consultation refers to reports that parents have found the current system stressful. It is unclear how increasing the formality of the process by increasing legalisation and legal representation, and the inevitable change in tone and focus of proceedings, will make the experience less stressful for participants. The potential increased litigious nature of the process could have cost implications for all parties.

5) Impact on Educational Outcomes

If, as seems likely, the new arrangements introduce a delay in decision making this will result in negative educational consequences.

Schools may have to make significant changes to their internal organisation and provision in response to decisions. The later these decisions are taken, the more difficult and impactful such change is likely to be.

The potential negative impact on other pupils attending the school is also likely to be greater if these happen later, after, for example, pupils have received details of their classes for the following year and have participated in valuable transition experiences.

Any delay will also delay the review similar cases where an appeal is upheld, increasing the likelihood of any changes to the school organisation impacting negatively on other pupils.

The consultation focuses on the experience of the rights of the appellant, but gives no consideration to the rights and interests of other children and young people and parents and carers who may be affected by the outcome of an appeal, for example by being in a school which is over capacity, by being in an oversized class, by having subject choice restricted as resources are diverted from the senior phase to form additional classes in the broad general education, or by being unable to gain a place at the catchment school because reserved places have been given away. The

current, well balanced system, allows this consideration, thus focusing on educational outcomes for all.

6) Procedural Issues

The consultation paper does not make clear whether it is proposed that the new arrangements will still include the option of hearing conjoined appeals, where the common authority case for the refusal of all placing requests at a particular school, is held together, and appellants then have an individual hearing to discuss their individual case in turn, later in the day. This practice is not used in West Lothian, as it can result in appellants having to wait for extended periods between the hearing of the common case and their individual hearing. Experience has shown it can also result in sensitive personal information being disclosed by appellants in front of other appellants, despite instruction to save discussion of individual circumstances to individual hearings. If all appeals are heard separately, however, this may increase the time that hearings will take, exacerbating issues of cost, and the impact of delay on appellants and education authorities.

The consultation paper does not make clear how long it is envisaged each hearing will last. There is the potential that hearings will take longer which will exacerbate issues of cost, and the impact of delay on appellants and education authorities.

Increased legalisation of the process is likely to increase preparation time for education authorities. This will either exacerbate delay, or increase cost, or result in education authorities being unable to present their case effectively. The current funding shortfall affecting all education authorities will restrict the resources that they are able to devote to this process.

Currently an appellant who loses an appeal has the right to appeal to the Sheriff Principal, which is a legal process which the appellant would need to pay for. It is understood that under the proposed Tribunal arrangements that there would be a further right to appeal to the Upper tribunal at no cost to the appellant. The consultation paper stresses the accessibility of the tribunal system. If a higher proportion of appellants who are unsuccessful in their initial appeal lodge a further appeal, there may be further cost to local authorities, and the Scottish Government must work with COSLA to quantify these costs before an informed decision on the transfer can be taken.

There may also be further delay as it is not clear that the proposed arrangements will allow an increased number of appeals against the initial decision to be heard within the very short window of opportunity. As previously stated, any delay will impact negatively on the appellants, and also have a significant negative impact on other children and families if schools are required to make changes to class structures and timetables at a late stage to accommodate children admitted as a result of an appeal.

2. Do you consider that appeal committees should remain with local authorities but with improvements to how they operate? And if so, what changes would you like to see?

The consultation document refers to a perceived imbalance in power between education authorities and appellants. A significant imbalance exists in that appellants currently have a further right of appeal against the decisions of the Appeal Committee, whilst education authorities do not. This imbalance must be addressed with education authorities also given the right of appeal against decisions of the Appeal Committee (if it remains in existence) or Scottish Tribunals.

Amongst the advantages of the current arrangements are local decision-making, speedy decision-making, early certainty for those in similar circumstances who might be affected by reviews after successful appeals, ability to react quickly to changes in circumstances, informality, and low cost.

Whilst the consultation document identifies some concerns regarding independence and transparency, these could be addressed without a wholesale replacement of current arrangements.

The consultation document identifies two specific concerns identified in a report produced 22 years ago, in 2000, in which the Scottish Council of the Committee of Tribunals recommended that all involved with the appeal committees should be properly trained, and neutral venues should be used for hearings.

In West Lothian, all members of the Appeal Committee receive training from the Council's Legal Services, and hearings are held in the Council headquarters.

Rather than spend unquantified sums of money introducing a new system to respond to what appear to be relatively minor concerns, the Scottish Government could spend a relatively modest sum on supporting the implementation of previous recommendations, for example on addressing the two substantive recommendations made by the Scottish Council of the Committee of Tribunals, namely the provision of national training, and on use of 'neutral' venues.

A public consultation in 2006 found that appellants thought the appeal process could be stressful and upsetting, and had concerns about the impact on their child and family. It is not surprising that those who were not successful in their appeal should have reservations about the process. It is unclear if this consultation was sufficiently balanced by seeking the views of parents/carers, children and young people and educational professionals who had experienced the negative impact of school capacities and class sizes being breached, or an inability to enter the local catchment school as reserved places had been given away.

The consultation document references 'similar points' being made during parliamentary scrutiny in 2013, but these appear anecdotal in nature and to be based on the observations of one speaker only.

It is not appropriate that such significant change is based on limited evidence produced 9, 16 and 22 years ago and not updated since, when current arrangements are accessible, quick, low cost and effective.

3. Do you consider that no changes should be made to how appeal committees operate? And if so, why?

Current arrangements are accessible, quick and low cost, and take account of local circumstances, harnessing the knowledge and experience of relevant local stakeholders. They are consistent with the principle of community empowerment, as they involve local people making decisions within their own communities, taking account of the knowledge and experience of members of local communities. They are consistent with the principle of subsidiarity. They contribute to local democracy as they involve local elected members both in a decision making and a representative role. Outcomes for all those affected are considered, not only outcomes for appellants.

Minor changes to support the rigour of the process are likely to have greater positive impact than an unnecessary nationalisation, breaking community links and increasing legalisation of the process.

The proposal to transfer responsibility to the Tribunals system risks service failure resulting from inability to recruit and retain sufficient members, inability to schedule the required number of hearings within a short period of time, and inability to schedule hearings flexibly to meet the needs of parents and local authority representatives to ensure a fair hearing which has access to all necessary information.

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

OUTCOME OF CONSULTATION ON NON-DENOMINATIONAL PRIMARY SCHOOL CATCHMENTS AT LINLITHGOW PRIMARY SCHOOLS

REPORT BY HEAD OF EDUCATION (PRIMARY, EARLY LEARNING AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval, following public consultation, to vary the catchment areas of non-denominational primary schools in Linlithgow.

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

B. RECOMMENDATION

It is recommended that Education Executive: -

1. Approves the proposal to review non-denominational primary school catchment areas at:
 - Linlithgow Primary School
 - Linlithgow Bridge Primary School
 - Springfield Primary School
 - Lowport Primary School
 - Boghall Primary School
2. Notes the outcome of the formal consultation, and the comments of Education Scotland 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</p>

		necessary to consider primary and secondary school provision and catchment area arrangements in the context of the West Lothian Local Development Plan.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	We are better educated and have access to increased and better quality learning and employment opportunities.
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 for the process.
VII	Consideration at PDSP	PDSP offered initial consideration at its meeting on 28 May 2019 of the proposal and to seek Panel recommendation for submission to Education Executive on the proposal to commence formal public consultation. Education Executive, at its meeting on 11 June 2019, authorised the commencement of statutory consultation.
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 Monday 22 August 2022 until Friday 07 October 2022 involving all relevant consultees as outlined via Schedule 2 of the Schools (Consultation)(Scotland) Act 2010.</p>

D. TERMS OF REPORT

D1. The West Lothian Local Development Plan was approved in September 2018.

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

The figures detailed in Table 1 below show capacities and forecast school rolls at the non-denominational primary catchments for Linlithgow, Linlithgow Bridge, Low Port and Springfield Primary Schools and for Boghall Primary School, Bathgate.

School Roll Forecast from the 2020 Based Forecasts:

Table 1 – Non-Denominational Primary Schools:

School	Capacity	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2028-29	2029-30
Linlithgow Primary School	441	400	391	389	371	385	387	386	387	381	368	364
Linlithgow Bridge Primary School	231	185	197	194	193	201	194	198	189	172	174	172
Low Port Primary School	198	175	181	187	201	207	200	203	201	201	208	203
Springfield Primary School	415	323	342	350	342	344	348	347	339	325	314	315
Boghall Primary School	462	275	266	260	245	241	239	216	212	204	196	193

West Lothian Council note that identified capacities are not well matched to the allocated Local Development Plan sites. Adopting the proposed approach offers a feasible solution that alleviates potential capacity issues.

D2. CONSULTATION ARRANGEMENTS

The Statutory Consultation was widely communicated through the council's website and digital media channels. 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 Monday 22 August 2022 until Friday 07 October 2022, a period of at least 30 school days. A copy of the Public Consultation Paper is included in Appendix I, The Final Report on the statutory Consultation on the proposal to review admission catchment arrangements at Linlithgow Primary Schools (The Final Report). Details of the consultees and consultation arrangements are also given in The Final Report, section 1.5.

A public meeting was held at Linlithgow Academy on 04 October 2022. A note of this meeting is included in section 3 of The Final Report.

D.3 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 expressions of opposition to the proposals were received during the statutory consultation period.

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

A written representation was received from one parent who also subsequently attended the public meeting. The representation supported the proposal but raised concerns about the publicity surrounding the proposal, specifically that their ELC setting had not yet circulated the proposal. The proposal was subsequently circulated by the relevant ELC setting.

During the public meeting all four attendees expressed support for the proposals. Attendees included four parents of children at a Linlithgow ELC setting. There was however, questions raised around the consultation process and the mechanism by which the authority might inform parents of children in an ELC setting of proposed catchment changes.

Although the number of attendees was small this was not unexpected given the relatively small number of residential properties affected by the catchment review and that no expressions of opposition to the proposals were noted during the pre-consultation in 2019.

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

D4 EDUCATION SCOTLAND RESPONSE

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to review admission catchment arrangements at Linlithgow primary schools, November 2022.

HM Inspectors agree that there are educational benefits from the proposal. The changes in catchment will enable more children to go to their nearest school. The proposal will also help to balance school rolls and school capacity. Staff, parents and children are content with the proposal. If the proposal is approved, there may be a need to consider further travel and traffic arrangements.

The full Education Scotland report is attached as Appendix 3.

E. CONCLUSION

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 review admission catchment arrangements at Linlithgow Primary Schools as per The Final Report, Appendix 1. If agreed the changes would be implemented from August 2023.

F. BACKGROUND REFERENCES

PDSP Report 28 May 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43885>

Education Executive Report 11 June 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=42427>

West Lothian Council Schools and Education Consultations Public Webpage

<https://www.westlothian.gov.uk/article/75234/Proposal-to-Review-Admission-Catchment-Arrangements-at-Linlithgow-Primary-Schools>

Appendices/Attachments:

Appendix A Final Report of the Statutory Consultation

Appendix B Consultation Document

Appendix C Education Scotland Report

Contact Person:

Andrew Cotton, Senior Planning Officer

Email andrew.cotton@westlothian.gov.uk

Catherine Campbell, Senior Education Development Officer

Email catherine.campbell@westlothian.gov.uk

Greg Welsh, Head of Education (Primary, Early Learning and Resources)

Date: Tuesday 17 January

**Education
Services**

APPENDIX A Final Report of the Statutory Consultation

**A PROPOSAL TO REVIEW ADMISSION CATCHMENT ARRANGEMENTS AT
LINLITHGOW PRIMARY SCHOOLS**

**FINAL REPORT OF THE STATUTORY CONSULTATION
Monday 22 August 2022 until Friday 07 October 2022**

CONTENTS

1.	INTRODUCTION	Page
	1.1 Purpose of Report	3
	1.2 Summary of Proposal	3
	1.3 Background	4
	1.4 Timeline	5
	1.5 Consultees	6
	1.6 Consultation Process	7
2.	CONSULTEE RESPONSES TO PROPOSAL	8
	2.1 Responses Received	9
3.	NOTE OF PUBLIC MEETING	10
4.	ANALYSIS OF CONSULTATION RESPONSES	13
5.	REPORT BY EDUCATION SCOTLAND	14
6.	COUNCIL OFFICER REVIEW AND RECOMMENDATION	14
Appendix A	Letter to Consultees	15
Appendix B	Consultation Document	17
Appendix C	Education Scotland Report	31

Education Services

1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposals in relation to catchment arrangements at Linlithgow Primary Schools.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to review non-denominational primary school catchment areas at:

- Linlithgow Primary School
- Linlithgow Bridge Primary School
- Springfield Primary School
- Lowport Primary School
- Boghall Primary School

Address the demands of future housing developments in the Linlithgow area and ensure best use of existing and future school capacities.

1.3 BACKGROUND

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

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

The figures detailed in Table 1 below show capacities and forecast school rolls at the non-denominational primary catchments for Linlithgow, Linlithgow Bridge, Low Port and Springfield Primary Schools and for Boghall Primary School, Bathgate.

School Roll Forecast from the 2020 Based Forecasts:

Table 1 – Non-Denominational Primary Schools:

School	Capacity	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2028-29	2029-30
Linlithgow Primary School	441	400	391	389	371	385	387	386	387	381	368	364
Linlithgow Bridge Primary School	231	185	197	194	193	201	194	198	189	172	174	172
Low Port Primary School	198	175	181	187	201	207	200	203	201	201	208	203
Springfield Primary School	415	323	342	350	342	344	348	347	339	325	314	315
Boghall Primary School	462	275	266	260	245	241	239	216	212	204	196	193

West Lothian Council note that identified capacities are not well matched to the allocated Local Development Plan sites. Adopting the proposed approach offers a feasible solution that alleviates potential capacity issues.

Education Services

1.4 TIMELINE

The following timeline was established and incorporates the organisation of a public meeting, Education Scotland involvement, the preparation and publication of the report on the outcomes of the consultation and subsequent submission to West Lothian Council Education Executive for its decision in **17 January 2023**.

Date	Event	Description
28 May 2019	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
11 June 2019	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
09 September 2019	Pre-Consultation meeting	Seeking stakeholder views on the proposal
22 June 2021	Education Executive meeting	Report on pre-consultation
22 August 2022	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
04 October 2022	Public Meeting	Public Meeting to discuss proposal
07 October 2022	End of Consultation	End of Public Consultation
October 2022	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
November 2022	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
December 2022	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
December 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision

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

Education Services**1.6 CONSULTATION PROCESS**

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Monday 22 August 2022 until Friday 07 October 2022. 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/75234/Proposal-to-Review-Admission-Catchment-Arrangements-at-Linlithgow-Primary-Schools>
- West Lothian Council digital media products
- 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 held at:

Linlithgow Academy on Tuesday 04 October 2022 at 7pm.

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 07 October 2022.

**Education
Services****2.0 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.

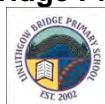
2.1 RESPONSES RECEIVED**2.1.1 Email response**

One email response was received from a parent below who also subsequently attended the public meeting regarding the proposals during the consultation. The representation supported the proposal but raised concerns about the publicity surrounding the proposal, specifically that their ELC setting had not yet circulated the proposal. The proposal was subsequently circulated by the relevant ELC setting.

2.1.2 Pupil Council Responses

Responses from two Pupil Councils were received during the consultation. Both expressed agreement with the proposals.

Linlithgow Bridge Primary School



Pupil Council Meeting 9th September 2022

Discussions

- **Introductions** – first meeting of the session; welcome to P1 reps.
- **Role of the Pupil Council** – notebooks issued
- **Brainstorming session** – next Dress Down Day (ideas – Superhero; Upside Down; Bunny Day (Easter); Emotions Day; Under water / Summer clothes:
- **Agreed** – Frid 30th Sept – Dress Down Day – children invited to wear autumn colours and to bring a donation for the West Lothian Foodbank.
- **Mrs Webster explained about the School Catchment Area consultation.**
Children`s comments included –

“There will be lots more children”

“It is a good idea for them to come here”

“They could build a new school”

- Children to inform classes.

Next meeting – 7th October



Please see response below from our Pupil Council:

RO- 'I think this is a good idea it will ensure that Linlithgow academy doesn't become too full.'

FB- 'I think it is good and bad idea, by changing the catchment we will have less children but if we had a wider catchment area then we have the opportunity to make more friends from different backgrounds. '

GC - 'I don't have an opinion as I don't think it will affect me.'

SE - 'I think it is unfair as everyone should be able to choose the school that they like and not be so restricted.'

OT- 'What about the families that have difficulty with transport, will they being able to access Bathgate OK?'

DH- 'I can see it from both points of view, however I am not sure If I agree with the decision as this could have a negative impact on the families that this will affect.'

3.0 NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD AT
LINLITHGOW ACADEMY ON WEDNESDAY 04 OCTOBER 2022 AT 7PM
TO DISCUSS PUBLIC CONSULTATION DOCUMENT:**

**“PROPOSAL TO REVIEW ADMISSION CATCHMENT ARRANGEMENTS AT
LINLITHGOW PRIMARY SCHOOLS”**

In attendance from West Lothian Council:

Andrew Maguire	Executive Councillor for Education
Greg Welsh	Head of Education (Primary, Early Learning and Resources)
Catherine Campbell	Senior Education Development Officer
Andrew Cotton	Senior Education Planning Officer

Meeting attendees: Four parents and one Education Scotland representative.

- Cllr Maguire opened the meeting with introductions and the agenda.
- Andrew Cotton and Greg Welsh delivered a PowerPoint presentation to the attendees.
- Link to Education Services Presentation here:


Discussion Opportunity – Cllr Maguire opened the floor to comments and questions:

Attendee Comments
Attendees informed officers that they were parents of nursery age children in the Linlithgow Bridge proposed catchment change. Both sets of parents expressed agreement with the proposals.
WLC Response:
This was noted and the presentation spent more time on this aspect of the proposals including the catchment maps.
Attendee Comments
Attendees commented that they were unaware of the pre-consultation exercise that took place before. If they had known they might have made a different placement application for the location of their children's nursery.
WLC Response:
Officers explained that a non-statutory pre-consultation exercise had taken place in 2019. In June 2021 formal approval was sought at Education Executive to go out to statutory consultation after Covid restrictions could be lifted. Officers explained that all statutory processes as defined by Education Scotland had been undertaken prior to formal consultation opening on the 22 August 2022 as outlined in Section 4 of the consultation document. However, it was noted that parents of nursery age children particularly those with private providers might not be aware of previous catchment proposal discussions and

Education Services

that officers would look to review how information about potential catchment changes could be shared outwith the statutory consultation process. This was reiterated by Cllr Maguire.
Attendee Comments
An attendee highlighted that they had been made aware of the Letter to Consultees, appendix A of the report via a friend whose child attended another catchment school. They had contacted the authority via email and discussed this with Andy Cotton, Planning Officer over the phone prior to the public meeting.
WLC Response:
Officers explained that schools receive the same information about the consultation via a group email and are advised to distribute this information to their school community as soon as they can and via a mechanism that works best for their school setting including school email, printed letters, school apps and Group Call alerts.
Attendee Comment:
The attendee followed up that they had received the Letter to Consultees the following day from the school and were happy with the proposal that their child would now attend Linlithgow Bridge.
WLC Response:
Response noted.
Attendee Comment:
One attendee noted that the catchment change was sensible and safest from their family's perspective. They could see Linlithgow Bridge from their house and could walk rather than drop their child off by car.
WLC Response:
Response noted.
Attendee Comment:
A follow up question around safe routes to school was asked.
WLC Response:
Officers responded that a Road and Transport safe route is defined as a child accompanied by a responsible adult link here https://www.westlothian.gov.uk/schooltransport
All the walking routes are assessed by a qualified transportation engineer. For a walking route to be deemed as being acceptable for a child to walk whilst accompanied by a responsible adult three simple tests are applied: The route must be paved and of adequate width, or be a shared roadway, the route must have an all-weather surface, the route must be lit.
Attendee Comments
Another attendee asked how many properties were affected by the proposals.
WLC Response:
HoE explained that this information was contained in the consultation document and in the Letter to Consultees issued. The total number is 286 residential properties.
Attendee Comment:
Discussion took place around the timeline of information available particularly when making final decisions and making applications for their children's nursery and primary school.
WLC Response:
Officers explained that there's no catchment for Early Learning Centre places. An ELC child place does not determine the child's primary school placement. HoE further explained that several primary schools do not have their own ELC setting resulting in primary school classes being made up of a mixture of children from several ELC settings including children attending private providers, children in home settings and children from

Education Services

placing requests.
Attendee Comment:
One attendee mentioned that this was perhaps not fully understood by families who made ELC applications.
WLC Response:
HoE explained that this information was on the letter of acceptance issued to parents explaining that a place in an ELC setting did not guarantee a place in a particular primary school.
Attendee Comment:
Another attendee commented that they'd prefer not to have children at two different ELC settings.
WLC Response:
HoE advised to keep their child in their current ELC setting to avoid two transition points. The professional adult relationships established within the ELC is likely more important than peer relationships which may become mixed going into P1. This was followed up by an officer who informed the group that approximately 50% of parents in the area moving from Linlithgow PS to Linlithgow Bridge PS already made placing requests for Linlithgow Bridge PS.
Attendee Comment:
A follow up question enquired about the transition process going into P1.
WLC Response:
Officers explained that transition processes vary between schools but all children with a place at Linlithgow Bridge Primary School will be contacted in advance with information of the process.
Attendee Comment:
Discussion took place around the likelihood of the proposals being put in place.
WLC Response:
HoE explained that it would be an officer recommendation that the Education Executive approve the proposals. Cllr Maguire followed up that given the clear support for the change during the consultation process to date and the officer recommendation then councillors would be clear on the strong rationale for change. A final decision will be made at a meeting of Education Executive on 17 January 2023 as stated in the Consultation Document and Letter of Consultees.
Attendee Comment:
A question around the capacity of the schools once housing developments were completed.
WLC Response:
Andy Cotton, Planning Officer explained that it is his job to calculate, project and report on school roll forecasts. Roll forecasts are shown in Section 1.2 of the consultation document and confirm that the roll forecast for Linlithgow Bridge is well below its 231 capacity up to and including year 2029/30.
Attendee Comment:
An attendee asked a question on behalf of a friend regarding clarification of the policy regarding sibling links and making a placing request outwith a catchment area.
WLC Response:
HoE clarified that an older child already attending a non-catchment school did not guarantee a place for a younger sibling. However, the council's placement panel for non-catchment children always consider siblings and place children where possible.

Meeting Close:

Cllr Maguire thanked everyone for their attendance and participation in discussion

4.0 ANALYSIS OF CONSULTATION RESPONSES

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

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

A written representation was received from one parent who also subsequently attended the public meeting. The representation supported the proposal but raised concerns about the publicity surrounding the proposal, specifically that their ELC setting had not yet circulated the proposal. The proposal was subsequently circulated by the relevant ELC setting.

During the public meeting all four attendees expressed support for the proposals. Attendees included four parents of children at a Linlithgow ELC setting. There was however, questions raised around the consultation process and the mechanism by which the authority might inform parents of children in an ELC setting of proposed catchment changes.

Although the number of attendees was small this was not unexpected given the relatively small number of residential properties affected by the catchment review and that no expressions of opposition to the proposals were noted during the pre-consultation in 2019.

**Education
Services****5.0 REPORT BY EDUCATION SCOTLAND**

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to review admission catchment arrangements at Linlithgow primary schools. November 2022

Summary

HM Inspectors agree that there are educational benefits from the proposal. The changes in catchment will enable more children to go to their nearest school. The proposal will also help to balance school rolls and school capacity. Staff, parents and children are content with the proposal. If the proposal is approved, there may be a need to consider further travel and traffic arrangements.

6.0 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:

- The changes in catchment will enable more children to go to their nearest school.
- The proposal will help to balance school rolls and school capacity.
- Staff, parents and children are content with the proposal.

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 review admission catchment arrangements at Linlithgow Primary Schools. If agreed the changes would be implemented from August 2023.

Appendix A – Letter to Consultees

05 September 2022

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Contact: James Cameron

Tel 01506 281680

E-mail: james.cameron@westlothian.gov.uk

Dear Consultee

West Lothian Council Education Services Proposal to Review Admission Catchment Arrangements at Linlithgow Primary Schools

West Lothian Council's Education Executive at its meeting on 22 June 2021, authorised Education Services to commence statutory consultation on the proposal to alter the non-denominational primary school catchment areas of:

- Linlithgow Primary School
- Linlithgow Bridge Primary School
- Springfield Primary School
- Low Port Primary School
- Boghall Primary School

The consultation document outlining the proposal is available online from 22 August 2022 on the following webpage: <https://www.westlothian.gov.uk/article/75234/Proposal-to-Review-Admission-Catchment-Arrangements-at-Linlithgow-Primary-Schools>

SUMMARY OF PROPOSALS**Tartraven**

This area comprises 17 residential properties in the Bathgate Hills area south of Beecraigs. They are located within the Linlithgow & Linlithgow Bridge Community Council area, Electoral Ward 1 (Linlithgow) and St Joseph's Primary School Linlithgow for denominational primary stage schooling. However, for non-denominational schooling, they are located in Boghall Primary School and Bathgate Academy catchments. The proposed change to Linlithgow Primary School and catchment fits better with local community ties. There are currently no children living in this area who attend West Lothian Council education establishments.

Wilcoxholm and Burgh Muir

This area comprises 46 residential properties along the Edinburgh Road, Maidlands and Pilgrim's Hill. A walking route is available to Springfield Primary School and the proposed change will ensure that Low Port Primary School is not over capacity if the Wilcoxholm Farm development site proceeds. There are currently 20 children living in this area who attend West Lothian schools. The land at Burgh Muir east of Bonnytoun House and north of the A803 has one current residential dwelling and is allocated as Employment Land and Countryside Belt in the West Lothian Local Development Plan.

Kildimmery

This area comprises 11 residential properties on the south of the B9080. It is isolated from the Linlithgow Primary catchment – Linlithgow Primary School is only the 3rd closest non-denominational primary school after Springfield Primary School and Low Port Primary School. The Wilcoxholm Farm development will open up walking routes to Springfield Primary School for the aforementioned 11 properties.

Falkirk Road

This area comprises 212 residential properties in Linlithgow Bridge located between the railway line and the Falkirk Road. The area is traditionally considered to be part of the Linlithgow Bridge community and walking distances to Linlithgow Bridge Primary School are significantly shorter than those to Linlithgow Primary School. The proposal ensures the Falkirk Road (land at BSW Timber) development site is located within the Linlithgow Bridge Primary School catchment. The proposed change will help better balance capacity between Linlithgow Primary School and Linlithgow Bridge Primary School if the allocated new dwellings at Preston Farm and Kettlestoun Mains progress.

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

The consultation period is from 22 August 2022 to 5pm on 07 October 2022.

A public meeting to discuss the consultation document will be held at Linlithgow Academy on Tuesday 04 October 2022 at 7.00pm-8.00pm.

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 07 October 2022.

A decision on the proposal is planned to be made in January 2023 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and through information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

Greg Welsh

Head of Education (Primary, Early Learning and Resources)



Appendix B Consultation Document

**WEST LOTHIAN COUNCIL EDUCATION SERVICES
CONSULTATION DOCUMENT
August 2022**

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

- **LINLITHGOW PRIMARY SCHOOL**
- **LINLITHGOW BRIDGE PRIMARY SCHOOL**
- **SPRINGFIELD PRIMARY SCHOOL**
- **LOW PORT PRIMARY SCHOOL; AND**
- **BOGHALL PRIMARY SCHOOL**

CONTENTS

SECTION 1

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

SECTION 2

- 2.1 Educational Benefit Statement**

SECTION 3

- 3.1 Integrated Impact Assessment**

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 non-denominational primary school catchment areas.

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 of:
 - I. Linlithgow Primary School
 - II. Linlithgow Bridge Primary School
 - III. Springfield Primary School
 - IV. Low Port Primary School
 - V. Boghall 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, proposed 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.

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

The figures detailed in Table 1 below show capacities and forecast school rolls at the non-denominational primary catchments for Linlithgow, Linlithgow Bridge, Low Port and Springfield Primary Schools and for Boghall Primary School, Bathgate.

School Roll Forecast from the 2020 Based Forecasts:

Table 1 – Non-Denominational Primary Schools:

School	Capacity	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2028-29	2029-30
Linlithgow Primary School	441	400	391	389	371	385	387	386	387	381	368	364
Linlithgow Bridge Primary School	231	185	197	194	193	201	194	198	189	172	174	172
Low Port Primary School	198	175	181	187	201	207	200	203	201	201	208	203
Springfield Primary School	415	323	342	350	342	344	348	347	339	325	314	315
Boghall Primary School	462	275	266	260	245	241	239	216	212	204	196	193

West Lothian Council note that identified capacities are not well matched to the allocated Local Development Plan sites. Adopting the proposed approach offers a feasible solution that alleviates potential capacity issues.

1.2 PRE CONSULTATION

Pre-Consultation was undertaken in Autumn 2019 including a public meeting at Linlithgow Academy on 09 September 2019. Consultees were supportive of the principles of the consultation.

The initial proposal was generally well received by the community. A number of concerns were raised about specific planning applications and these were addressed although it was noted that many of these issues fell outwith the scope of an Education Consultation.

The Pre Consultation was reported to Education Executive on 22 June 2021.

1.3 SUMMARY OF PROPOSALS

1.3.1 Tartraven

This area comprises 17 residential properties in the Bathgate Hills area south of Beecraigs. They are located within the Linlithgow & Linlithgow Bridge Community Council area, Electoral Ward 1 (Linlithgow) and St Joseph's Primary School Linlithgow for denominational primary stage schooling. However, for non-denominational schooling, they are located in Boghall Primary School and Bathgate Academy catchments. The proposed change to Linlithgow Primary School and catchment fits better with local community ties. There are currently no children living in this area who attend West Lothian Council education establishments.

1.3.2 Wilcoxholm and Burgh Muir

This area comprises 46 residential properties along the Edinburgh Road, Maidlands and Pilgrim's Hill. A walking route is available to Springfield Primary School and the proposed change will ensure that Low Port Primary School is not over capacity when the Wilcoxholm Farm development site proceeds. There are currently 20 children living in this area who attend West Lothian schools.

The land at Burgh Muir east of Bonnytoun House and north of the A803 has one current residential dwelling and is allocated as Employment Land and Countryside Belt in the West Lothian Local Development Plan.

1.3.3 Kildimmery

This area comprises 11 residential properties on the south of the B9080. It is isolated from the Linlithgow Primary catchment – Linlithgow Primary School is only the 3rd closest non-denominational primary school after Springfield Primary School and Low Port Primary School.

The Wilcoxholm Farm development will open up walking routes to Springfield Primary School for the aforementioned 11 properties.

The proposed change will help better balance existing school capacities as 270 new homes proposed at Preston Farm and Kettlestoun Mains in the Linlithgow Primary School catchment without change would place the school under pressure.

1.3.4 Falkirk Road

This area comprises 212 residential properties in Linlithgow Bridge located between the railway line and the Falkirk Road. The area is traditionally considered to be part of the Linlithgow Bridge community and walking distances to Linlithgow Bridge Primary School are significantly shorter than those to Linlithgow Primary School.

The proposal ensures the Falkirk Road (land at BSW Timber) development site is located within the Linlithgow Bridge Primary School catchment.

The proposed change will help better balance capacity between Linlithgow Primary School and Linlithgow Bridge Primary School if the allocated new dwellings at Preston Farm and Kettlestoun Mains progress.

1.4. SUMMARY OF PROPOSALS

Review admission arrangements as a result of alteration to the current non-denominational primary school catchment areas of:

Proposal 1 – Linlithgow Primary School
 Proposal 2 – Linlithgow Bridge Primary School
 Proposal 3 – Springfield Primary School
 Proposal 4 – Low Port Primary School
 Proposal 5 – Boghall Primary School

An associated future proposal will review the non-denominational secondary school catchment areas at Linlithgow Academy and Bathgate Academy to ensure the revised Tartraven catchment change also matches at Secondary level but this does not form part of this consultation process.

The principal aims of the proposals are 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.

SECTION TWO

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

2.1 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 is that the affected schools will continue to be fully equipped to deliver the full breadth of Curriculum for Excellence.

Continued engagement of creative teaching and learning approaches in a viable and sustainable school establishment 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 Linlithgow Primary School, Linlithgow Bridge Primary School, Springfield Primary School, Low Port Primary School and Boghall 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 dwellings set out in section 1.2 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**

In relation to Proposals 1-4 there are no anticipated amendments to existing school transport provisions as a result of the proposals.

In relation to Proposal 5 – Review of admission arrangements as a result of alteration to school catchment area of Boghall Primary School – There is an anticipated amendment to existing school transport provisions as a result of this proposal. The 17 properties detailed in section 1.2.1 of this report would continue to be eligible for school transport but entitlement would change from Boghall Primary School to Linlithgow Primary School.

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](#)

- **Transition**

Linlithgow Primary School, Linlithgow Bridge Primary School, Springfield Primary School and Low Port Primary school will continue to be associated schools and aligned to Linlithgow Academy with Boghall Primary School remaining aligned to Bathgate Academy.

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**

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 THREE

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 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 20 August 2022 until 07 October 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	Date/Time
Linlithgow Academy	04 October 2022 at 19.00

This 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: www.westlothian.gov.uk/education

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

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

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

All responses to be received by no later than 5.00pm 07 October 2022.

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 17 January 2023.

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

Date	Event	Description
28 May 2019	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
11 June 2019	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
09 September 2019	Pre-Consultation meeting	Seeking stakeholder views on the proposal
22 June 2021	Education Executive meeting	Report on pre-consultation
22 August 2022	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
04 October 2022	Public Meeting	Public Meeting to discuss proposal
07 October 2022	End of Consultation	End of Public Consultation
12 October 2022	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
November 2022	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
December 2022	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
December 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
17 January 2023	Education Executive Meeting	Decision made

Propozycja władz lokalnych West Lothian Council dotycząca przeglądu obwodu niewyznaniowych szkół podstawowych w następujących placówkach: Linlithgow Primary School, Linlithgow Bridge Primary School, Springfield Primary School, Lowport Primary School i Boghall Primary School
W celu uzyskania kopii niniejszego dokumentu należy zadzwonić do Catherine Campbell pod numer telefonu 01506 281666. NALEŻY PODAĆ IMIĘ I NAZWISKO, JAK I JĘZYK, W KTÓRYM WYMAGANE JEST TŁUMACZENIE

West Lothian savivaldybės pasiūlymas peržiūrėti ne denominacinių pradinį mokyklų pasiekiamumo zonas Linlithgow pradinei m-klai, Linlithgow Bridge pradinei m-klai, Springfield pradinei m-klai, Lowport ir Boghall pradinėms mokykloms.
Jei norėtumėte šio dokumento kopijos prašome skambinti Catherine Campbell telefonu 01506 281666. PATEIKITE SAVO VARDĄ, ADRESĄ IR KALBĄ J KURIĄ NORĖTUMĖTE, KAD DOKUMENTAS BŪTŲ IŠVERSTAS.

Vestloziānas domes (*West Lothian Council*) priekšlikums pārskatīt nekonfesionālo pamatskolu – Linlithgow pamatskolas, Linlithgow Bridge pamatskolas, Springfield pamatskolas, Lowport pamatskolas un Boghall pamatskolas mikrorajonus
Ja jūs vēlaties saņemt šī dokumenta eksemplāru, lūdzam zvanīt Catherine Campbell uz 01506 281666. JUMS JĀNORĀDA JŪSU VĀRDS, UZVĀRDS UN ADRESE, KĀ ARĪ VALODA, KURĀ JŪS VĒLATIES ŠO DOKUMENTU SAŅEMT

بلدية ويست لوثيان West Lothian Council – عرض لمراجعة مناطق القبول العائدة للمدارس الابتدائية غير الدينية وذلك لكلا من مدرسة لينليثغو Linlithgow الابتدائية ومدرسة ليلينغغو بريدج Linlithgow Bridge الابتدائية ، ومدرسة سبرينج فيلد Springfield الابتدائية ، ومدرسة لوبورت Lowport الابتدائية ومدرسة بوجهول Boghall الابتدائية .

إذا رغبت بالحصول على نسخة من هذه الوثيقة ، فيرجى منك الاتصال بميلاني لوري Catherine Campbell على رقم الهاتف 01506 281666 وذكر اسمك وعنوان سكنك واللغة التي ترغب بأن تتم ترجمة هذه الوثيقة إليها.

ويست لوتهين كونسيل، لنلتھگاو پرائمری اسکول، لنلتھگاو برج پرائمری اسکول، اسپرنگ فيلڈ پرائمری اسکول، لوپورٹ پرائمری اسکول اور یوگ بال پرائمری اسکول پرایک غیر فرقہ ورانہ پرائمری اسکول کے جغرافیائی علاقوں کا جائزہ لینے کی تجویز
اگر آپ اس دستاویز کی ایک نقل حاصل کرنا چاہیں تو برائے مہربانی 01506 281666 پر میلینی لاوری سے رابطہ کریں، اپنا نام، پتہ مہیا کرتے ہوئے اور اس زبان کے بارے میں بتاتے ہوئے جس میں آپ چاہتے ہیں کہ اس دستاویز کا ترجمہ کیا جائے

西洛錫安議會政府關於對Linlithgow Primary School（林利斯戈小學）、Linlithgow Bridge Primary School（林利斯戈橋小學）Springfield Primary School（春園小學）、Lowport Primary School（樓頗特小學）、Boghall Primary School（巴豪小學）的非教派小學所覆蓋的區域進行審核的建議。
如果您想要一份本文檔的副本，請致電給 Catherine Campbell，號碼是 01506 281666。請將您的姓名、地址和希望將該文件翻譯成的語言告訴我們。

West Lothian Council (西洛锡安议会) · 提议审查Linlithgow Primary School, Linlithgow Bridge Primary School, Springfield Primary School, Lowport Primary School 和 Boghall Primary School非教派小学学区

**如果您得到本文件的一份副本，请致电Catherine Campbell 01506 281666
提供您的姓名地址和您希望以何种语言获得翻译文件**

ওয়েস্ট লথিয়ান কাউন্সিল নির্দিষ্ট ধর্মীয় মূল্যবোধের বাইরের নিম্নোক্ত প্রাইমারি স্কুলগুলোর ক্যাসমেন্ট এরিয়া পর্যালোচনার ব্যাপারে প্রস্তাবনা করছে, স্কুলগুলো হল লিনলিথগো প্রাইমারি স্কুল, লিনলিথগো ব্রিজ প্রাইমারি স্কুল, স্প্রিং ফিল্ড প্রাইমারি স্কুল, লোপোর্ট প্রাইমারি স্কুল এবং বগহাল প্রাইমারি স্কুলের

**আপনি এই ডকুমেন্টটির একটি কপি পেতে চাইলে অনুগ্রহ পূর্বক মেলানি লরিকে 01506 281666
নম্বরে টেলিফোন করুন। কল করার সময় আপনার নাম, ঠিকানা এবং আপনি যে ভাষাতে
ডকুমেন্টটির অনুবাদ পেতে চান তা জানাবেন।**

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 review admission catchment arrangements at Linlithgow primary schools.

November 2022

1. Introduction

1.1 This report from Education Scotland has been prepared by His Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/10/section/1) ("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 catchment arrangements at Linlithgow primary schools. 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 2010 Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision.

1.2 HM Inspectors considered:

the likely effects of the proposal for children and young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the Linlithgow and Bathgate areas;

- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

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

- attendance at the public meeting held on 4 October 2022 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
- visits to the site of Linlithgow, Linlithgow Bridge, Springfield, Low Port and Boghall Primary Schools, 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 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/10/section/1).

2.2 The consultation process ran from 22 August until 7 October 2022. The proposal paper was made available on the council's website. Stakeholders, including Parent Councils, parents and staff, were provided with paper and electronic copies. A public meeting was held on 4 October 2022. It was attended by four people, one of whom also sent in an email submission. Attendees' main questions were in regard to the communication and timing of the proposal, and placing requests for children not yet of school age. All attendees expressed support for the proposal. Children in the five primary schools affected by the proposal were consulted, with written submissions from two pupil councils. Children were largely in agreement with the proposal.

3. Educational aspects of proposal

3.1 HM Inspectors agree with the council's educational benefits statement. Children currently attending the five schools affected by the proposed changes to catchment areas will continue to go to their existing school. The proposal does not affect the secondary school that children in the five schools will attend. The proposal has no implications for transition arrangements from primary to secondary school. In any schools where rolls increase due to the proposal, there may be a need to adjust how space is used. However, all five headteachers were clear that this will not have any detrimental effect on their capacity to deliver a wide range of educational opportunities.

3.2 The staff and parents that spoke to HM Inspectors in the five schools consider that the proposal is practical. They are clear that the proposal will enable more children to attend their nearest school and help to balance school rolls to better match capacity. The projected school rolls under the proposal should continue to allow for placing requests from parents from out with individual school catchment areas. A few parents expressed concerns about potential rapid increases in school rolls if several, potential housing developments are undertaken across the area. However, they recognise this is a longer term issue and out with the scope of this proposal.

3.3 Children who spoke with HM Inspectors were supportive of the proposed changes to primary school catchment areas. Those in the schools where rolls may increase look forward to making more friends. The proposal will reduce travel distances from home to school for some families. Children think this is good for the environment and that it may reduce fuel costs for families. A few children from Springfield Primary School are concerned about whether all children have a safe route to walk to school. This is in relation to the limited crossings and school crossing patrols on busy roads in the area.

3.4 Staff from two of the schools expressed concern over the potential increase in school traffic that the proposal could create. In both cases, they are developing further their work to provide safe walking routes, walking buses and alternatives to school gate drop-offs. However, if the proposal is approved then it will be important that the council continues to work with school staff and Parent Councils to review travel and traffic arrangements.

4. Summary

Overall, HM Inspectors agree that there are educational benefits from the proposal. The changes in catchment will enable more children to go to their nearest school. The proposal will also help to balance school rolls and school capacity. Staff, parents and children are content with the proposal. If the proposal is approved, there may be a need to consider further travel and traffic arrangements.

**HM Inspectors
November 2022**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

OUTCOME OF CONSULTATION ON DECHMONT / BANGOUR PRIMARY SCHOOL

REPORT BY HEAD OF EDUCATION (PRIMARY, EARLY LEARNING AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval, following public consultation, to relocate Dechmont Infant School, introduce year stages P4-P7 and review primary to secondary school transfer arrangements.

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

B. RECOMMENDATION

It is recommended that Education Executive: -

1. Approves the proposal to relocate Dechmont Infant School to a new school facility within the Bangour estate and introduce year stages P4-P7.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland 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.</p>
III	Implications for Scheme of Delegations to Officers	None

IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	We are better educated and have access to increased and better quality learning and employment opportunities.
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 for the process.
VII	Consideration at PDSP	PDSP offered initial consideration at its meeting on 27 August 2019 of the proposals and to seek Panel recommendation for submission to Education Executive to commence pre-consultation. Education Executive, at its meeting on 10 September 2019, authorised the commencement of pre-consultation. Education Executive considered the outcome of the pre-consultation and authorised the commencement of statutory public consultation at its meeting on 18 January 2022.
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 Monday 22 August 2022 until Friday 07 October 2022 involving all relevant consultees as outlined via Schedule 2 of the Schools (Consultation)(Scotland) Act 2010.</p>

D. TERMS OF REPORT

- D1.** 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 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 and nursery class incorporating Dechmont Infant School to cover both the existing village of Dechmont and the new development site at Bangour.

Pre-Consultation was undertaken in Autumn 2019 including a public meeting at Dechmont Hall on 08 October 2019. Consultees were supportive of the principles of the consultation and did not feel strongly about the alternative school site locations.

Consultees expressed a view that the site with best Educational Benefits should be chosen. Subsequent work by Education Services identified the Recreation Hall, Bangour as the best option.

The Pre-Consultation was reported to Education Executive on 18 January 2022.

D2. CONSULTATION ARRANGEMENTS

The Statutory Consultation was widely communicated through the council's website and digital media channels. 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 Monday 22 August 2022 until Friday 07 October 2022, a period of at least 30 school days. A copy of the Public Consultation Paper is included in Appendix I, The Final Report on the statutory Consultation on the proposal to relocate Dechmont Infant School, introduce year stages P4-P7 and review primary to secondary school transfer arrangements (The Final Report). Details of the consultees and consultation arrangements are also given in The Final Report, section 1.5.

A public meeting was held at Dechmont Infant School on Wednesday 21 September 2022. A note of this meeting is included in section 3 of The Final Report.

D.3 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 written or email responses were received regarding the proposals and no expressions of opposition to the proposals were received during the consultation period.

The seven attendees at the Statutory Consultation Meeting unanimously supported the consultation proposals. Although the number of attendees was small this was not unexpected with the current school roll at Dechmont Infant School and given there were no expressions of opposition during the pre-consultation conducted in 2019.

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

D4 EDUCATION SCOTLAND RESPONSE

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to relocate Dechmont Infant School, introduce year stages P4-P7 to new primary school and revise catchment for stages P4-P7 to new primary school at Bangour.

The council's proposal provides a strong case to relocate Dechmont Infant School, introduce year stages P4-P7 and revise catchment areas for P4-P7 from Kirkhill Primary School to a new primary school at Bangour. The associated educational benefits are clearly outlined. All children and school staff who met with HM Inspectors were supportive of the proposal. The council's proposal, should it proceed, should see increasing numbers of children and young people in the area benefit from a building equipped to meet the needs of 21st century learners. This will result in a much-improved environment for the delivery of Curriculum for Excellence and potentially improved outcomes for learners. The proposed new site will provide enhanced outdoor play spaces and physical education facilities with the potential for wider community use. In taking forward the proposal, the council would benefit from involving the wider community, school staff, parents and pupils in the final decision on the name of the school.

The full Education Scotland report is attached as Appendix C.

E. CONCLUSION

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 the schools, introduce year stages P4-P7 and revise the catchment for stages P4-P7. If agreed the changes would be implemented on completion of the new school currently planned for August 2026.

F. BACKGROUND REFERENCES

PDSP Report 27 August 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43284>

Education Executive Report 10 September 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43560>

Education Executive Report 18 January 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=50876>

West Lothian Council Schools and Education Consultations Public Webpage

<https://www.westlothian.gov.uk/article/75236/Proposal-to-Relocate-Dechmont-Infant-School>

Appendices/Attachments:

Appendix A Final Report of the Statutory Consultation

Appendix B Consultation Document

Appendix C Education Scotland Report

Contact Person:

Catherine Campbell, Senior Education Development Officer

Email catherine.campbell@westlothian.gov.uk

Greg Welsh, Head of Education (Primary, Early Learning and Resources)

Date: Tuesday 17 January

APPENDIX A Final Report of the Statutory Consultation

PROPOSAL TO RELOCATE DECHMONT INFANT SCHOOL, INTRODUCE YEAR STAGES P4-P7 AND REVIEW PRIMARY TO SECONDARY SCHOOL TRANSFER ARRANGEMENTS.

**FINAL REPORT OF THE STATUTORY CONSULTATION
Monday 22 August 2022 until Friday 07 October 2022**

CONTENTS

1.	INTRODUCTION	Page
	1.1 Purpose of Report	3
	1.2 Summary of Proposal	3
	1.3 Background	3
	1.4 Timeline	4
	1.5 Consultees	5
	1.6 Consultation Process	6
2.	CONSULTEE RESPONSES TO PROPOSAL	
	2.1 Responses Received	7
3.	NOTE OF PUBLIC MEETING	7
4.	ANALYSIS OF RESPONSES	10
5.	REPORT BY EDUCATION SCOTLAND	11
6.	COUNCIL OFFICER REVIEW AND RECOMMENDATION	11
Appendix A	Consultation Letter	12
Appendix B	Consultation Document	13
Appendix C	Education Scotland Report	27

Education Services**1. INTRODUCTION****1.1 PURPOSE OF THE REPORT**

The purpose of this report is to give information on:

- West Lothian Council's proposals in relation to Dechmont Infant School.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- Relocate Dechmont Infant School to the new Bangour school site
- Introduce Year Stages P4-P7
- Revise catchment for P4-P7 from Kirkhill Primary school to new Primary School at Bangour

1.3 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 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.

Pre-Consultation was undertaken in Autumn 2019 including a public meeting at Dechmont Hall on 08 October 2019. Consultees were supportive of the principles of the consultation and did not feel strongly about the alternative school site locations.

Consultees expressed a view that the site with best Educational Benefits should be chosen. Subsequent work by Education Services identified the Recreation Hall as the best option.

The Pre-Consultation was reported to Education Executive on 18 January 2022.

Education Services

1.4 TIMELINE

The following timeline was established and incorporates the organisation of a public meeting, Education Scotland involvement, the preparation and publication of the report on the outcomes of the consultation and subsequent submission to West Lothian Council Education Executive for its decision in 17 January 2023.

Date	Event	Description
27 August 2019	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
10 September 2019	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
08 October 2019	Pre-Consultation meeting	Seeking stakeholder views on the proposal
18 January 2022	Education Executive meeting	Report on pre-consultation
22 August 2022	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
21 September 2022	Public Meeting	Public Meeting to discuss proposal
07 October 2022	End of Consultation	End of Public Consultation
12 October 2022	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
November 2022	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
December 2022	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
December 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
17 January 2023	Education Executive Meeting	Decision made

Education Services

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

**Education
Services****1.6 CONSULTATION PROCESS**

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Monday 22 August 2022 until Friday 07 October 2022. 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/75236/Proposal-to-Relocate-Dechmont-Infant-School>
- West Lothian Council digital media products
- 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 held at:

Dechmont Infant School on Wednesday 21 September 2022 at 7pm.

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 07 October 2022.

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.

2.4 RESPONSES RECEIVED

2.1 Responses Received

No written or email responses were received regarding the proposals.

3 NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD AT
DECHMONT INFANT SCHOOL ON WEDNESDAY 21 SEPTEMBER 2022 AT 7PM
TO DISCUSS PUBLIC CONSULTATION DOCUMENT:**

**“DECHMONT INFANT SCHOOL PROPOSALS TO RELOCATE SCHOOL,
INTRODUCE YEAR STAGES P4-P7, REVISE CATCHMENT FOR STAGES P4-P7”**

In attendance from West Lothian Council:

Andrew Maguire	Executive Councillor for Education
Catherine Campbell	Senior Education Development Officer
Andrew Cotton	Senior Education Planning Officer

Meeting attendees: 3 parents and 4 members of staff.

- Cllr Maguire opened the meeting with introductions and the agenda.
- Andrew Cotton delivered a PowerPoint presentation to the attendees.
- Link to Education Services Presentation here:



Dechmont
Statutory Consultati

Additional Comments During the Education Presentation:

Andrew Cotton reminded the attendees that during the pre-consultation in 2019 there was no strong preference from consultees about the location of the new school. It has subsequently been agreed at Education Executive that the most suitable site for the new school is the

Education Services

Recreation Hall in the Bangour Village development. Developers have now signed the S75 agreement and planning permission has been granted.

No change to the Dechmont Infant School catchment will take place until the new school is completed. This will also be the case if there is a delay in opening. Although not part of this consultation and already agreed the new primary school will be aligned with Winchburgh Academy.

Catherine Campbell provided an overview of the design concepts for the new school so far. Much of the Recreation Hall will serve as dining and social space. A new two-story building will sit along side this listed building and will contain the main entrance, teaching spaces, gymnasium and nursery.

Discussion Opportunity – Cllr Maguire opened the floor to comments and questions:

Attendee Comments
A parent attendee asked what will happen to children who have already moved on to Kirkhill PS and wish to go with friends to Broxburn Academy.
WLC Response:
The authority will honour current circumstances of children who have already transferred to Kirkhill PS and wish to attend Broxburn Academy.
Attendee Comments
What will the name of the new primary school be?
WLC Response:
Officers explained that the naming of the school is not part of the consultation. However, the authority will note stakeholders' views on this. A decision will be made at Education Executive on the naming of the new school.
Attendee Comments
Further discussion took place around the naming of the new school. One attendee expressed that the identity of Dechmont would be lost if the new school didn't recognise the name in some way.
Attendee Comment:
Another attendee suggested Bangour and Dechmont Primary School. The group agreed unanimously their preference for Dechmont to be included in the school name.
WLC Response:
Officers noted the attendee's views.
Attendee Comment:
A member of staff asked what the capacity of the new school will be.
WLC Response:
Officers responded that the new school would be a 1 stream, 231 capacity school. The school would also have a nursery facility.
Attendee Comment:
A follow up question was asked regarding the new school's comparison with Kirkhill PS.
WLC Response:
Officers explained that although Kirkhill PS has a capacity of 415 the school is currently under utilised for its capacity.
Attendee Comments
Discussion took place around the history of the school and it's 100-year celebration. The memorial quilt was discussed and the group indicated that if possible they would like this to be transferred to the new school.
WLC Response:
Officers noted the attendee's views.

Education Services

Attendee Comment:
A question was asked about the proposed opening date.
WLC Response:
Officers confirmed that an August 2026 opening is currently planned for.
Attendee Comment:
An attendee asked if Dechmont Infant School was viable enough until the new school opens.
WLC Response:
Officers reassured the group that there were no plans to change the operation of Dechmont Infant school before the new primary school was opened. Planning officers explained that they expected to see numbers increase with new house building in the next few years.
Attendee Comment:
Question was asked about the number of houses expected to be built in the Dechmont and Bangour development area.
WLC Response:
Planning officer responded that there was planning permission for 120 homes on Dechmont Main Street and 998 houses planned for the Bangour Village development.
Attendee Comment:
An attendee asked if the new school would be oversubscribed after the housing development was all in place.
WLC Response:
Planning officer explained that from calculations taken a 231 capacity, 1 stream school is big enough to accommodate all of the new housing and existing housing in Dechmont. The officer went on to explain why they thought there would be less issues here than at other projects such as Armadale because of the remote location.

Meeting Close:

Cllr Maguire thanked everyone for their attendance and participation in discussions.

Attendee Comment:
A parent returned to the hall to ask a follow up question regarding the circumstances around what might happen if her child wished to stay with friends at Kirkhill PS and not transfer to the new school. Would they still be entitled to transport?
WLC Response:
Officers reassured the parent that transport would still be provided in their circumstances. Her child also had an older sibling at the same school and the authority would honour the same transport arrangements regardless if she changed her mind or not.

4 ANALYSIS OF CONSULTATION RESPONSES

No written or email responses were received regarding the proposals and no expressions of opposition to the proposals were received during the consultation period.

The seven attendees at the Statutory Consultation Meeting unanimously supported the consultation proposals. Although the number of attendees was small this was not unexpected with the current school roll at Dechmont Infant School and given there were no expressions of opposition during the pre-consultation conducted in 2019.

5.0 REPORT BY EDUCATION SCOTLAND

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to relocate Dechmont Infant School, introduce year stages P4-P7 to Kirkhill Primary School and revise catchment for stages P4-P7 to new primary school at Bangour.

5.1 SUMMARY

The council's proposal provides a strong case to relocate Dechmont Infant School, introduce year stages P4-P7 and revise catchment areas for P4-P7 from Kirkhill Primary School to a new primary school at Bangour. The associated educational benefits are clearly outlined. All children and school staff who met with HM Inspectors were supportive of the proposal. The council's proposal, should it proceed, should see increasing numbers of children and young people in the area benefit from a building equipped to meet the needs of 21st century learners. This will result in a much improved environment for the delivery of Curriculum for Excellence and potentially improved outcomes for learners. The proposed new site will provide enhanced outdoor play spaces and physical education facilities with the potential for wider community use. In taking forward the proposal, the council would benefit from involving the wider community, school staff, parents and pupils in the final decision on the name of the school.

6.0 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:

- The new school provision will offer children the opportunity to play, learn and develop within a state-of-the-art facility which will benefit from modern design and materials.
- The new facility will allow the delivery of P1-P7 education in a single school education provision in the Dechmont/Bangour area.

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 the schools, introduce year stages P4-P7 and revise the catchment for stages P4-P7. If agreed the changes would be implemented on completion of the new school currently planned for August 2025 or before.

Appendix A – Letter to Consultees

05 September 2022

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Contact: James Cameron
Tel 01506 281680

E-mail: james.cameron@westlothian.gov.uk

Dear Consultee

West Lothian Council Education Services Proposal to relocate Dechmont Infant School.

West Lothian Council's Education Executive at its meeting on 18 January 2022, authorised Education Services to commence statutory consultation on the proposal to:

- Relocate Dechmont Infants School
- Introduce year stages P4-P7
- Revise catchment for P4-P7 from Kirkhill Primary School to the relocated Primary School at Bangour.

The consultation document outlining the proposal is available online from 22 August 2022 on the following webpage: <https://www.westlothian.gov.uk/article/75236/Proposal-to-Relocate-Dechmont-Infant-School>

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

The consultation period is from 22 August 2022 to 5pm on 07 October 2022.

A public meeting to discuss the consultation document will be held at Dechmont Infants School on Wednesday 21 September 2022 at 7.00pm-8.00pm.

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 07 October 2022.

A decision on the proposal is planned to be made in January 2023 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and through information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

Greg Welsh
Head of Education (Primary, Early Learning and Resources)

Appendix B – Consultation Document

**WEST LOTHIAN COUNCIL EDUCATION SERVICES
CONSULTATION DOCUMENT**

DECHMONT INFANT SCHOOL

PROPOSALS TO:

- **RELOCATE SCHOOL**
- **INTRODUCE YEAR STAGES P4-P7**
- **REVISE CATCHMENT FOR STAGES P4-P7**

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 primary to secondary school transfer 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. Revise catchment for P4-P7 from Kirkhill Primary school to new Primary School at Bangour
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 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.

PRE-CONSULTATION

1.2.1

Pre-Consultation was undertaken in Autumn 2019 including a public meeting at Dechmont Hall on 08 October 2019. Consultees were supportive of the principles of the consultation and did not feel strongly about the alternative school site locations.

Consultees expressed a view that the site with best Educational Benefits should be chosen. Subsequent work by Education Services identified the Recreation Hall as the best option.

The Pre-Consultation was reported to Education Executive on 18 January 2022.

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. Revise catchment for P4-P7 from Kirkhill Primary School to new Primary School at Bangour

1.3.1 LOCATION OF THE NEW P1-P7 SCHOOL

The proposed location of the relocated school is within the consented development site at the former Bangour Hospital. It is proposed that the school will be located at the former Recreation Hall site.

The Recreation Hall site allows the reuse of some of the existing listed infrastructure as part of the new school building.

1.3.2 INTRODUCTION OF P4-P7 AT RELOCATED SCHOOL

Moving to the new school building also allows Dechmont Infant School to change from a P1-P3 Infant School to become a P1-P7 school.

Dechmont Infant School is the last remaining P1-P3 school in West Lothian. This removes an additional transition for children and provides educational benefits by allowing children to remain in one school for their entire primary education.

1.3.3 REVISED CATCHMENT FOR P4-P7 FROM KIRKHILL PRIMARY SCHOOL TO NEW PRIMARY SCHOOL AT BANGOUR

In order for the new school to become a P1-P7 Primary school it is necessary to revise the catchment of Kirkhill Primary school to remove Dechmont and Bangour from that catchment for P4-P7 aged children. This would not enter into force until the new school opens, currently planned for August 2026

1.4**1.4.1****OTHER MATTERS WHICH DO NOT FORM PART OF THE STATUTORY CONSULTATION****PROPOSED NAME OF THE NEW P1-P7 SCHOOL**

The name of the new school does not form part of the statutory process but consultees views on the potential names are being sought during the process.

At the Pre-Consultation in 2019 consultees were asked to consider different naming options for the school as the Infants School element of the name would need to be changed.

ASSOCIATED SECONDARY SCHOOL

It was agreed by Education Executive on 21 January 2020 that the new Primary School would be associated with the new Winchburgh Academy. Revised catchments that include Dechmont and Bangour within the Winchburgh Academy catchment were agreed at that meeting but do not come into place until the new Primary School opens, currently planned for August 2026.

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.

West Lothian Council Consultation | 2022

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.

West Lothian Council Consultation | 2022

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.

- **School Management/Staff Teams**

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

West Lothian Council Consultation | 2022

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](#)

- **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.

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

- **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.

West Lothian Council Consultation | 2022

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**

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.

West Lothian Council Consultation | 2022

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 20 August 2022 until 07 October 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:

West Lothian Council Consultation | 2022

Location Dechmont Infant School	Date/Time 21 September 2022 – 19.00
------------------------------------	--

This 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: www.westlothian.gov.uk/education

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

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 07 October 2022.

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 17 January 2023.

West Lothian Council Consultation | 2022

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

Date	Event	Description
27 August 2019	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
10 September 2019	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
8 October 2019	Pre-Consultation meeting	Seeking stakeholder views on the proposal
18 January 2022	Education Executive meeting	Report on pre-consultation
22 August 2022	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
21 September 2022	Public Meeting	Public Meeting to discuss proposal
7 October 2022	End of Consultation	End of Public Consultation
12 October 2022	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
November 2022	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
December 2022	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
December 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
17 January 2023	Education Executive Meeting	Decision made

West Lothian Council Consultation | 2022

West Lothian Council proposal to relocate Dechmont Infant School, introduce year stages P4-P7 and review primary to secondary school alignment.

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 مجلس لوثيران الغربية بنقل مدرسة Dechmont لمرحلة التعليم الأساسي، وإدخال المراحل الدراسية P4-P7 ومراجعة محاذاة المدارس الابتدائية إلى الثانوية.
إذا كنت ترغب في الحصول على نسخة من هذا المستند ، فيرجى الاتصال بـ Education.Consultation@westlothian.gov.uk ، مع إعطاء اسمك وعنوانك واللغة التي ترغب في ترجمة الوثيقة إليها.

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

ڈیچمانٹ انفانٹ سکول کے مقام کی منتقلی، پی 4 سے پی 7 سٹیج متعارف کروانے اور پرائمری سے سیکنڈری سکول کی ترتیب پر نظرثانی کرنے کے لئے ویسٹ لوٹھین کونسل کی تجویز اگر آپ اس دستاویز کی ایک نقل چاہتے ہیں تو برائے کرم درج ذیل سے رابطہ کریں۔ Education.Consultation@westlothian.gov.uk، برائے مہربانی اپنا نام، پتہ اور اس زبان کا نام جس میں آپ ترجمہ شدہ دستاویز چاہتے ہیں، مہیا کریں۔

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।

Vakaru Lodiano tarybos pasiūlymas perkelti Dečmonto pradinukų mokyklą, įvesti mokymosi etapus P4-P7 ir patikrinti pradinių 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

Vestlotianas 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

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 Dechmont Infant School, introduce year stages P4-P7 to Kirkhill Primary School and revise catchment for stages P4-P7 to new primary school at Bangor.

November 2022

1. Introduction

1.1 This report from Education Scotland has been prepared by His Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/22/section/1) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of West Lothian Council's proposal to relocate Dechmont Infant School, introduce year stages P4-P7 to Kirkhill Primary School and revise catchment for stages P4-P7 to new primary school in Bangor. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision.

1.2 HM Inspectors considered:

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

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

- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site of Dechmont Infant 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 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/22/section/1).

2.2 The main proposal within the consultation is to relocate Dechmont Infant School, introduce year stages P4-P7 to Kirkhill Primary School and revise catchment for stages P4-P7 to a new primary school in the proposed new Bangor development site.

2.3 A pre-consultation was undertaken in Autumn 2019, including a public meeting at Dechmont Hall on 8 October 2019. Consultees were supportive of the principles of the consultation and did not feel strongly about the alternative school site locations. The formal consultation ran from 20 August 2022 until 7 October 2022. Copies of the proposal were made available electronically on the council website and in paper format via central locations within West Lothian. A public meeting was held at Dechmont Infant School on 21 September 2022. Three members of the public and four members of staff attended.

2.4 No written or email responses were received regarding the proposals and no expressions of opposition to the proposals were received during the consultation period. The seven attendees at the public meeting supported the consultation proposals. Although the number of attendees was small, it was not unexpected with the current low pupil roll at Dechmont Infant School and given there were no expressions of opposition during the pre-consultation conducted in 2019.

3. Educational aspects of proposal

3.1 The council sets out a strong case to address the demands of future housing developments ensuring the best use of existing and future school capacities in West Lothian. The proposed location of the new school is within the consented development site at the former Bangour Hospital. The move to a new infant school allows Dechmont Infant School to change from a P1-P3 infant school to a P1-P7 school. This proposal removes the need for an additional transition for children who move to Kirkhill Primary School at P3. The removal of Dechmont and Bangour from the catchment areas of Kirkhill Primary School P4-P7 aged children will result in the transition of children to Winchburgh Academy. Currently, almost all children transition to Broxburn Academy. The transition to Winchburgh Academy will help support the demands on future pupil rolls in secondary schools within the proposed areas. This change will not come into effect until the new primary school is built. The estimated date for completion of the build is 2026. Based on an increased capacity from future housing developments, the new school will be able to accommodate the forecasted increase in the pupil roll. It will assist the ambitions of Curriculum for Excellence linking schools with their surrounding communities.

3.2 Headteachers of the affected schools were all supportive of the proposal. None had received any objections from members of their own school communities. To accommodate the introduction of additional year stages, West Lothian Council anticipate additions to the existing teaching staff complement. All children, school staff and one parent who engaged with HM Inspectors were supportive of the proposal. However, they requested continued involvement in decisions on the name for the school to ensure it reflected the community context and deep history of the area. As a result, HM Inspectors support the educational benefits statement as outlined by the council. The council have highlighted no negative impact and HM Inspectors

4. Summary

The council's proposal provides a strong case to relocate Dechmont Infant School, introduce year stages P4-P7 and revise catchment areas for P4-P7 from Kirkhill Primary School to a new primary school at Bangour. The associated educational benefits are clearly outlined. All children and school staff who met with HM Inspectors were supportive of the proposal. The council's proposal, should it proceed, should see increasing numbers of children and young people in the area benefit from a building equipped to meet the needs of 21st century learners. This will result in a much improved environment for the delivery of Curriculum for Excellence and potentially improved outcomes for learners. The proposed new site will provide enhanced outdoor play spaces and physical education facilities with the potential for wider community use. In taking forward the proposal, the council would benefit from involving the wider community, school staff, parents and pupils in the final decision on the name of the school.

**HM Inspectors
November 2022**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

OUTCOME OF CONSULTATION ON HOPEFIELD NURSERY SCHOOL

REPORT BY HEAD OF EDUCATION (PRIMARY, EARLY LEARNING AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval, following public consultation, to relocate Hopefield Nursery School provision to within Blackburn Primary School and close Hopefield Nursery School.

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

B. RECOMMENDATION

It is recommended that Education Executive: -

1. Approves the proposal to relocate Hopefield Nursery School provision to within Blackburn Primary School and close Hopefield Nursery School.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland 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.</p>
III	Implications for Scheme of Delegations to Officers	None

IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	We are better educated and have access to increased and better –quality learning and employment opportunities.
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 for the process.
VII	Consideration at PDSP	PDSP offered initial consideration at its meeting on 23 August 2022 of the proposal and to seek Panel recommendation for submission to Education Executive on the proposal to commence formal public consultation. Education Executive, at its meeting on 06 September 2022, authorised the commencement of statutory consultation.
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 Monday 12 September 2022 until Friday 04 November 2022 involving all relevant consultees as outlined via Schedule 2 of the Schools (Consultation)(Scotland) Act 2010.</p>

D. TERMS OF REPORT

- D1.** Hopefield Nursery School currently occupies a standalone building to the West side of Bathgate Road, Blackburn.

Hopefield Nursery School has reached its limitations as a nursery setting and doesn't lend itself to modern early years pedagogy and practice. The kitchen facilities are insufficient to meet the meal entitlement for 1140 hours of high-quality Early Learning and Childcare (ELC). The inflexible and enclosed layout was further highlighted whilst maintaining Covid mitigations, which proved to be very challenging for staff and children.

In August 2012 the Head Teacher of Blackburn Primary School assumed the role of Head Teacher of Hopefield Nursery School, since transferred to the management of the Headteacher of Our Lady of Lourdes PS from August 2021. The proposal would realign the management responsibility back to the Head Teacher of Blackburn Primary School.

A new purpose-built nursery facility located within the existing Blackburn Primary School building was progressed as part of the council's 1140 hours expansion plans for ELC.

The new facility will be included in the Council's strategic planning for the delivery of 1140 hours of high-quality Early Learning and Childcare for all 3 and 4-year olds and eligible 2-year olds.

D2. CONSULTATION ARRANGEMENTS

The Statutory Consultation was widely communicated through the council's website and digital media channels. 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 Monday 12 September 2022 until Friday 04 November 2022, a period of at least 30 school days. A copy of the Public Consultation Paper is included in Appendix I, The Final Report on the statutory Consultation on the proposal to relocate Hopefield nursery school to Blackburn Primary School (The Final Report). Details of the consultees and consultation arrangements are also given in The Final Report, section 1.5.

A public meeting was held at Blackburn Primary School on Wednesday 26 October 2022. A note of this meeting is included in section 3 of The Final Report.

D.3 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.

One email response from a parent was received with questions regarding the proposals including the naming of the new nursery, nursery transitions and future use of the Hopefield building. No expressions of opposition to the proposals were received during the consultation period.

The 5 attendees at the Statutory Consultation Meeting, all members of staff unanimously supported the consultation proposals. Although the number of attendees was small this was not unexpected as parents were generally supportive of the proposals when discussing this with nursery staff.

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

D4 EDUCATION SCOTLAND RESPONSE

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to relocate Hopefield Nursery School to Blackburn Primary School, November 2022.

HM Inspectors agree that the proposal has the potential to bring clear educational benefits for the children attending Hopefield Nursery in the coming years. Should the proposal go ahead, the council should continue to work with parents and staff to ensure a smooth transition to the new building.

The full Education Scotland report is attached as Appendix 3.

E. CONCLUSION

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 Hopefield Nursery School to Blackburn Primary School as per The Final Report, Appendix 1. If agreed the changes would be implemented from April 2023.

F. BACKGROUND REFERENCES

PDSP Report 23 August 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=52729>

Education Executive Report 06 September 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=52895>

West Lothian Council Schools and Education Consultations Public Webpage
<https://www.westlothian.gov.uk/article/75367/Proposal-to-Relocate-Hopefield-Nursery-School>

Appendices/Attachments:

Appendix A Final Report of the Statutory Consultation

Appendix B Consultation Document

Appendix C Education Scotland Report

Contact Person:

Catherine Campbell, Senior Education Development Officer

Email catherine.campbell@westlothian.gov.uk

Greg Welsh, Head of Education (Primary, Early Learning and Resources)

Date: Tuesday 17 January

Appendix A Final Report of the Statutory Consultation

**PROPOSAL TO RELOCATE HOPEFIELD NURSERY SCHOOL TO BLACKBURN
PRIMARY SCHOOL**

**A REPORT OF THE STATUTORY CONSULTATION
Monday 12 September 2022 until Friday 04 November 2022**

CONTENTS

1.	INTRODUCTION	Page
	1.1 Purpose of Report	3
	1.2 Summary of Proposal	3
	1.3 Background	3
	1.4 Timeline	4
	1.5 Consultees	5
	1.6 Consultation Process	6
2.	CONSULTEE RESPONSES TO PROPOSAL	
	2.1 Responses Received	7
3.	NOTE OF PUBLIC MEETING	8
4.	ANALYSIS OF CONSULTATION RESPONSES	10
5.	REPORT BY EDUCATION SCOTLAND	11
6.	COUNCIL OFFICER REVIEW AND RECOMMENDATION	11
Appendix A	Letter to Consultees	12
Appendix B	Consultation Document	13
Appendix C	Education Scotland Report	23

1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposals in relation to Dechmont Infant School.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- Hopefield Nursery School will be relocated to Blackburn Primary School and retain its name as Hopefield Nursery Class.
- The relocation of Hopefield Nursery School to Blackburn Primary School will take effect from April 2023.
- Children attending Hopefield Nursery School will transfer to a new facility within Blackburn Primary School from April 2023, or as soon as possible thereafter.

1.3 BACKGROUND TO THE PROPOSAL

Hopefield Nursery School currently occupies a standalone building to the West side of Bathgate Road, Blackburn.

Hopefield Nursery School has reached its limitations as a nursery setting and doesn't lend itself to modern early years pedagogy and practice. The kitchen facilities are insufficient to meet the meal entitlement for 1140 hours of high-quality Early Learning and Childcare. The inflexible and enclosed layout made maintaining Covid mitigations very challenging.

In August 2012 the Head Teacher of Blackburn Primary School assumed the role of Head Teacher of Hopefield Nursery School, since transferred to the management of the Headteacher of Our Lady of Lourdes PS from August 2021. The proposal would realign the management responsibility back to the Head Teacher of Blackburn Primary School.

A new purpose-built nursery facility located within the existing Blackburn Primary School building.

The new facility will be included in the Council's strategic planning for the delivery of 1140 hours of high-quality Early Learning and Childcare for all 3 and 4-year olds and eligible 2-year olds.

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 21 March 2023.

Date	Event	Description
23 August 2022	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation.
06 September 2022	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
12 September 2022	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
26 October 2022	Public Meeting	Public Meetings to discuss proposal
4 November 2022	End of Consultation	End of Public Consultation
November 2022	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
December 2022	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
December 2022	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
December 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
17 January 2023	Education Executive Meeting	Decision made

1.4 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 12 September 2022 until Friday 04 November 2022. 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/75367/Proposal-to-Relocate-Hopefield-Nursery-School>
- West Lothian Council digital media products
- 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 held at:

Blackburn Primary School on Wednesday 26 October 2022 at 7pm.

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 04 November 2022.

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

2.1.1 Email Responses Received

One email response from a parent was received regarding the proposals.

Email Response

Hello XXXXX

First of all I would like to apologise for not being able to attend the meeting on Wednesday night, my daughter had a football game that evening and I was needing to get home for my youngest daughter.

I was talking to Alison McCarney there and she mentioned that you hadn't received my previous emails with my questions regarding the nurseries. My questions are as follows

1. If hopefield is going to be moving to blackburn primary will it then be named blackburn primary nursery?
2. When the nursery moves over will it be a term time nursery?
3. What will happen to the present hopefield building? Is it able to get turned into a nursery for children with additional support needs? Or is there already a plan for the nursery?

If you could possibly get back to me know this I would really appreciate it.

Thanks

Officers Response

Good afternoon XXXX,

Thank you for your email. I've responded to your questions below:

1. The proposal is that the nursery will retain its name Hopefield Nursery Class in the new setting.
2. For the purposes of the consultation the current model will move over to the new facility. However, we are undertaking a review of early years child care models within each community.
3. There are currently no plans for the future use of the building. This is normal while we await the outcome of the statutory consultation. If the proposals are agreed Property Services will take a review of the facility in the future and present a report to Council Executive before a decision is made.

If you have any further questions or comments don't hesitate to get back in touch.

Kind regards

3 NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD AT
BLACKBURN PRIMARY SCHOOL ON WEDNESDAY 26 OCTOBER 2022 AT 7PM
TO DISCUSS PUBLIC CONSULTATION DOCUMENT:**

**“DECHMONT INFANT SCHOOL PROPOSALS TO RELOCATE SCHOOL,
INTRODUCE YEAR STAGES P4-P7, REVISE CATCHMENT FOR STAGES P4-P7”**

In attendance from West Lothian Council:

Andrew Maguire	Executive Councillor for Education
Greg Welsh	Head of Education (Primary, Early Learning and Resources)
Catherine Campbell	Senior Education Development Officer

Meeting attendees: 5 members of staff and 1 Education Scotland representative.

- Cllr Maguire opened the meeting with introductions and the agenda.
- Greg Welsh delivered a PowerPoint presentation to the attendees.
- Link to Education Services Presentation here:



Hopefield ELC
Statutory Consultati

Additional Comments During the Education Presentation:

The Head of Education explained that the new facility at Blackburn PS had recently been issued a completion certificate and Care Inspectorate registration. Three nursery schools in the authority built some time ago to the same design have been identified as having similar issues:

- not conducive for a modern early child care learning environment.
- standalone building that doesn't lend itself to modernising or peer working.
- not suitable for eligible 2-year olds.

The new facility has registration for 10 eligible 2-year olds. Not part of this consultation.

Discussion Opportunity – Cllr Maguire opened the floor to comments and questions:

Attendee Comments
Discussion took place around the change in management.
WLC Response:
The management was changed 18 months ago. With benefit of hindsight this change has resulted in the requirement for a further change but was logical at the time. It was

recognised that there was a lot of investment from the Head Teacher of Our Lady of Lourdes PS and HoE was sure this would continue under the new management. There was a good working relationship between Blackburn PS and Our Lady of Lourdes PS as demonstrated by the presence of both Senior Leadership teams at the meeting.
Attendee Comments
One attendee raised a question on behalf of parent who couldn't attend the meeting. Could the nursery also open to 3-year olds before the April 2023 proposal? This would avoid an additional transition point for the parent's child.
WLC Response:
HoE indicated that the authority would be open to looking into the possibility if we're able to run this sustainably. The authority will look at particular cases and want to avoid two transitions in a short period of time.
Attendee Comments
Discussion took place around the Early Years Child Care model that is currently offered at Hopefield Nursery School. An attendee commented that Hopfield doesn't have a lot of children outwith term time. Another attendee said that it was their impression that term time with extended hours was the preferred offer.
WLC Response:
The authority is undertaking a review of the Early Years Child Care offer within each community 'Your Council Your Say' to ensure that as much as possible the provision offered meets family's requirements. The authority requires an overview of the number of children that would provide a balance of eligible 2s, 3- and 4-year olds as well as attendance patterns. WLC early years team will also consult with staff on this.
Attendee Comment:
An attendee asked what will happen to the building.
WLC Response:
HoE explained that Property Services own the building and any change to its function will go through Council Executive. There were no plans for its future use at the moment. Any proposals would be challenging with the building located within school grounds.
Attendee Comment:
One attendee asked about nursery car parking and drop off.
WLC Response:
The authority ensures that the locality of a school and nursery are within walking distance of homes. There's no policy to provide parking for every member of staff and visitor.
WLC Response:
The group took the opportunity to visit the new nursery facility which had been set out with new Community Playthings furniture and resources.
Attendee Comment:
Discussion took place around the new facility and transitions. The group recognised that a lot of hard work had been put into making the new facility look like a fantastic learning environment. The fact that the new facility is close by and open will allow greater opportunities to visit in the future. It was anticipated that most children and staff will be very happy with transition arrangements as a result.

Meeting Close:

Cllr Maguire thanked everyone for their attendance and participation in discussions.

4 ANALYSIS OF CONSULTATION RESPONSES

One email response from a parent was received with questions regarding the proposals including the naming of the new nursery, nursery transitions and future use of the Hopefield building. No expressions of opposition to the proposals were received during the consultation period.

The 5 attendees at the Statutory Consultation Meeting, all members of staff unanimously supported the consultation proposals. Although the number of attendees was small this was not unexpected with the current roll at Hopefield Nursery School and that few parents raised any concerns regarding the proposals to staff.

5.0 REPORT BY EDUCATION SCOTLAND

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to relocate Hopefield Nursery School to Blackburn Primary School. November 2022

Summary

HM Inspectors agree that the proposal has the potential to bring clear educational benefits for the children attending Hopefield Nursery in the coming years. Should the proposal go ahead, the council should continue to work with parents and staff to ensure a smooth transition to the new building.

6.0 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:

- The new provision will offer children the opportunity to play, learn and develop within a modern facility which will benefit from up-to-date design and materials.
- The new facility will provide an opportunity to increase the capacity of the nursery including eligible 2-year olds.

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 Hopefield Nursery School to Blackburn Primary School. If agreed the changes would be implemented from April 2023.

Appendix A – Letter to Consultees

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

12 September 2022

Dear Consultee

West Lothian Council Education Services Proposal to relocate Hopefield Nursery School.

West Lothian Council's Education Executive at its meeting on 06 September 2022, authorised Education Services to commence statutory consultation on the proposal to:

- Relocate Hopefield Nursery School to a new facility within Blackburn Primary School

The consultation document outlining the proposal is available online from 12 September 2022 on the following webpage:

<https://www.westlothian.gov.uk/article/75367/Proposal-to-Relocate-Hopefield-Nursery-School>

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

The consultation period is from 12 September 2022 until 04 November 2022.

A public meeting to discuss the consultation document will be held at Blackburn Primary School on Wednesday 26 October 2022 at 7.00pm-8.00pm.

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 04 November 2022.

A decision on the proposal is planned to be made in March 2023 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and through information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

Greg Welsh
Head of Education (Primary, Early Learning and Resources)



Appendix B – Consultation Document

**WEST LOTHIAN COUNCIL
EDUCATION SERVICES CONSULTATION**

**PROPOSED RELOCATION OF HOPEFIELD
NURSERY TO BLACKBURN PRIMARY SCHOOL**

CONSULTATION DOCUMENT

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 Hopefield Nursery School to Blackburn Primary School leading to closure of Hopefield Nursery School.
- 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 children.

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 nursery and school.

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: -

Hopefield Nursery School will be relocated to Blackburn Primary School and retain its name as Hopefield Nursery Class.

The relocation of Hopefield Nursery School to Blackburn Primary School will take effect from April 2023.

Children attending Hopefield Nursery School will transfer to a new facility within Blackburn Primary School from April 2023, or as soon as possible thereafter.

2.2 BACKGROUND TO THE PROPOSAL

Hopefield Nursery School currently occupies a standalone building to the West side of Bathgate Road, Blackburn.

Hopefield Nursery School has reached its limitations as a nursery setting and doesn't lend itself to modern early years pedagogy and practice. The kitchen facilities are insufficient to meet the meal entitlement for 1140 hours of high-quality Early Learning and Childcare. The inflexible and enclosed layout made maintaining Covid mitigations very challenging.

In August 2012 the Head Teacher of Blackburn Primary School assumed the role of Head Teacher of Hopefield Nursery School, since transferred to the management of the Headteacher of Our Lady of Lourdes PS from August 2021. The proposal would realign the management responsibility back to the Head Teacher of Blackburn Primary School.

A new purpose-built nursery facility located within the existing Blackburn Primary School building.

The new facility will be included in the Council's strategic planning for the delivery of 1140 hours of high-quality Early Learning and Childcare for all 3 and 4-year olds and eligible 2-year olds.

2.3 SITE LOCATION

The nursery will be re-located to a new purpose-built nursery class facility within the Blackburn Primary School building.

Hopefield Nursery School will permanently relocate from its original building, identified in red '1' on 'Map 1 – map of locations' in Appendix 1, to Blackburn Primary School, identified in blue '2' on Map 1;

2.4 ADMISSION CRITERIA

There will be no amendment to criteria for admission to Hopefield nursery class. Admission will continue to be in accordance with West Lothian Council's current admission arrangements details of which are outlined via the attached link, <https://www.westlothian.gov.uk/apply-for-elc-3-or-4-year-old>

2.5 OTHER FACTORS CONSIDERED

The need to address the permanent re-provision of Hopefield Nursery School;

The condition and suitability of the current establishment to facilitate high quality Early Learning and Childcare;

The need to develop inspirational learning environments which raise the aspirations of children and young people, staff and the wider community;

The need to address early learning & childcare provision for the local area and create a sustainable school estate for future generations; and

To meet the requirements for extended access to Early Learning and Childcare.

SECTION 3: THE EDUCATIONAL BENEFIT STATEMENT

The Educational Benefits Statement, for the proposal, has been prepared having regard to the Guidance and Explanatory Notes published by the Scottish Government in association with the Schools (Consultation) (Scotland) Act, 2010

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

- 3.1 Curriculum
- 3.2 Transition
- 3.3 School Management
- 3.4 Staff Teams
- 3.5 Accommodation
- 3.6 Outdoor Learning
- 3.7 Capacity

CURRICULUM

In Scotland, we have the benefit of curriculum guidance which spans both the ELC sector and the early stages of primary school. Curriculum for Excellence 'early level' supports the implementation of a responsive, continuous play-based curriculum for children aged three to six. Through responsive and intentional planning, staff will provide, a blend of child-initiated and adult-initiated learning experiences. The emphasis will be on child-centred play pedagogy to ensure continuity in children's curriculum experiences.

The re-designation of Hopefield Nursery School as a nursery class within the school building will support continuity and progression in children's learning and further develop and enhance the current staffing and leadership model.

The new facility will help develop a flexible, enabling and creative child-centred curriculum that is responsive to the uniqueness of each child and their family.

Additionally, the new facility will provide the opportunity to develop consistent learning and teaching experiences for children within the existing school and provide smooth pastoral and curricular transitions.

3.2 TRANSITION

The transition and continuity in learning between nursery and primary is enhanced by strong, consistent leadership across the Early Level. Children will benefit from seamless transition between pre-school and primary with staff and management who know them well - located within the same physical building.

High on the list of priorities for staff will be the development of a comprehensive transition programme to support children's transition into the new facility and to explore increased learning opportunities between early years and P1.

3.3 SCHOOL MANAGEMENT

While Hopefield Nursery School is registered as a stand-alone nursery school, the current staffing, budget and management operation is in line with the nursery class model in operation across all authority managed nursery establishments.

No change to the current management structure is proposed although the management responsibility would transfer back to the Headteacher of Blackburn Primary School.

3.4 STAFF TEAMS

All early year's practitioners and support staff in post at the point of movement will transfer into the new facility.

Staffing arrangements will be consistent with West Lothian Council's local agreements. Detailed consultation will be undertaken with members of staff, Trade Unions and Professional Associations for staffing the relocated nursery school.

3.5 ACCOMMODATION

The provision of a new modern facility will make a clear statement about the value the Council places on investing in education and lifelong learning, and provide a new vibrant learning community. The new early learning and childcare provision will offer children the opportunity to play, learn and develop within a state-of-the-art facility which will benefit from modern design and materials and consider good practice learned through collaborative working with other Councils and through experience and good practice developed within West Lothian. The new facility will be sustainable and energy efficient.

The new facility will be flexible and allow the creative and multiple-use of spaces by the staff and children, and also by the community. Experience in our other new school buildings has demonstrated that a new and flexible learning environment can inspire children and have a positive impact on the general health and wellbeing of children, increase aspirations, attainment, achievement and positive destinations beyond school.

The new facility will signal to the whole community how West Lothian Council values 21st century learning. This new nursery class facility will represent best value through the effective and efficient use of Council resources. By locating the new facility at the heart of the existing community, it will provide a hub for learning, activities and facilities that will contribute to improving people's health and wellbeing, adding to the strength and vibrancy of its community.

The nursery class facility will provide an opportunity to increase the capacity of the nursery in line with the projected population increase in a high-quality learning

environment with direct access to a secure dedicated outdoor play area.

The provision of high-quality technology for learning will provide the potential to transform ways of learning and teaching by giving children and staff flexible and ubiquitous access to a fully digital learning environment.

3.6 OUTDOOR LEARNING

Daily, high quality outdoor play experiences have a direct and positive impact on children's physical, cognitive, social, mental health and emotional development.

The new setting will make good use of access to the outdoors, not only through the immediate outdoor space but also through ensuring access to local woodlands, parks and green spaces.

The outdoor environment will contain more opportunity and stimulate children's curiosity and wonder for learning. Natural play will be a key feature of this space allowing children to interact with natural elements of the environment in an imaginative way including activities such as mud kitchens, den making and safe climbing.

3.7 CAPACITY

The current registered capacity at Hopefield Nursery Class is 35 children aged 3 and 4 years old. There's no current capacity for eligible 2-year olds.

The planned capacity at the new Blackburn nursery class facility is 53 children aged 3 and 4 years old and includes 10 places for eligible 2-year olds. This capacity is subject to Care Inspectorate certification and confirmation by West Lothian Council.

The nursery class facility will provide an opportunity to increase the capacity of the nursery in line with the projected community requirements.

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: CONSULTATION PROCESS: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 or close a school or nursery 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 **Monday 12th September 2022 until Friday 4th November 2022**. 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.

Public Meeting

A formal public meeting will be held to discuss the proposal. Anyone wishing to attend the

public meeting is invited to do so. The public meeting, which will be convened by West Lothian Council will be addressed by the Head of Education, and other senior officers of the Council, and chaired by an independent person.

The public meeting will be an opportunity to:

- Hear more about the proposal
- Ask questions about the proposal
- Have your views recorded so that they can be considered as part of the consultation process.

The public meeting will be held in **Blackburn Primary School, 216 Riddochhill Rd, Blackburn, EH47 7HB on Wednesday 26th October 2022 at 7.00pm – 8.00pm.**

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

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

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

All interested parties are invited to submit their comments by close of business **Friday 4th November 2022.**

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.

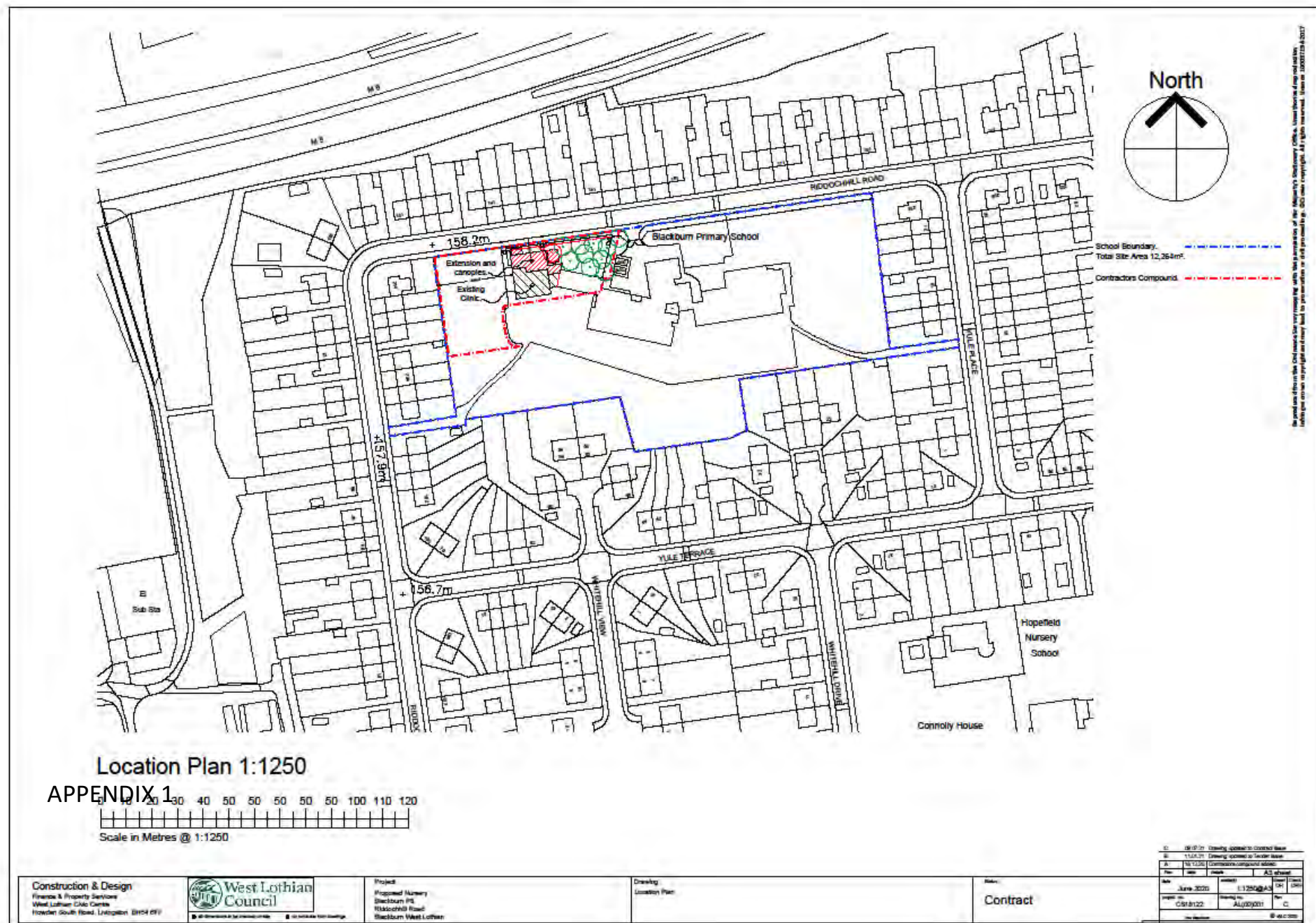
West Lothian Council will ensure that considerations received from Education Scotland are included in the Final Consultation Report. This Final Report will be made available and notification will be given to those individuals or groups that have made representations during the consultation period.

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 on **17th January 2023.**

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

Statutory Consultation Timeline – Blackburn Nursery Class Re-Designation

Date	Event	Description
23 August 2022	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
6 September 2022	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
12 September 2022	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
26 October 2022	Public Meeting	Public Meetings to discuss proposal
4 November 2022	End of Consultation	End of Public Consultation
November 2022	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
December 2022	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
December 2022	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
December 2022	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
17 January 2023	Education Executive Meeting	Decision made



Appendix B – Education Scotland Report



Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to relocate Hopefield Nursery School to Blackburn Primary School.

November 2022

1. Introduction

1.1 This report from Education Scotland has been prepared by His Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/22/section/1) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of West Lothian Council's proposal to relocate Hopefield Nursery School to Blackburn 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 setting; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children in the council area.
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

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

- attendance at the public meeting held on 26 October 2022 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
- visits to the sites of Hopefield Nursery, Blackburn Primary School and Our Lady of Lourdes 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 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/22/section/1)

2.2 The consultation ran from 12 September 2022 until 4 November 2022. A public meeting took place on 26 October 2022 in Blackburn Primary School. Five members of staff from Blackburn and Our Lady of Lourdes Primary Schools attended the meeting. No parents were in attendance. Members of the public were encouraged to respond to the consultation by email, either to the address given on the council website or directly to the Head of Education. Only one written response was received.

3. Educational aspects of proposal

3.1 The council believes that the relocation of Hopefield Nursery to Blackburn Primary School will support continuity and progression in children's learning. It will help ease the transition from nursery to primary one as both will be located within the same building. For those children moving to Our Lady of Lourdes Primary School, HM Inspectors are confident that the strong relationships between the two primary schools should facilitate a smooth transition. The accommodation for the new nursery is far superior to the existing provision at Hopefield Nursery and should provide a rich learning environment for children attending. The new facilities are more flexible, allowing multi-use for staff and children. The current registered capacity at Hopefield Nursery is 35 with no capacity for eligible two year olds. Moving to the new facility will allow an increase in capacity to 53 with provision of ten places for eligible two year olds. This should support a requirement in Blackburn for an eligible two year old provision.

3.2 The council sees additional educational benefit in encouraging high quality outdoor play. Whilst this facility already exists at Hopefield Nursery and is well used, the provision at the new facility is accessible and attractive. There is also potential for additional outdoor space at Blackburn Primary School to be utilised by the nursery. However, there is some anxiety amongst nursery staff that as the new outdoor space is smaller it may limit children's experiences. Care should be taken by the council to ensure that the views of nursery staff who transfer to the new facility are considered.

3.3 All stakeholders who spoke to HM Inspectors or responded in writing are in agreement with the proposals. The existing nursery building is outdated and a new facility is welcomed. Stakeholders are keen that the new nursery continues to be named Hopefield and the council have confirmed the name of the facility to be Blackburn Primary School and Hopefield Nursery Class. A few questions were asked by parents and staff about the future of the existing building once vacated. However, at this stage there are no plans in place for its future use. Children who spoke to HM Inspectors are very positive about the proposals, as are parents. No concerns regarding educational benefits were raised with HM Inspectors. Existing nursery staff transferring to the new nursery did express some concern regarding parking at Blackburn Primary School, which is limited. A few parents are also worried about dropping-off children in the immediate area due to congestion at busy times. Whilst the council is not obliged to provide parking for staff, due regard should be given to any safety concerns regarding dropping-off children once the new nursery is open.

4. Summary

HM Inspectors agree that the proposal has the potential to bring clear educational benefits for the children attending Hopefield Nursery in the coming years. Should the proposal go ahead, the council should continue to work with parents and staff to ensure a smooth transition to the new building.

**HM Inspectors
November 2022**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

REVIEW OF NON-DENOMINATIONAL PRIMARY CATCHMENTS AT PARKHEAD PRIMARY SCHOOL AND MELDRUM PRIMARY SCHOOL

REPORT BY HEAD OF EDUCATION (EARLY YEARS, PRIMARY AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval to commence formal public consultation on the review of Non-Denominational Primary catchments at Parkhead Primary School and Meldrum Primary School.

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

B. RECOMMENDATION

It is recommended that Education Executive:

1. Note the terms of the draft Consultation Document; and
2. 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.</p> <p>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 school provision and catchment area arrangements in the emerging West Lothian Local Development Plan and the Edinburgh and Lothians Structure Plan 2015.</p>
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>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)	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 for the process.
VII	Consideration at PDSP	The report was considered at the PDSP on 06 December 2022 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 Council, parents/carers, pupils, staff and trade unions at affected schools.</p> <p>Community Councils within the catchment areas of the affected schools will also be contacted.</p>

D. TERMS OF REPORT

D.1 Background

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

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 Gavieside Farm site is identified in the Local Development Plan as part of the West Livingston and Mossend Core Development Area (CDA). It has an indicative allocation of 1900 new homes and a new non-denominational school is proposed as part of the development.

D.2 Rationale for Change

Discussions with the developer have identified that the first phase of development will not generate a sufficient number of primary school children to make delivery of the new primary school viable.

However the existing catchment primary school at Parkhead in West Calder is also under capacity pressure.

The proposed site is not within a 1.5 mile walking distance of any non-denominational primary school so until the new primary school is delivered a designated school transport based solution will be required.

Therefore it is proposed that the catchment non-denominational primary school should be changed to Meldrum Primary School as the transport distance of 4 miles / 10 minutes drive is comparable to Parkhead PS (2.5 miles / 7 minutes drive) but Meldrum School has spare capacity available for the new children and there is no other housing development planned within the Meldrum catchment.

D.3 Existing Properties in the Area of Change

The proposal affects 6 existing residential properties at Gavieside Farm, Stepend, Guns Green and Grange Riding Centre. None of the properties have any children attending schools or ELC settings in West Lothian.

D.4 Admission Arrangements

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.

E. CONCLUSION

Changes to catchment areas are required in Gavieside to enable further housing development and to meet the Council's statutory educational responsibilities. The changes outlined in the draft Consultation Paper would make best use of existing and future school capacities.

F. BACKGROUND REFERENCES

Edinburgh and the Lothians Structure Plan 2015
West Lothian Local Development Plan
Schools (Consultation) (Scotland) Act 2010,

Appendices/Attachments:

- Appendix 1 Current Parkhead PS catchment
- Appendix 2 Current Meldrum PS catchment
- Appendix 3 Proposed Parkhead PS catchment
- Appendix 4 Proposed Meldrum PS catchment
- Appendix 5 Proposed Area of Change

Contact Person: Andrew Cotton, Senior Education Planning Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 283080, e-mail, andrew.cotton@westlothian.gov.uk

Greg Welsh,
Head of Education,(Early Years, Primary and Resources)
West Lothian Civic Centre, Howden South Road,

Date: 17 January 2023

**WEST LOTHIAN COUNCIL EDUCATION SERVICES
CONSULTATION DOCUMENT
January 2023**

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

- **PARKHEAD PRIMARY SCHOOL; AND**
- **MELDRUM PRIMARY SCHOOL**

CONTENTS

SECTION 1

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

SECTION 2

- 2.1 Educational Benefit Statement**

SECTION 3

- 3.1 Integrated Impact Assessment**

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 non-denominational primary school catchment areas.

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 of:
 - I. Parkhead Primary School
 - II. Meldrum 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, proposed 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.

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 Gavieside Farm site is identified in the Local Development Plan as part of the West Livingston and Mossend Core Development Area (CDA). It has an indicative allocation of 1900 new homes and a new non-denominational school is proposed as part of the development.

1.2 RATIONALE FOR CHANGE

Discussions with the developer have identified that the first phase of development will not generate a sufficient number of primary school children to make delivery of the new primary school viable.

However the existing catchment primary school at Parkhead in West Calder is also under capacity pressure.

The proposed site is not within walking distance of any non-denominational primary school so until the new primary school is delivered a public transport based solution will be required.

Therefore it is proposed that the catchment non-denominational primary school should be changed to Meldrum Primary School as the transport distance of 4 miles / 10 minutes is comparable to Parkhead PS (2.5 miles / 7 minutes) but Meldrum School has spare capacity available for the new children and there is no other housing development planned within the Meldrum catchment.

1.3 EXISTING PROPERTIES IN THE AREA OF CHANGE

The proposal affects 6 existing residential properties at Gavieside Farm, Stepend, Guns Green and Grange Riding Centre. None of the properties have any children attending schools or ELC settings in West Lothian.

1.4 ADMISSION ARRANGEMENTS

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.

1.5 SUMMARY OF PROPOSALS

Review admission arrangements as a result of alteration to the current non-denominational primary school catchment areas of:

Proposal 1 – Parkhead Primary School

Proposal 2 – Meldrum Primary School

The principal aims of the proposals are 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.

SECTION TWO

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

2.1 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 is that the affected schools will continue to be fully equipped to deliver the full breadth of Curriculum for Excellence.

Continued engagement of creative teaching and learning approaches in a viable and sustainable school establishment 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 pupils currently attending Parkhead Primary School and Meldrum Primary School would retain the catchment status of the older sibling and would 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 6 specified dwellings 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 is an anticipated requirement for school transport from the Gavieside Development regardless of whether the catchment review proposals are progressed. Funding for transport costs will be sought as part of the S75 agreement with the housing developer.

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](#)

- **Transition**

Parkhead Primary School, will continue to be aligned to West Calder High School with Meldrum Primary School remaining aligned to Deans Community High School.

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**

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 THREE

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 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 **30 January 2023 until 24 March 2023 (TBC)**. 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	Date/Time
West Calder High School	21 March 2023 – 19.00 (TBC)

This 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: www.westlothian.gov.uk/education

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

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 24 March 2023 (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 **20 June 2023 (TBC)**.

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

Propozycja władz lokalnych West Lothian Council dotycząca przeglądu obwodu niewyznaniowych szkół podstawowych w następujących placówkach: Parkhead Primary School, Meldrum Primary School, W celu uzyskania kopii niniejszego dokumentu należy zadzwonić do Catherine Campbell pod numer telefonu 01506 281666. NALEŻY PODAĆ IMIĘ I NAZWISKO, JAK I JĘZYK, W KTÓRYM WYMAGANE JEST TŁUMACZENIE

West Lothian savivaldybės pasiūlymas peržiūrėti ne denominacinių pradinių mokyklų pasiekiamumo zonas Parkhead pradinei m-klai, Meldrum pradinei m-klai, Jei norėtumėte šio dokumento kopijos prašome skambinti Catherine Campbell telefonu 01506 281666. PATEIKITE SAVO VARDĄ, ADRESĄ IR KALBĄ Į KURIĄ NORĖTUMĖTE, KAD DOKUMENTAS BŪTŲ IŠVERSTAS.

Vestloziānas domes (*West Lothian Council*) priekšlikums pārskatīt nekonfesionālo pamatskolu – Parkhead pamatskolas, Meldrum pamatskolas, Ja jūs vēlaties saņemt šī dokumenta eksemplāru, lūdzam zvanīt Catherine Campbell uz 01506 281666. JUMS JĀNORĀDA JŪSU VĀRDS, UZVĀRDS UN ADRESE, KĀ ARĪ VALODA, KURĀ JŪS VĒLATIES ŠO DOKUMENTU SANEMT

بلدية ويست لوثيان West Lothian Council – عرض لمراجعة مناطق القبول العائدة للمدارس الابتدائية غير الدينية وذلك لكلا من مدرسة لينليثغو Meldrum الابتدائية ومدرسة ليلينثغو بريدج Parkhead الابتدائية ، ومدرسة سبرينج فيلد Springfield الابتدائية .

إذا رغبت بالحصول على نسخة من هذه الوثيقة ، فيرجى منك الاتصال بميلاني لوري Catherine Campbell على رقم الهاتف 01506 281666 وذكر اسمك وعنوان سكنك واللغة التي ترغب بأن تتم ترجمة هذه الوثيقة إليها.

ويست لوتهين كونسيل، لنلتھگاو پرائمری اسکول، لنلتھگاو برج پرائمری اسکول، اسپرنگ فيلڈ پرائمری اسکول، لوپورٹ پرائمری اسکول اور بوگ ہال پرائمری اسکول پرایک غیر فرقہ ورانہ پرائمری اسکول کے جغرافیائی علاقوں کا جائزہ لینے کی تجویز اگر آپ اس دستاویز کی ایک نقل حاصل کرنا چاہیں تو برائے مہربانی 01506 281666 پر میلینی لوری سے رابطہ کریں، اپنا نام، پتہ مہیا کرتے ہوئے اور اس زبان کے بارے میں بتاتے ہوئے جس میں آپ چاہتے ہیں کہ اس دستاویز کا ترجمہ کیا جائے

西洛錫安議會政府關於對 Parkhead Primary School (林利斯戈小學)、Meldrum Primary School (林利斯戈橋小學)

如果您想要一份本文檔的副本，請致電給 Catherine Campbell，號碼是 01506 281666。請將您的姓名、地址和希望將該文件翻譯成的語言告訴我們。

West Lothian Council (西洛锡安议会) · 提议审查 Parkhead Primary School, Meldrum Primary School,

如果您得到本文件的一份副本，请致电 Catherine Campbell 01506 281666 提供您的姓名地址和您希望以何种语言获得翻译文件

وےسٹ لٹھیان کاؤنسل نیڈسٹ ڈھمی مূলوبوڈہر باہرےر نیملوکت پرایماری سکولوں کے کاسمেন্ট ارییا پریالوچنار بیاپارے پریابنا کرھے، سکولوں ہل لینلیتھگو پرایماری سکول، لینلیتھگو بلیج پرایماری سکول، سپرنگ فیلڈ پرایماری سکول، لوپارٹ پرایماری سکول اےو بگہال پرایماری سکول

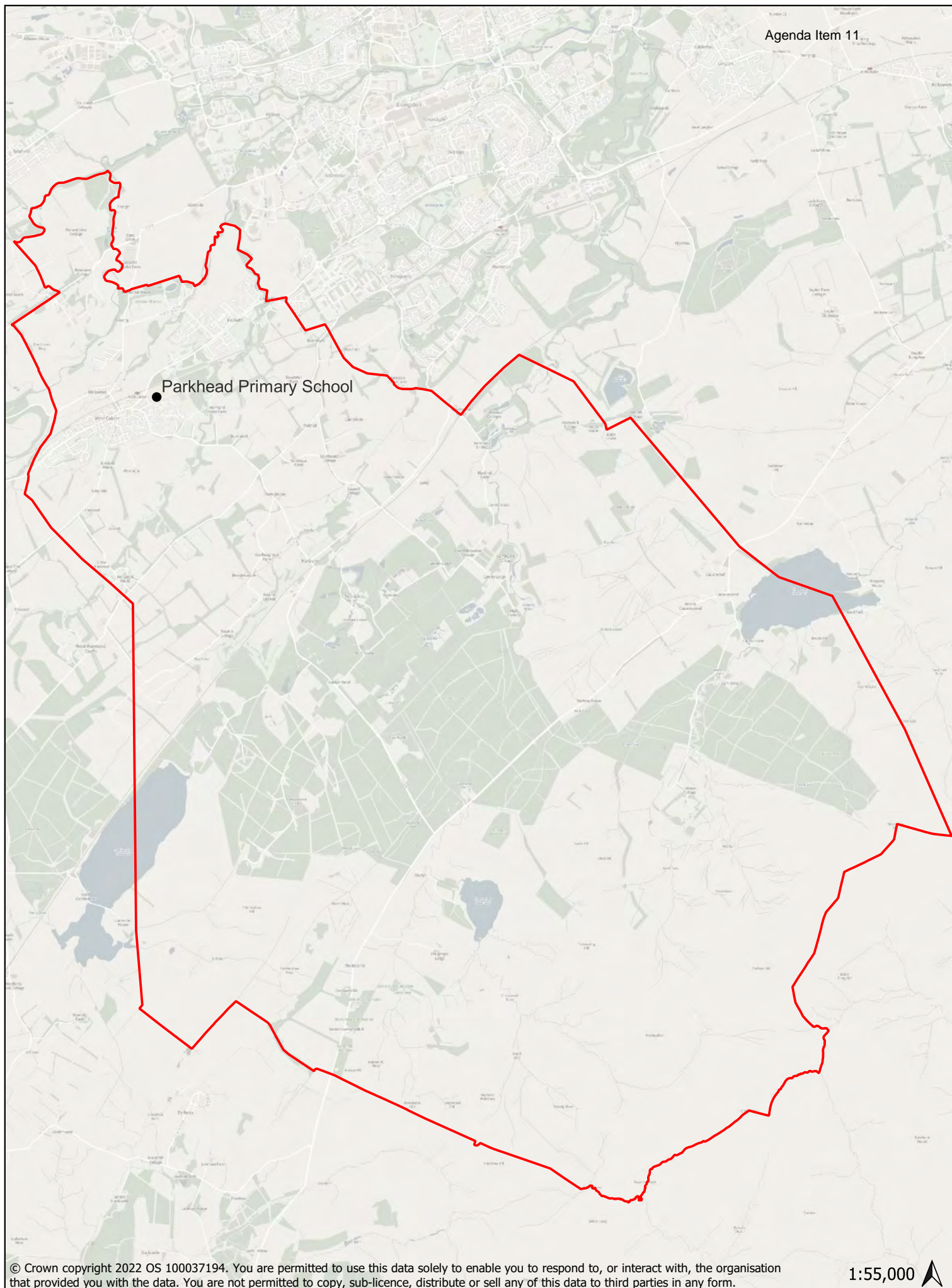
آپنی ای ڈکومنٹس ایک کپی پتے چاہیلے انوگرہ پریک ملانی لریکے 01506 281666 نمبرے ٹیلیفون کرن۔ کل کرار سمی آپنار نام، ٹیکانا اےو آپنی یہاںاتے ڈکومنٹس انوراد پتے چان تا آناہن۔





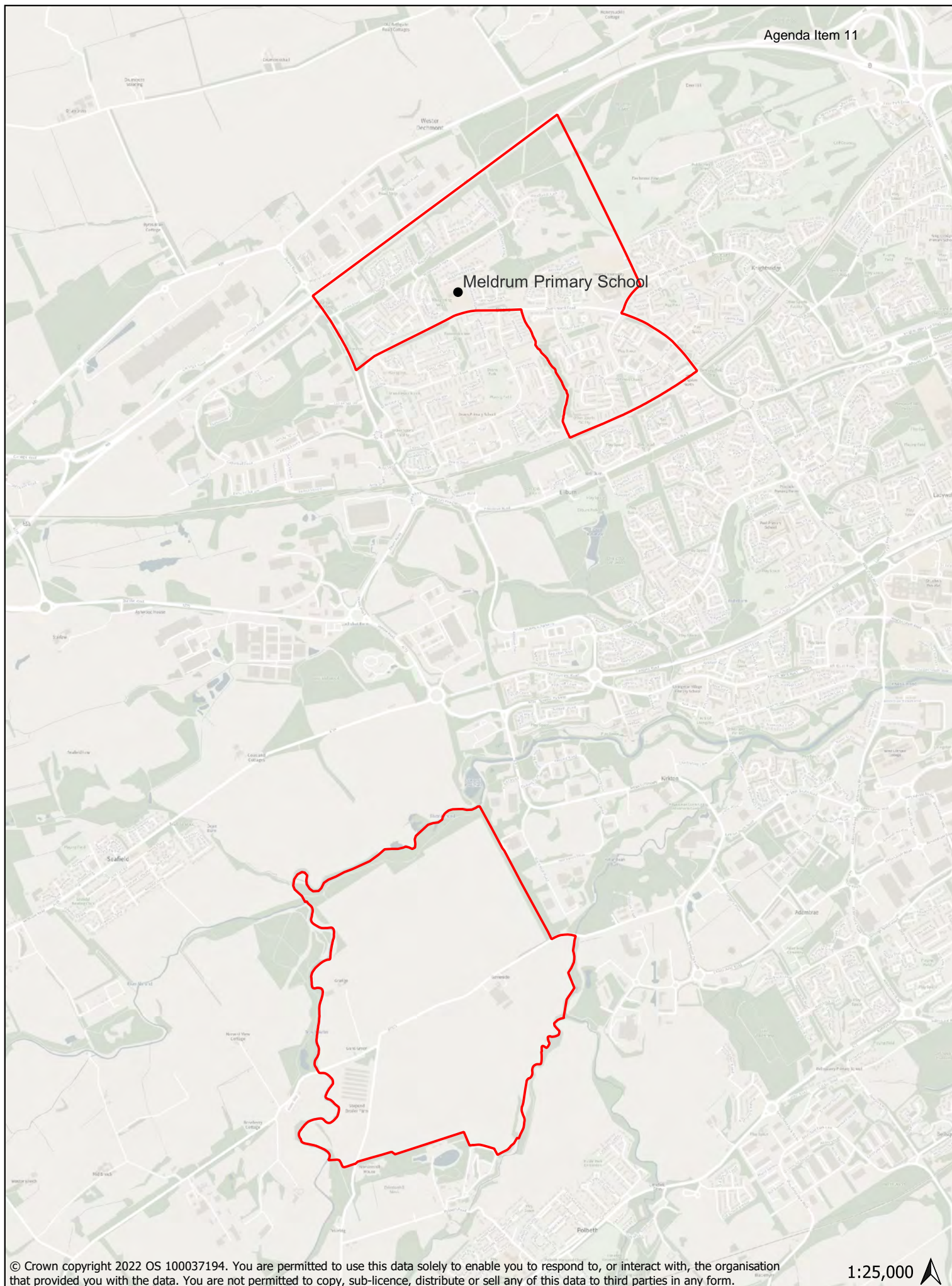
© Crown copyright 2022 OS 100037194. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.

1:25,000



© Crown copyright 2022 OS 100037194. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.

1:55,000



© Crown copyright 2022 OS 100037194. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.

1:25,000

Proposed Areas of Change:

Area proposed to move from Parkhead Primary School to Meldrum Primary School

Area proposed to move from West Calder High School to Deans Community High School

Properties within proposed area of change:

1 Stepend, Polbeth, West Calder, EH55 8PU

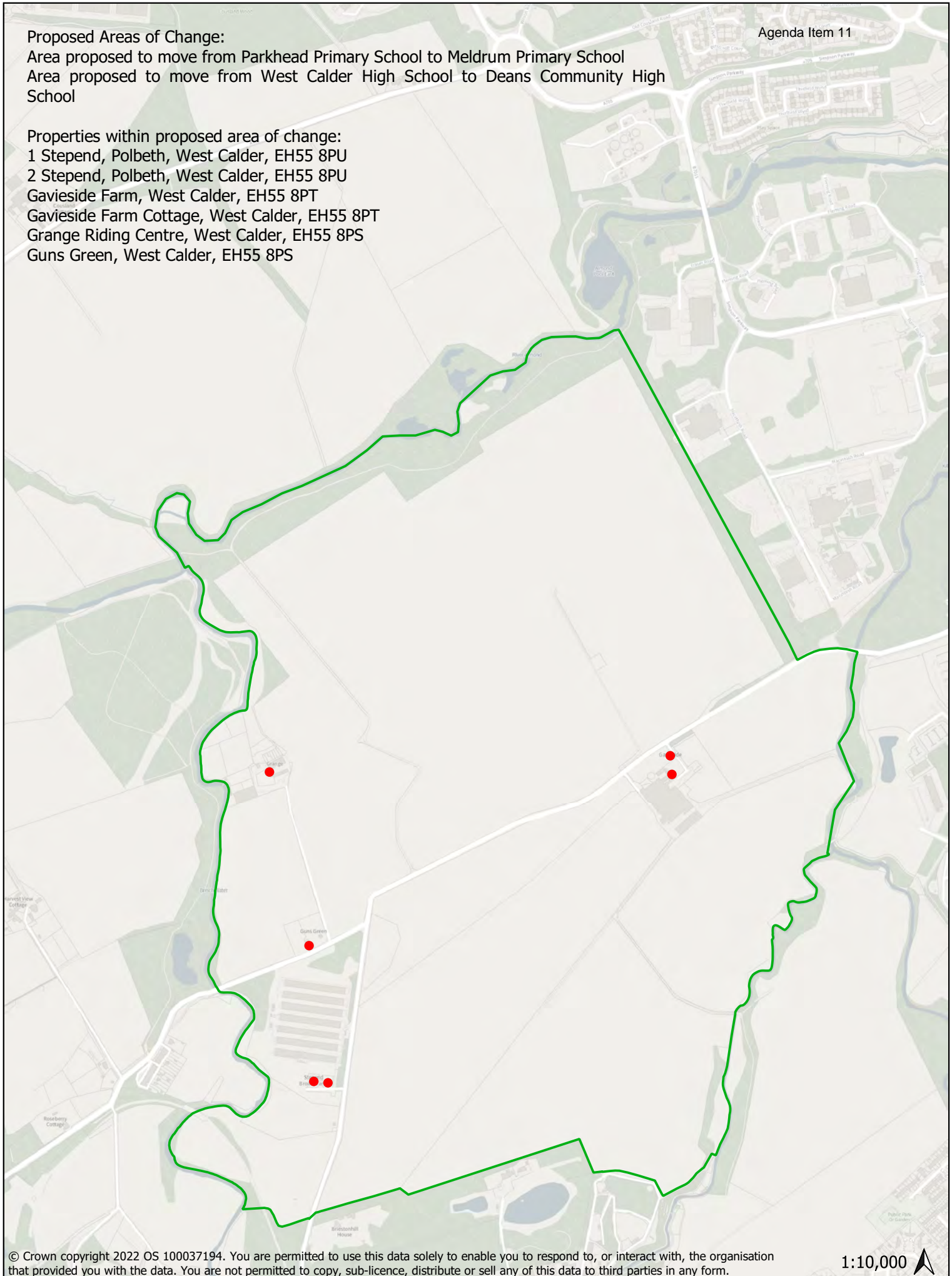
2 Stepend, Polbeth, West Calder, EH55 8PU

Gavieside Farm, West Calder, EH55 8PT

Gavieside Farm Cottage, West Calder, EH55 8PT

Grange Riding Centre, West Calder, EH55 8PS

Guns Green, West Calder, EH55 8PS



DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

REVIEW OF NON-DENOMINATIONAL SECONDARY CATCHMENTS AT WEST CALDER HIGH SCHOOL AND DEANS COMMUNITY HIGH SCHOOL

REPORT BY HEAD OF EDUCATION (EARLY YEARS, PRIMARY AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval to commence formal public consultation on the review of Non-Denominational Secondary Catchments at West Calder High School and Deans Community High School

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

B. RECOMMENDATION

It is recommended that Education Executive:

1. Note the terms of the draft Consultation Document; and
2. 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.</p> <p>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 school provision and catchment area arrangements in the emerging West Lothian Local Development Plan and the Edinburgh and Lothians Structure Plan 2015.</p>
III Implications for Scheme of	None.

Delegations to Officers

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)	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 for the process.
VII	Consideration at PDSP	The report was considered at the PDSP on 06 December 2022 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 Council, parents/carers, pupils, staff and trade unions at affected schools.</p> <p>Community Councils within the catchment areas of the affected schools will also be contacted.</p>

D. TERMS OF REPORT

D.1 Background

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

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 Gavieside Farm site is identified in the Local Development Plan as part of the West Livingston and Mossend Core Development Area (CDA). It has an indicative allocation of 1900 new homes and a new non-denominational primary school is proposed as part of the development.

D.2 Rationale for Change

Discussions with the developer have identified that the first phase of development will not generate a sufficient number of primary school children to make delivery of the new primary school viable.

However the existing catchment primary school at Parkhead in West Calder is also

under capacity pressure.

The proposed site is not within walking distance of any non-denominational primary school so until the new primary school is delivered a designated school transport based solution will be required.

Therefore it is proposed that the catchment non-denominational primary school should be changed to Meldrum Primary School as the transport distance of 4 miles / 10 minutes is comparable to Parkhead PS (2.5 miles / 7 minutes) but Meldrum School has spare capacity available for the new children and there is no other housing development planned within the Meldrum catchment.

In order to ensure children can transition from primary to secondary with their peer group it is proposed to change the non-denominational secondary catchment from West Calder High School to Deans Community High School to ensure children from the Gavieside development transition to secondary alongside children living in the existing Meldrum Primary School catchment.

This proposed catchment change also helps align capacity between West Calder High School and Deans Community High School as development comes forward within the West Livingston and Mossend Core Development Area.

D.3 Existing Properties in the Area of Change

The proposal affects 6 existing residential properties at Gavieside Farm, Stepend, Guns Green and Grange Riding Centre. None of the properties have any children attending schools or ELC settings in West Lothian.

D.4 Admission Arrangements

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.

E. CONCLUSION

Changes to catchment areas are required in Gavieside to enable further housing development and to meet the Council's statutory educational responsibilities. The changes outlined in the draft Consultation Paper would make best use of existing and future school capacities.

F. BACKGROUND REFERENCES

Edinburgh and the Lothians Structure Plan 2015
West Lothian Local Development Plan
Schools (Consultation) (Scotland) Act 2010,
2020 School Roll Forecasts – Education Executive 16-11-2021

Appendices/Attachments:

- Appendix 1 Current West Calder High School catchment
- Appendix 2 Current Deans Community High School catchment
- Appendix 3 Proposed West Calder High School catchment
- Appendix 4 Proposed Deans Community High School catchment
- Appendix 5 Proposed area of change

Contact Person: Andrew Cotton, Senior Education Planning Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 283080, e-mail, andrew.cotton@westlothian.gov.uk

Greg Welsh,
Head of Education,(Early Years, Primary and Resources)
West Lothian Civic Centre, Howden South Road,

Date: 17 January 2023

**WEST LOTHIAN COUNCIL EDUCATION SERVICES
CONSULTATION DOCUMENT
January 2023**

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

- **WEST CALDER HIGH SCHOOL; AND**
- **DEANS COMMUNITY HIGH SCHOOL**

CONTENTS

SECTION 1

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

SECTION 2

- 2.1 Educational Benefit Statement**

SECTION 3

- 3.1 Integrated Impact Assessment**

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 non-denominational primary school catchment areas.

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 of:
 - I. West Calder High School
 - II. Deans Community 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, proposed 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.

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 Gavieside Farm site is identified in the Local Development Plan as part of the West Livingston and Mossend Core Development Area (CDA). It has an indicative allocation of 1900 new homes and a new non-denominational school is proposed as part of the development.

1.2 RATIONALE FOR CHANGE

Discussions with the developer have identified that the first phase of development will not generate a sufficient number of primary school children to make delivery of the new primary school viable.

However the existing catchment primary school at Parkhead in West Calder is also under capacity pressure.

The proposed site is not within walking distance of any non-denominational primary school so until the new primary school is delivered a public transport based solution will be required.

Therefore it is proposed that the catchment non-denominational primary school should be changed to Meldrum Primary School as the transport distance of 4 miles / 10 minutes is comparable to Parkhead PS (2.5 miles / 7 minutes) but Meldrum School has spare capacity available for the new children and there is no other housing development planned within the Meldrum catchment.

In order to ensure children can transition from primary to secondary with their peer group it is proposed to change the non-denominational secondary catchment from West Calder High School to Deans Community High School to ensure children from the Gavieside development transition to secondary alongside children living in the existing Meldrum Primary School catchment.

This proposed catchment change also reduces future pressure on the West Calder High School roll as development comes forward within the West Livingston and Mossend Core Development Area.

1.3 EXISTING PROPERTIES IN THE AREA OF CHANGE

The proposal affects 6 existing residential properties at Gavieside Farm, Stepend, Guns Green and Grange Riding Centre. None of the properties have any children attending schools or ELC settings in West Lothian.

1.4 ADMISSION ARRANGEMENTS

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.

1.5 SUMMARY OF PROPOSALS

Review admission arrangements as a result of alteration to the current non-denominational primary school catchment areas of:

- I. West Calder High School
- II. Deans Community High School

The principal aims of the proposals are 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.

SECTION TWO

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

2.1 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 is that the affected schools will continue to be fully equipped to deliver the full breadth of Curriculum for Excellence.

engagement of creative teaching and learning approaches in a viable and sustainable school establishment 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 pupils currently attending West Calder High School and Deans

Community High School would retain the catchment status of the older sibling and would be permitted to attend the existing school establishment if parents wish siblings to attend the same 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.

<https://www.westlothian.gov.uk/article/32389/Applying-for-a-place-in-a-West-Lothian-Council-secondary-school>

It is proposed to transfer only the 6 specified dwellings set out in section 1.3 of this report.

- **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 is an anticipated requirement for school transport from the Gavieside Development regardless of whether the catchment review proposals are progressed. Funding for transport costs will be sought as part of the S75 agreement with the housing developer.

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](#)

- **Transition**

Parkhead Primary School, will continue to be aligned to West Calder High School with Meldrum Primary School remaining aligned to Deans Community High School.

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**

All external links that each of the highlighted secondary 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 THREE

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 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 **30 January 2023 until 24 March 2023 (TBC)**.

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	Date/Time
West Calder High School	21 March 2023 – 19.00

This 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:

www.westlothian.gov.uk/education

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

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 24 March 2023 (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 **20 June 2023 (TBC)**.

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

Propozycja władz lokalnych West Lothian Council dotycząca przeglądu obwodu niewyznaniowych szkół podstawowych w następujących placówkach: Deans Community High School, West Calder High School, W celu uzyskania kopii niniejszego dokumentu należy zadzwonić do Catherine Campbell pod numer telefonu 01506 281666. NALEŻY PODAĆ IMIĘ I NAZWISKO, JAK I JĘZYK, W KTÓRYM WYMAGANE JEST TŁUMACZENIE

West Lothian savivaldybės pasiūlymas peržiūrėti ne denominacinių pradinį mokyklų pasiekiamumo zonas Deans Community High School, West Calder High School, Jei norėtumėte šio dokumento kopijos prašome skambinti Catherine Campbell telefonu 01506 281666. PATEIKITE SAVO VARDĄ, ADRESĄ IR KALBĄ Į KURIAJĄ NORĖTUMĖTE, KAD DOKUMENTAS BŪTŲ IŠVERSTAS.

Vestložiānas domes (West Lothian Council) priekšlikums pārskatīt nekonfesionālo pamatskolu – Deans Community High School, West Calder High School Ja jūs vēlaties saņemt šī dokumenta eksemplāru, lūdzam zvanīt Catherine Campbell uz 01506 281666. JUMS JĀNORĀDA JŪSU VĀRDS, UZVĀRDS UN ADRESE, KĀ ARĪ VALODA, KURĀ JŪS VĒLATIES ŠO DOKUMENTU SAŅEMT

بلدية ويست لوثيان West Lothian Council – عرض لمراجعة مناطق القبول العائدة للمدارس الابتدائية غير الدينية وذلك لكلا من مدرسة لينليثغو West Calder High School الابتدائية ومدرسة ليلينثغو بريدج Deans Community

اذا رغبت بالحصول على نسخة من هذه الوثيقة ، فيرجى منك الاتصال بميلاني لوري Catherine Campbell على رقم الهاتف 01506 281666 وذكر اسمك وعنوان سكنك واللغة التي ترغب بأن تتم ترجمة هذه الوثيقة إليها.

ویسٹ لوٹھین کونسل، لنلتھگاؤ پرائمری اسکول، لنلتھگاؤ برج پرائمری اسکول، اسپرنگ فیلڈ پرائمری اسکول، لوپورٹ پرائمری اسکول اور بوگ ہال پرائمری اسکول پرایک غیر فرقہ ورانہ پرائمری اسکول کے جغرافیائی علاقوں کا جائزہ لینے کی تجویز اگر آپ اس دستاویز کی ایک نقل حاصل کرنا چاہیں تو پرائمری مہربانی 01506 281666 پر میلینی لاوری سے رابطہ کریں، اپنا نام، پتہ مہیا کرتے ہوئے اور اس زبان کے بارے میں بتاتے ہوئے جس میں آپ چاہتے ہیں کہ اس دستاویز کا ترجمہ کیا جائے

西洛錫安議會政府關於對 Deans Community High School (林利斯戈小學)、West Calder High School (林利斯戈橋小學)

如果您想要一份本文檔的副本，請致電給 Catherine Campbell，號碼是 01506 281666。請將您的姓名、地址和希望將該文件翻譯成的語言告訴我們。

West Lothian Council (西洛锡安议会) · 提议审查 Deans Community High School, West Calder High School ,

如果您得到本文件的一份副本，请致电 Catherine Campbell 01506 281666 提供您的姓名地址和您希望以何种语言获得翻译文件

ওয়েস্ট লথিয়ান কাউন্সিল নির্দিষ্ট ধর্মীয় মূল্যবোধের বাইরের নিম্নোক্ত প্রাইমারি স্কুলগুলোর ক্যাসমেন্ট এরিয়া পর্যালোচনার ব্যাপারে প্রস্তাবনা করছে, স্কুলগুলো হল লিনলিথগো প্রাইমারি স্কুল, লিনলিথগো ব্রিজ প্রাইমারি স্কুল, স্প্রিং ফিল্ড প্রাইমারি স্কুল, লোপার্ট প্রাইমারি স্কুল এবং বগহাল প্রাইমারি স্কুলের

আপনি এই ডকুমেন্টটির একটি কপি পেতে চাইলে অনুগ্রহ পূর্বক মেলানি লরিকে 01506 281666 নম্বরে টেলিফোন করুন। কল করার সময় আপনার নাম, ঠিকানা এবং আপনি যে ভাষাতে ডকুমেন্টটির অনূবাদ পেতে চান তা জানাবেন।