



Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

15 March 2023

A meeting of the **Education Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Tuesday 21 March 2023** at **10:00am**.

For Chief Executive

BUSINESS

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.

Public Session

4. Confirm Draft Minutes of Meeting of Education Executive held on Tuesday 17 January 2023 (herewith)

Public Items for Decision

5. Admission to Primary and Secondary Schools and Early Admission to Primary Schools - Policy Statements and Procedures - report by Head of Education (Primary, Early Years and Resources) (herewith)
6. Consultation on the Establishment of a New Non-denominational Primary

DATA LABEL: Public

School at the Hawkhill Site, Winchburgh and Associated Proposals - report by Head of Education (Early Years, Primary and Resources) (herewith)

7. Consultation on Review of Admission Arrangements at Bathgate Academy and Linlithgow Academy - report by Head of Education (Early Years, Primary and Resources) (herewith)

Public Items for Information

8. To note the action taken in terms of Standing Order 31 (Urgent Business) to provide approval for an additional school holiday to mark the coronation of King Charles III (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 17 JANUARY 2023.

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

Apologies – Appointed Member Andy Walker

Absent – Appointed Member Heather Hughes

1. OPENING REMARKS

The Chair wished to place on record a note of thanks to Margaret Russell, Education Appointed Member who had resigned from the role prior to the Christmas break.

2. DECLARATIONS OF INTEREST

Agenda Item 11 (Review of Non-Denominational Primary School Catchments at Parkhead Primary School and Meldrum Primary School) – Lynne McEwen (Appointed Member) stated a connection in that her daughter was the Headteacher at Meldrum Primary School.

3. MINUTE

The Education Executive approved the Minute of its meeting held on 15 November 2022. The Minute was thereafter signed by the Chair.

4. SUBSTANCE MISUSE IN SCHOOLS - POLICY AND OPERATIONAL PROCEDURES

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 Substance Misuse in Schools: Policy and Operational Procedures.

It was recommended that the Education Executive approve the revised Substance Misuse in Schools Policy and note the refreshed Operational Procedure noting that the Operational Procedures will be kept under review by officers and updated by them if and when required

Decision

To approve the terms of the report

5. ADMISSION TO EARLY LEARNING AND CHILDCARE - 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 agreement to the clear separation of the Early Learning and Childcare admission policy statement from the admission procedure and to agree 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.

It was recommended that the Education Executive 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.

Decision

To approve the terms of the report

6. PLACING IN SCHOOLS APPEAL COMMITTEE - TRANSFER OF FUNCTIONS TO SCOTTISH TRIBUNALS - CONSULTATION PAPER

The Education Executive considered a report (copies of which had been circulated) Head of Education (Primary, Early Years and Resources) inviting members 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.

The Education Executive was asked 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.

Decision

To approve the terms of the report

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

The Education Executive considered a report (copies of which had been circulated) by Head of Education (Primary, Early Years and Resources) seeking approval, following public consultation, to vary the catchment areas of non-denominational primary schools in Linlithgow.

It was recommended that the 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.

Decision

To approve the terms of the report

8. OUTCOME OF CONSULTATION ON DECHMONT / BANGOUR PRIMARY SCHOOL

The Education Executive considered a report (copies of which had been circulated) by Head of Education (Primary, Early Years and Resources) seeking approval following public consultation, to relocate Dechmont Infant School, introduce year stages P4-P7 and review primary to secondary school transfer arrangements.

It was recommended that the 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.

Decision

1. To approve the terms of the report; and
2. To note that the requirement to review primary to secondary school transfer arrangements had previously been approved by the Education Executive in 2021 and would only take place once the new primary school was open.

9. OUTCOME OF CONSULTATION ON HOPEFIELD NURSERY SCHOOL

The Education Executive considered a report (copies of which had been circulated) Head of Education (Primary, Early Years and Resources) seeking approval, following public consultation, to relocate Hopefield Nursery School provision to within Blackburn Primary School and close Hopefield Nursery School.

It was recommended that the 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.

Decision

To approve the terms of the report.

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

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Primary, Early Years and Resources) seeking approval to commence formal public consultation on the review of Non-Denominational Primary catchments at Parkhead Primary School and Meldrum Primary School.

It was recommended that the 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.

Decision

To approve the terms of the report

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

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Primary, Early Years and Resources) seeking approval to commence formal public consultation on the review of Non-Denominational Secondary catchments at West Calder High School and Deans Community High School.

It was recommended that the 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.

Decision

To approve the terms of the report

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

ADMISSION TO PRIMARY AND SECONDARY SCHOOLS AND EARLY ADMISSION TO PRIMARY SCHOOLS – POLICY STATEMENTS AND PROCEDURES

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

A. PURPOSE OF REPORT

To invite the Executive to agree the clear separation of the policy statements relating to Primary and Secondary school admission, and early applications to primary school from the admission procedures.

To invite the 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, taking account of the requirements of the Schools (Scotland) (Consultation) Act 2010.

B. RECOMMENDATION

To approve the revised policy statements and procedures on Primary and Secondary Admission and Early Admission to Primary School 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) | Education (Scotland) Act 1980 Schools (Scotland) (Consultation) Act 2010 |
| 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 | 28 February 2023 |
| VIII | Other consultations | Headteachers, Governance Manager, Legal Services |

D. TERMS OF REPORT

Education Executive has previously agreed the clear separation of policy statements from admission procedures in relation to admission to Early Learning and Childcare, and requests for an additional year of Early Learning and Childcares. It is now proposed to take a similar approach to the policy and procedures relating to admission to the Primary and Secondary stages of school education, and applications for Early Admission to Primary School. Draft policy statements and procedure are attached, these have been considered by the Policy Development and Scrutiny Panel.

The reasons for this proposal are the same as in relation to the changes agreed to the policies and procedures on admission to Early Learning and Childcare. 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.

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.

Changes to the admission arrangements for school education fall within the scope of the Schools (Scotland) (Consultation) Act 2010. The Act states that statutory consultation must take place on proposals to vary any admission arrangements for a school including proposals to make or modify guidelines in respect of the handling of placing requests. Legal advice will, therefore, be sought to ensure legislative compliance when the proposed delegation is exercised.

It is anticipated that changes to some procedural elements, for example which officer makes the admission decision, and when, and changes to the information sent to parents/carers, could be made without full statutory consultation, while changes to the admission guidelines, which now form the proposed Admission Policies would require such consultation. This would be in line with previous minor changes made, including the removal of reference to wraparound care when the service was discontinued; the addition of reference to on-line application when this service was introduced; the addition of reference to the virtual campus when this provision was introduced; and changes to the provisions regarding an additional year of early learning and childcare to reflect changes legislative change and updated council policy. Reference to the number of clusters has also been updated as new schools have opened.

No substantive change has been made to the Primary and Secondary Admission Policy Statements and Procedures, other than the insertion of new headings to clarify the separation of policy from procedure, and some textual clarification.

The policy and procedure for determining requests for early admission to Primary School is currently contained in an appendix to the Primary School Admission Policy and Procedure. It is proposed that this policy and procedure be separated to aid clarity and accessibility of information. A similar approach, separating the policies and procedures relating to an additional year of early learning and childcare, and an additional year of school education in order to aid clarity and accessibility was previously considered by the Policy Development and Scrutiny Panel and approved by the Education Executive. The opportunity has been taken to update the attached draft Early Admission to Primary School to bring it into line with the recently approved Additional Year of School Education – Policy and Procedure.

E. CONCLUSION

It is recommended that the Education Executive approves the policy statements and procedures on Primary and Secondary Admission and Early Admission to Primary School.

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, subject to the requirements of the Schools (Scotland) (Consultation) Act 2010.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

- 1) Primary Admission – Policy Statement and Procedure
- 2) Secondary Admission – Policy Statement and Procedure
- 3) Early Admission to Primary School – 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: 21 March 2023



Policy and Procedure:

Primary School Admission

| | |
|-----------------|--------------------|
| Author: | Hannah Haywood |
| Service: | Education Services |
| Last Updated: | December 2022 |
| Date for Review | December 2023 |

PRIMARY SCHOOL ADMISSION - POLICY STATEMENT

Admission Guidelines

In considering placing requests the Council takes into account the following:

- the design capacity of the school and the accommodation resources at the school
- the appropriate normal maximum class size as defined in the Conditions of Service for Teaching Staff which form part of the Council's contract of employment with an individual teacher.
- the need to maintain quality education provision within existing resources

If the preferred school has more applications than places, the following will be considered:

- those pupils living within the catchment area of the requested school will have priority over those pupils living outwith that catchment area
- in the case of pupils living outwith the catchment area of the requested school, pupils resident within West Lothian will have priority over those pupils living outwith West Lothian
- in the case of a Roman Catholic school where applications from those living within the catchment area exceed the number of places available, priority will be given to those pupils who have been baptised into the Roman Catholic Church.
- special medical and/or physical needs
- special educational needs
- brother or sister continuing to attend the school requested
- education course available only at the school requested
- nearness of home to school by non-hazardous walking route
- length of attendance at an associated primary school (Infant to Primary School Transfer and S1 requests)
- information provided by parent or guardian

The above are not in any priority order. It should be noted that the Council has discretion to admit a pupil to any school in special circumstances as determined by the Council.

PRIMARY SCHOOL ADMISSION - PROCEDURE

1 BACKGROUND

1.1 Catchment areas

West Lothian is divided into catchment areas for primary and secondary schools. Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion).

Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school.

1.2 Associated schools

Each Primary school is associated with a number of other primary schools and a secondary school to form a cluster. The catchment area of the secondary school is made up of the catchment areas of the associated primary schools. There are ten non-denominational clusters of associated schools and three denominational clusters of associated schools in West Lothian, one cluster for each secondary school. Children in attendance at a primary school will be given priority for admission to the associated secondary school. Although the Council aims to provide enough places for all children attending primary schools to transfer to the associated secondary school, attendance at a primary school does not guarantee a child a place at the associated secondary school.

1.3 Denominational schools

All the denominational schools in West Lothian are Roman Catholic. baptised Roman Catholic children will be given priority for admission to Roman Catholic schools. Parents who want their child to be admitted to a Roman Catholic school should notify the Council if their child is a baptised Roman Catholic, is being baptised or is being prepared for first communion. Evidence of this must be supplied. Usually this will be a certificate of baptism. Although the Council aims to provide enough places for all baptised Roman Catholic children to attend a Roman Catholic primary school, baptism does not guarantee a child a place at a particular Roman Catholic primary school.

1.4 Choice of school

Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these 'placing requests' unless there is a legal reason not to.

1.5 Oversubscribed schools

Schools in West Lothian may be oversubscribed, including at the P1 stage. That means these schools receive more applications than there are places available. Places are limited by factors including the availability of accommodation, the cost of extending accommodation, and the cost of employing additional staff. For this reason, it is not always possible to offer parents their first choice of

school.

1.6 Reserved places

The council will reserve places for children moving into each school's catchment area during the school year, if there are places available after all catchment children have been admitted. The Council will aim to reserve two places in each year group at primary schools with eight classes or less, and three places in each year group at primary schools with nine classes or more.

The Council can change the number of places reserved due to particular circumstances. For example, if an unusually large number of houses are planned or being built in a particular catchment area, additional places may be reserved at all stages in that school.

1.7 Infant School

Dechmont Infant School is the only Infant School in West Lothian. Children in attendance at Dechmont Infant School must move to another primary school after the end of the P3 stage. Pupils in attendance at Dechmont Infant School will receive further information about this transfer. The normal transfer arrangement is for pupils to move to Kirkhill Primary School for the P4-7 stages. Although the Council aims to provide enough places for children in attendance at Dechmont Infant School to attend Kirkhill Primary School, attendance at Dechmont Infant School does not guarantee a child a place at Kirkhill Primary School.

2 THE APPLICATION PROCEDURE

2.1 Age ranges for starting primary or infant school

The Council, by statute, must offer to educate children of school age. Children are of primary school age if they reach five years of age before 1 March in their first year of primary school. The school year starts each August.

All parents/carers in Scotland have the legal right to defer their child's entry to primary school if they are not yet 5 years old at the beginning of the school year. All children whose entry to Primary 1 is deferred will automatically be entitled to an additional year of funded Early Learning and Childcare.

Further information can be found in the ***Additional Year of Early Learning & Childcare - Policy and Procedure***.

The Council does not have to educate children who are not of school age. Parents may apply for early admission to a primary school. Further information is included in the ***Early Admission to Primary School - Policy and Procedure***.

2.2 Applying for a place in a primary or infant school (before the school year starts)

A letter will be issued through West Lothian Council, to a parent/carer of all children who reside within the West Lothian Council boundary and attend a West Lothian early learning & childcare establishment or partner providers in their pre-school year, in November or December advising parents that their child is eligible to complete an application for P1 for the next August intake. Parents must

fill in and submit the application form which is available on-line and a link is provided within the letter or they can request the application pack in paper format from Pupil Placement. Please do not complete any earlier than this as it will not be processed.

West Lothian children who are not attending West Lothian Council early learning & childcare establishments can complete the on-line form or request a primary school application pack from Pupil Placement, or from any primary school or early learning & childcare establishment. Pupil Placement contact the parents of any children that the Council knows about in November or December prior to the August intake their child becomes eligible to inform them that application forms are now being accepted.

Parents should include all the information that they think is important in the application form. Information is treated confidentially. Parents should not wait until they find out that they have been refused their first choice school before providing all relevant information.

Application forms should be returned to Pupil Placement at the address on the form by 31 December. If parents do not return an application form for a place at primary school by 15 March, the Council will assume that the child will not attend a place at a West Lothian primary school, and no place will be allocated by the School Placement Panel. Application forms and additional information received after this date will be considered, but places will be limited as placement decisions will have been made by the School Placement Panel. Placement decisions may be made any time after 15 March. Return of forms by 31 December is important to enable the Council to see the overall pattern of applications and plan accordingly.

Pupil Placement will always send parents an acknowledgement letter once they receive the P1 application, or any additional information. If a letter is not received within 4 weeks (for any letters issued in this process please ensure you check junk/spam folder in-case issued by e-mail), parents should contact Pupil Placement.

If the chosen school is not a catchment school, parents will be informed in the acknowledgement letter from Pupil Placement of the Scottish Government booklet called 'Choosing a School – A Guide for Parents'. This booklet is also available from the Scottish Government website, although Pupil Placement can provide a paper copy on request. This booklet is also available in several languages.

The application form allows parent to make three choices of school. The second and third choices will be considered if the first choice school cannot be granted. Only the first choice will be treated as a 'placing request'.

2.3 Places in P1 to P7

Applications during the school year

Primary schools deal with all applications for places in P1 to P7 during the school year. To apply, parents should complete the on-line form (pupil placement will forward to the 1st choice school for their consideration) or ask the head teacher of the chosen school for an application form, fill it in, and return it to the chosen school.

Applications during the school holidays

Pupil Placement will receive all applications for places in P1 to P7 during school holidays. To apply, parents should complete the on-line form or ask Pupil Placement for an application form, fill it in, and return it to Pupil Placement, who will pass the form to the chosen school at the start of the next term.

2.4 Application procedure – general information

Multiple applications

If more than one application for a child is received, only the most recent will be considered.

Children moving within and into West Lothian

Parents may plan to move into West Lothian or within West Lothian, and the distance to the chosen school may be such that they cannot reasonably ensure that their children can attend the school from their current address. In these circumstances it is not possible to request that a place is kept for them at the chosen school until the child is in a position to attend. Places cannot usually be kept for longer than two weeks (not including school holidays).

Proof of address, age and baptism.

Pupil placement may ask for proof of address, but will ask for a copy of the birth certificate (if not already provided for ELC application) and will ask for certificate of baptism to be submitted (if applying for Roman Catholic school). In the case of applications made to the chosen primary school, the school may ask for proof of address, or for a copy of the birth certificate or certificate of baptism to be taken to the school.

Change of circumstances

If a child's circumstances change (for example, their address) after submitting the application form, parents must inform Pupil Placement in writing as soon as possible. If the application has been made to the chosen school, the school must be informed in writing as soon as possible.

Withdrawal of place

Once a child has been offered a place, the offer will not be withdrawn unless false information has been provided, or information is deliberately withheld.

3 THE DECISION MAKING PROCEDURE

3.1 Decisions for P1

If there are enough places at the chosen school, all applications will be granted by the School Placement Panel. The School Placement Panel is made up of senior officers of the Council.

If there are more applications for P1 than there are places available at a school, the School Placement Panel will allocate the available places. The School Placement Panel may grant some applications and ask for further information to allow it to consider others at a later date. Parents will not be invited to attend

the School Placement Panel.

The School Placement Panel will take account of all the information provided in the application form. **Parents should include all the information that they think is important in the application form.**

The School Placement Panel will use the placing in schools guidelines to make placement decisions. These guidelines have been agreed by the Education Executive. The Council has discretion to admit a pupil to any school in special circumstances as determined by the Council. The factors in the guidelines are not in priority order, but when making its decision the School Placement Panel will decide how to prioritise these factors, taking account of all information provided by applicants, and the overall pattern of applications across West Lothian.

Pupil Placement will send parents a letter with the decision by the end of April.

3.2 Decisions for P1 after the School Placement Panel has met

Applications for P1 places received after the School Placement Panel has met will be decided using the delegated authority of the Head of Service (Education). Pupil Placement will send parents a letter with the decision.

3.3 Decisions for P1 after the term has started and for P2 to P7

Applications for places in P1 after the term has started and for other year groups, will be decided by the Head Teacher. The school will send parents a letter with the decision.

3.4 Decisions during school holidays

Applications for places during school holidays will be decided by the Head Teacher at the start of term. The chosen school will send parents a letter with the decision.

4 IF A PLACE IS REFUSED

4.1 Grounds of Refusal

If the council refuses an application to a primary school, it must give a reason why, that complies with education law. This is the legal 'ground of refusal'. The main reasons, or 'grounds of refusal', are:-

- Admitting the child would require the employment of an additional teacher
- Admitting the child would require spending a lot of money, for example on providing an additional classroom.
- Admitting the child would be seriously detrimental to other pupils' education.
- Admitting the child would require the Council to employ an additional teacher or form an additional class at a future stage.
- Admitting the child would prevent the council reserving a place at the school for a child likely to move into the catchment area of the school.
- Admitting the child would mean that the capacity of the school would be

exceeded in terms of pupil numbers.

4.2 Alternative Placement

If the council refuses an application to a primary school, a place will normally be offered at an alternative school. This may be the second or third choice school, or a catchment school. Only the first choice will be treated as a 'placing request'.

4.3 Waiting lists

A waiting list will be formed for each primary school where applications have been refused, and all children refused will be placed on the waiting list. A child can only be on the waiting list of the first-choice school. All waiting lists are prioritised in line with the placing in schools guidelines and decisions made by the School Placement Panel. A child's position in a waiting list can change, for example due to a change of address, or following baptism. A child can move down the waiting list as well as up, for example if someone with a higher priority applies. The length of time a child has been on a waiting list does not give any priority.

Pupil Placement will manage the waiting lists for P1 admissions until the second week of the autumn school term. The Head Teacher of each school will manage waiting lists after this time.

Waiting lists will last for a maximum of one school session. If you want your child to remain on a waiting list for the next school session, you must contact the school. The school may contact you during the session to ask if you want to remain on the waiting list.

Pupil Placement or the primary school will contact parents if a place becomes available.

4.4 Right of Appeal

If the council refuses an application to a primary school there is a right of appeal. The right of appeal only applies to the first choice school. Appeals are heard by the West Lothian (Placing in Schools) Appeals Committee. This committee is independent of West Lothian Council. The letter informing parents of refusal of their application will explain how to make an appeal.

The West Lothian (Placing in Schools) Appeals Committee hears cases, considers written and oral evidence and makes decisions. This is a formal legal process.

Parents then have the right to appeal to a Sheriff Court if the Appeals Committee does not decide in their favour.

Parents can appeal to the West Lothian (Placing in Schools) Appeal Committee if:-

- they do not receive a decision on an application for P1 by 30 April, when the application was submitted before 15 March, or
- they do not receive a decision on an application for P1 submitted after 15 March, or an application for any other stage, within two months of receipt

of the application.

5. ADDITIONAL INFORMATION

5.1 Schools and school handbooks

Details of primary schools in West Lothian can be found in the ***Primary School Admission – Guidance Note***.

Handbooks which give useful information about a school are available for each primary school. This includes details of breakfast clubs and after school clubs where these are provided. Information is available on the school website. Parents/carers having difficulty accessing this information should contact the school.

5.2 School transport

Parents are responsible for getting their children to and from school. The council will arrange suitable transport free of charge if:

- a pupil at a catchment school does not have a suitable walking route from home to school or lives more than 1.5 miles away from the school by a suitable walking route; or
- the council asks a pupil to go to a non-catchment school and the pupil lives outwith the above distance. (This could happen if a place is not available for the pupil at a catchment primary school.)

The council will not provide transport if parents choose to send their child to a non-catchment school.

More information can be found on the School Transport section of the West Lothian Council website. www.westlothian.gov.uk/schooltransport

5.3 Children who need additional support for learning

West Lothian Education Service is committed to meeting the needs of all learners through the careful planning and monitoring of learning progress. It is recognised that the needs of the majority of West Lothian's children and young people will be met as a result of the delivery of high quality teaching and learning through the Curriculum for Excellence.

For those children and young people who require additional support in order to fulfil their learning potential, a Continuum of Support framework is in place in West Lothian to ensure that their needs are understood and supported effectively.

The educational needs of most pupils with additional supports needs can be met within a mainstream setting, and so parents should follow this policy and apply for a mainstream school place.

If you intend to make a placing request for specialist provision, please do so in writing to the Education Placement Group.

Parents of children who have been attending a specialist provision in a previous Authority, should contact West Lothian Educational Psychology Service when a moving date and a West Lothian address can be confirmed. The Educational

Psychology Service will ask for permission to contact the previous Authority and other relevant agencies for background information and may carry out its own assessment in order to make recommendations for the most appropriate school placement within West Lothian. All information gathered will be shared with the relevant planning group which will make a decision about the school placement.

5.4 Looked after children

In line with legislation, the Council has additional responsibilities for children who are 'looked after'. A child is 'looked after' if the child is cared for, either at home or away from home, as a result of the decision of a court or a children's hearing, or as a result of a voluntary agreement between the parent and the Council's Social Work Department.

5.5 Customer satisfaction

The Council welcomes and values the views of parents on the service received. If parents have any views on the service they should contact Pupil Placement. Each school year, Pupil Placement may also ask a few parents to fill in a short questionnaire on their service.



Policy and Procedure:

Secondary School Admission

Author: Hannah Haywood
 Service: Education Services
 Last Updated: December 2022
 Date for Review: December 2023

SECONDARY SCHOOL ADMISSION - POLICY STATEMENT

Admission Guidelines

In considering placing requests the Council takes into account the following:

- the design capacity of the school and the accommodation resources at the school
- the appropriate normal maximum class size as defined in the Conditions of Service for Teaching Staff which form part of the Council's contract of employment with an individual teacher.
- the need to maintain quality education provision within existing resources

If the preferred school has more applications than places, the following will be considered:

- those pupils living within the catchment area of the requested school will have priority over those pupils living outwith that catchment area
- in the case of pupils living outwith the catchment area of the requested school, pupils resident within West Lothian will have priority over those pupils living outwith West Lothian
- in the case of a Roman Catholic school where applications from those living within the catchment area exceed the number of places available, priority will be given to those pupils who have been baptised into the Roman Catholic Church.
- special medical and/or physical needs
- special educational needs
- brother or sister continuing to attend the school requested
- education course available only at the school requested
- nearness of home to school by non-hazardous walking route
- length of attendance at an associated primary school (Infant to Primary School Transfer and S1 requests)
- information provided by parent or guardian

The above are not in any priority order. It should be noted that the Council has discretion to admit a pupil to any school in special circumstances as determined by the Council.

SECONDARY SCHOOL ADMISSION - PROCEDURE

1. BACKGROUND

1.1 Catchment areas

West Lothian is divided into catchment areas for primary and secondary schools. Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion).

Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school.

1.2 Associated schools

Each secondary school is associated with a number of primary schools to form a cluster. The catchment area of the secondary school is made up of the catchment areas of the associated primary schools. There are ten non-denominational clusters of associated schools and three denominational clusters of associated schools in West Lothian, one cluster for each secondary school. Children in attendance at a primary school will be given priority for admission to the associated secondary school. Although the Council aims to provide enough places for all children attending primary schools to transfer to the associated secondary school, attendance at a primary school does not guarantee a child a place at the associated secondary school.

1.3 Denominational schools

All the denominational schools in West Lothian are Roman Catholic. Baptised Roman Catholic children will be given priority for admission to Roman Catholic schools. Parents who want their child to be admitted to a Roman Catholic school should notify the Council if their child is a baptised Roman Catholic, is being baptised or is being prepared for first communion. Evidence of this must be supplied, usually in the form of a baptism certificate. Although the Council aims to provide enough places for all baptised Roman Catholic children to attend a Roman Catholic secondary school, baptism does not guarantee a child a place at a particular Roman Catholic secondary school.

1.4 Choice of school

Parents can request a school other than one of their catchment schools. Parents can request that their child go to any secondary school in West Lothian regardless of their religion. The council must grant these 'placing requests' unless there is a legal reason not to.

1.5 Oversubscribed schools

Schools in West Lothian may be oversubscribed, including at the S1 stage. That means these schools receive more applications than there are places available. Places are limited by factors including the availability of accommodation, the cost of extending accommodation, and the cost of employing additional staff. For this reason, it is not always possible to offer parents their first choice of school.

1.6 Reserved places

The council will reserve places for children moving into each school's catchment area during the school year, if there are places available after all catchment children have been admitted. The number of places reserved will depend on the number of children at each stage at the school. The Council aims to reserve the following number of places at each stage in each secondary school:-

| Stage total | Places to reserve |
|-------------|-------------------|
| 260 | 7 |
| 240 | 6 |
| 220 | 5 |
| 200 | 4 |
| 180 | 3 |

The Council can change the number of places reserved due to particular circumstances. For example, if an unusually large number of houses are planned or being built in a particular catchment area, additional places may be reserved at all stages in that school.

2 THE APPLICATION PROCEDURE

2.1 Transferring from primary school to secondary school

A letter will be issued through West Lothian Council, to a parent/carer of all children who reside within the West Lothian Council boundary and attend a West Lothian primary school in P7, in November or December advising that their child is eligible to complete an application for S1 for the next August intake. Parents must fill in and submit the application form which is available on-line and a link is provided within the letter or they can request the application pack in paper format from Pupil Placement. Please do not complete any earlier than this as it will not be processed.

West Lothian children who are not attending West Lothian Council primary schools can complete the on-line form or request a secondary school application pack from Pupil Placement, or from any secondary school. Pupil Placement may contact the parents of any children whom the Council is aware of in November or December prior to the August intake their child becomes eligible to inform them that application forms are now being accepted. Please do not complete any earlier than this as it will not be processed.

Parents should include all the information that they think is important in the application form. Information is treated confidentially. Parents should not wait until they find out that they have been refused their first choice school before providing all relevant information.

Application forms should be submitted on-line or returned to Pupil Placement at the address on the form by 31 December. Application forms and additional information received after this date will be considered, but places will be limited as placement decisions will have been made by the School Placement Panel. Placement decisions may be made any time after 15 March. Return of forms by 31 December is important to enable the Council to see the overall pattern of applications and plan accordingly.

Pupil Placement will always send parents an acknowledgement letter once they receive the S1 application, or any additional information. If a letter is not received

within 4 weeks (for any letters issued in this process please ensure you check junk/spam folder in-case issued by e-mail), parents should contact Pupil Placement.

If the chosen school is not a catchment school, parents will be informed in the acknowledgement letter from Pupil Placement of the Scottish Government booklet called 'Choosing a School – A Guide for Parents'. This booklet is also available from the Scottish Government website, although Pupil Placement can provide a paper copy on request. This booklet is also available in several languages.

The application form allows parent to make three choices of school. The second and third choices will be considered if the first choice school cannot be granted. Only the first choice will be treated as a 'placing request'.

If parents do not return an application form for a S1 place by 15 March, the Council will assume that the parent wants the child to transfer to one of the catchment secondary schools. This will be assumed even if the child attends a non-catchment primary school. If the child is attending a non-denominational primary school, the Council will assume that the parent wants the child to transfer to the catchment non-denominational school. If the child is attending a denominational primary school, the Council will assume that the parent wants the child to transfer to the catchment denominational school.

If parents do not return an application form for a place at secondary school, the School Placement Panel will be unable to consider information that may increase the chances of a child being allocated their first choice school.

If parents do not return an application form for a place at secondary school, and their circumstances have changed, for example a change of address out of a catchment area of which the Council has not been notified, a place may be withdrawn when this information comes to light.

2.2 Places in S1 to S6

Applications during the school year

Secondary schools deal with all applications for places in S1 to S6 during the school year. To apply, parents should complete the on-line form and pupil placement will forward to the 1st choice school or ask the Head Teacher of the chosen school for an application form, fill it in, and return it for the Head Teacher to consider.

Applications during the school holidays

Pupil Placement will receive all applications for places in S1 to S6 during school holidays. To apply, parents should complete the on-line form or ask Pupil Placement for an application form, fill it in, and return it to Pupil Placement, who will pass the form to the first choice school at the start of the next term.

Subject choice

If a child is transferring from one secondary school to another, parents should provide details of the subjects that the child has studied, particularly at stages S3 and above. It may not be possible to match all subjects previously studied at the chosen school and children may need to choose new subjects if they attend that school. Alternatively, a school providing particular subjects may be chosen. At S4-S6 there are opportunities to use the 'virtual campus' in order to access particular subjects.

2.3 Application procedure – general information

Multiple applications

If more than one application for a child is received, only the most recent will be considered.

Children moving within and into West Lothian

Parents may plan to move into West Lothian or within West Lothian, and the distance to the chosen school may be such that they cannot reasonably ensure that their children can attend the school from their current address. In these circumstances it is not possible to request that a place is kept for them at the chosen school until the child is in a position to attend. Places cannot usually be kept for longer than two weeks (not including school holidays).

Proof of address, age and baptism.

Pupil placement may ask for proof of address, but will ask for a copy of the birth certificate (if not already provided for ELC or Primary application) and will ask for certificate of baptism to be submitted (if applying for Roman Catholic school and not provided for primary application). In the case of applications made to the chosen secondary school, the school may ask for proof of address, or for a copy of the birth certificate or certificate of baptism taken to the school.

Change of circumstances

If a child's circumstances change (for example, their address) after submitting the application form, parents must inform Pupil Placement in writing as soon as possible. If the application has been made to the chosen school, the school must be informed in writing as soon as possible.

Withdrawal of place

Once a child has been offered a place, the offer will not be withdrawn unless false information has been provided, or information is deliberately withheld.

3 THE DECISION MAKING PROCEDURE

3.1 Decisions for S1

If there are enough places at the chosen school, all applications will be granted by the School Placement Panel. The School Placement Panel is made up of senior officers of the Council.

If there are more applications for S1 than there are places available at a school, the School Placement Panel will allocate the available places. The School Placement Panel may grant some applications and ask for further information to allow it to consider others at a later date. Parents will not be invited to attend the School Placement Panel.

The School Placement Panel will take account of all the information provided in the application form. **Parents should include all the information that they think is important in the application form.**

The School Placement Panel will use the placing in schools guidelines to make placement decisions. These guidelines have been agreed by the Education Executive. The Council has discretion to admit a pupil to any school in special circumstances as determined by the Council. The factors in the guidelines are not in priority order, but when making its decision the School Placement Panel will decide how to prioritise these factors, taking account of all information provided by applicants, and the overall pattern of applications across West Lothian.

Pupil Placement will send parents a letter with the decision by the end of April.

3.2 Decisions for S1 after the School Placement Panel has met

Applications for S1 places received after the School Placement Panel has met will be decided using the delegated authority of the Head of Service (Education). Pupil Placement will send parents a letter with the decision.

3.3 Decisions for S1 after the term has started and for S2 to S6

Applications for places in S1 after the term has started and for other year groups will be decided by the Head Teacher. The chosen school will send parents a letter with the decision.

3.4 Decisions during school holidays

Applications for places during school holidays will be decided by the Head Teacher at the start of term. The chosen school or Pupil Placement will send parents a letter with the decision.

4 IF A PLACE IS REFUSED

4.1 Grounds of Refusal

If the council refuses an application to a secondary school, it must give a reason why, that complies with education law. This is the legal 'ground of refusal'. The main reasons, or 'grounds of refusal', are:-

- Admitting the child would require the employment of an additional teacher
- Admitting the child would require spending a lot of money, for example on providing an additional classroom.
- Admitting the child would be seriously detrimental to other pupils' education.
- Admitting the child would prevent the council reserving a place at the school for a child likely to move into the catchment area of the school.
- Admitting the child would mean that the capacity of the school would be exceeded in terms of pupil numbers.

4.2 Alternative Placement

If the council refuses an application to a secondary school, a place will normally be offered at an alternative school. This may be the second or third choice school, or a catchment school. Only the first choice will be treated as a 'placing request'.

4.3 Waiting lists

A waiting list will be formed for each secondary school where applications have been refused, and all children refused will be placed on the waiting list. A child can only be on the waiting list of the first-choice school. All waiting lists are prioritised in line with

the placing in schools guidelines and decisions made by the School Placement Panel. A child's position in a waiting list can change, for example due to a change of address, or following baptism. A child can move down the waiting list as well as up, for example if someone with a higher priority applies. The length of time a child has been on a waiting list does not give any priority.

Pupil Placement will manage the waiting lists for S1 admissions until the second week of the autumn school term. The Head Teacher of each school will manage waiting lists after this time.

Waiting lists will last for a maximum of one school session. If you want your child to remain on a waiting list for the next school session, you must contact the school. The school may contact you during the session to ask if you want to remain on the waiting list.

Pupil Placement or the secondary school will contact parents if a place becomes available.

4.4 Right of Appeal

If the council refuses an application to a secondary school there is a right of appeal. The right of appeal only applies to the first choice school. Appeals are heard by the West Lothian (Placing in Schools) Appeals Committee. This committee is independent of West Lothian Council. The letter informing parents of refusal of their application will explain how to make an appeal.

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Parents can appeal to the West Lothian (Placing in Schools) Appeal Committee if:-

- they do not receive a decision on an application for S1 by 30 April, when the application was submitted before 15 March, or
- they do not receive a decision on an application for S1 submitted after 15 March, or an application for any other stage, within two months of receipt of the application.

5. ADDITIONAL INFORMATION

5.1 Schools and school handbooks

Details of secondary schools in West Lothian are included in the **Secondary School Admission – Guidance Note**.

Handbooks which give useful information about a school are available from each secondary school. Information is available on the school website. Parents/carers having difficulty accessing this information should contact the school.

5.2 School transport

Parents are responsible for getting their children to and from school. The council will arrange suitable transport free of charge if:

- a pupil at a catchment school does not have a suitable walking route from home

to school or lives more than two miles away from the school by a suitable walking route; or

- the council asks a pupil to go to a non-catchment area school and the pupil lives out with the above distance. (This could happen if a place is not available for the pupil at a catchment school.)

The council will not provide transport if parents choose to send their child to a non-catchment school.

More information can be found on the School Transport section of the West Lothian Council website. www.westlothian.gov.uk/schooltransport

5.3 Children who need additional support for learning

West Lothian Education Service is committed to meeting the needs of all learners through the careful planning and monitoring of learning progress. It is recognised that the needs of the majority of West Lothian's children and young people will be met as a result of the delivery of high quality teaching and learning through the Curriculum for Excellence.

For those children and young people who require additional support in order to fulfil their learning potential, a Continuum of Support framework is in place in West Lothian to ensure that their needs are understood and supported effectively.

The educational needs of most pupils with additional supports needs can be met within a mainstream setting, and so parents should follow this policy and apply for a mainstream school place.

If you intend to make a placing request for specialist provision, please do so in writing to the Education Placement Group.

Parents of children who have been attending a specialist provision in a previous Authority, should contact West Lothian Educational Psychology Service when a moving date and a West Lothian address can be confirmed. The Educational Psychology Service will ask for permission to contact the previous Authority and other relevant agencies for background information and may carry out its own assessment in order to make recommendations for the most appropriate school placement within West Lothian. All information gathered will be shared with the relevant planning group which will make a decision about the school placement.

5.4 Looked after children

In line with legislation, the Council has additional responsibilities for children who are 'looked after'. A child is 'looked after' if the child is cared for, either at home or away from home, as a result of the decision of a court or a children's hearing, or as a result of a voluntary agreement between the parent and the Council's Social Work Department.

5.5 Customer satisfaction

The Council welcomes and values the views of parents on the service received. If parents have any views on the service they should contact Pupil Placement. Each school year, Pupil Placement may also ask a few parents to fill in a short questionnaire on their service.

| | |
|------------------------------|---|
| Policy and Procedure: | Early Admission to Primary School) |
| Author: | Hannah Haywood |
| Service: | Education Services |

Review Date: November 2023

POLICY STATEMENT

The Council does not have to educate children who are not of school age, but parents/carers may apply for early admission to a primary school.

The Council is committed to the pursuit of educational excellence and aims to make the best possible educational provision for all, taking full account of the needs of each individual child or young person.

This policy applies to all children and young people seeking Early Admission to Primary School and follows the principles of Curriculum for Excellence.

Almost all children and young people will move through the primary and secondary stages, along with their same age peer group.

Evidence from research supports the view that it is beneficial for almost all children and young people that they will move through the primary and secondary stages along with their same age peer group, both with regard to social and emotional development and educational progress.

This policy recognises that within each year group there will be a wide range of abilities and needs, and that these can be met within the year group with appropriate differentiation and support.

Refusal to grant a place early is not likely to harm a child's education in the long term. Pre-school education will be tailored to the needs of the individual child. In fact, early admission may itself harm a child's educational development and/or social and emotional development in the short, medium or long term. The child may be too young to cope socially and become frustrated or lose confidence.

In general, a place will only be granted if there is evidence that refusal of the application could harm a child's education in the long-term.

The procedure set out below will be followed where early admission to primary school is requested.

PROCEDURE

Applying for early admission

When applying for early admission, reasons and supporting evidence that refusal of the application could harm a child's education in the long-term must be given. It is not enough simply to show that a child might cope with early admission, is 'ready' for primary school, or just misses the entry date. Parents may provide expert written evidence to support their case. The Council does not provide assessments of children for this purpose.

Who takes the decision to grant or refuse an application for admission?

The School Placement Panel considers all requests for early admission. It takes into account all information supplied to support the application. Before a place is granted, all other ways of providing suitable education will be considered. The School Placement Panel will consider:-

- Whether a pre-school establishment would meet the needs of the child.
- Whether the child has exceptional qualities, for example the child is significantly more advanced than other children of the same age in social interaction and/or intellectual ability, which makes him or her different from other children of the same age.
- Whether not being placed in primary school would harm the child's educational development in the long term

Reasons for refusing applications for admission

If the council refuses an application to a primary school, it must give a reason why that complies with education law. This is the legal 'ground of refusal'. The reason normally given is that the education is not suited to the age, ability or aptitude of the child. There is no right of appeal against refusal of early admission.

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

CONSULTATION ON THE ESTABLISHMENT OF A NEW NON-DENOMINATIONAL PRIMARY SCHOOL AT THE HAWKHILL SITE, WINCHBURGH AND ASSOCIATED PROPOSALS.

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

A. PURPOSE OF REPORT

To seek Education Executive approval to commence public consultation on the establishment of a new non-denominational primary school at Hawkhill, Winchburgh and associated proposals.

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

B. RECOMMENDATION

It is recommended that Education Executive:

Approve commencement of formal consultation in relation to the establishment of a new non-denominational primary school at Hawkhill, Winchburgh and associated proposals.

C. SUMMARY OF IMPLICATIONS

| | | |
|------------|--|---|
| I | Council Values | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | The 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. Children and Young People (Scotland) Act 2014 and UN Convention on the Rights of the Child (Article 12) |
| III | Implications for Scheme of Delegations to Officers | None |

| | | |
|-------------|---|--|
| IV | Impact on performance and performance Indicators | None |
| V | Relevance to Single Outcome Agreement | <p>We are better educated and have access to increased and better-quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> |
| VI | Resources - (Financial, Staffing and Property) | <p>The new school will be fully funded from developer contributions as part of a Section 75 planning agreement.</p> <p>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.</p> |
| VII | Consideration at PDSP | 28 February 2023, the Panel noted the report and agreed that it should be presented to Education Executive for decision. |
| VIII | Other consultations | Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services. Formal consultation involves Parent Council, parents/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools will also be contacted. |

D. TERMS OF REPORT

A site for a proposed new primary school at Block HH6 (Hawkhill site) within the Winchburgh masterplan was identified in the 2018 West Lothian Council Local Development Plan. The site allows for children from the entire Hawkhill housing development and those children from a smaller number of existing dwellings in the vicinity to be educated at a new non-denominational primary school in the development area.

The proposed creation of a new education establishment and review of school catchment area is required to ensure future housing developments in Winchburgh have appropriately associated catchment non-denominational primary schools and also ensure West Lothian Council meets statutory educational responsibilities.

The new primary school will be fully funded from developer contributions as part of a Section 75 planning agreement. The proposal includes the creation of a single stream primary school to accommodate 231. In addition, the new school will have a flexible design that will allow for future expansion.

A 42-place nursery will be a component of the proposed development.

A key aim of the proposal is delivery of an efficient, sustainable learning establishment ensuring the new school is flexible and allows the creative and multiple use of spaces by staff, pupils and the community.

In relation to development schedules the current intention is to commence construction on site in 2024 with an intimated delivery of August 2025.

E. CONCLUSION

Consultation on the creation of a new non-denominational primary school in Winchburgh and a review of new and existing non-denominational school catchment areas is required to ensure new housing developments have appropriate catchment schools specified and ensure West Lothian Council meets its statutory educational responsibilities.

The proposals outlined in the draft Consultation Paper would make best use of existing and future school capacities.

If agreed the outcome of the consultation will be brought back to Education Executive in September 2023.

F. BACKGROUND REFERENCES

Appendices/Attachments:

- Draft Consultation Document
- APPENDIX 2 Existing Winchburgh Primary School Catchment Map
- APPENDIX 3 Proposed Winchburgh Primary School Catchment Map
- APPENDIX 4 Proposed New Non-Denominational Primary School Catchment Map

Contact:

Catherine Campbell, Senior Education Project Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

e-mail Catherine.Campbell@westlothian.gov.uk

Greg Welsh

Head of Education (Primary, Early Years and Resources)

Date of meeting: 21 March 2023

WEST LOTHIAN COUNCIL

DRAFT CONSULTATION DOCUMENT

EDUCATION SERVICES PROPOSAL TO:

- **ESTABLISH A NEW NON-DENOMINATIONAL PRIMARY SCHOOL AT THE HAWKHILL SITE, WINCHBURGH**
- **REVIEW ADMISSION ARRANGEMENTS IN ORDER TO ESTABLISH THE CATCHMENT AREA FOR THE NEW SCHOOL**
- **REVIEW ADMISSION ARRANGEMENTS ARISING FROM ALTERATIONS TO THE NON-DENOMINATIONAL PRIMARY SCHOOL CATCHMENT AREA AT WINCHBURGH PRIMARY SCHOOL**

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 establish a new non-denominational primary school at the Hawkhill site, Winchburgh and review the new and existing non-denominational primary catchment areas.
- 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. EDUCATION SERVICES PROPOSAL TO:

- ESTABLISH A NEW NON-DENOMINATIONAL PRIMARY SCHOOL AT THE HAWKHILL SITE, WINCHBURGH
- REVIEW ADMISSION ARRANGEMENTS IN ORDER TO ESTABLISH THE CATCHMENT AREA FOR THE NEW SCHOOL
- REVIEW ADMISSION ARRANGEMENTS ARISING FROM ALTERATIONS TO THE NON-DENOMINATIONAL PRIMARY SCHOOL CATCHMENT AREA AT WINCHBURGH PRIMARY SCHOOL

2.2 BACKGROUND TO THE PROPOSAL

A site for a proposed new primary school at Hawkhill, Winchburgh was identified in the 2018 West Lothian Local Development Plan. The site allows for children from the entire Hawkhill development and those children from a small number of dwellings in the vicinity to be educated at a new non-denominational primary school within the development area.

At present, Winchburgh Primary School has a permanent capacity of 462 with the addition of Temporary Units (TUs) in 2022 the capacity was increased to 574. There is a current roll of 396 for school session 2022/23.

Winchburgh Primary School will be over its current permanent capacity of 462 by August 2023 and over the extended temporary capacity of 574 by August 2026 if no additional capacity were to be constructed.

Please see Table 1 below indicating Winchburgh Primary School forecast school rolls.

Table 1 – Winchburgh Primary School forecast school rolls from the 2020 based forecasts:

| Capacity | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|
| 462/574 | 396 | 467 | 522 | 573 | 611 | 644 | 657 | 678 |

The proposed creation of a new education establishment and review of school catchment areas are required to ensure future housing developments in Winchburgh have appropriate catchment schools and also ensure West Lothian Council meet statutory educational responsibilities.

Area Maps identifying current and proposed Winchburgh Primary School catchment areas, Appendix 2 and 3 and the proposed new primary school catchment area, Appendix 4 are attached to the Consultation Document.

2.3 SITE LOCATION

The proposed location of the new primary school is Block HH6 (Hawkhill site) within the Winchburgh masterplan, Appendix 1 is attached to the Consultation Document. Currently this location is on the eastern most fringes of Winchburgh, but within the realised masterplan it will be within the heart of a new housing community.

The existing communities at Niddry Road, Main Street, Beatlie Road and the Miner's Rows will be linked to the new school via new surfaced, lit Active Travel routes through the new Hawkhill Neighbourhood Park south of the B9080.

2.4 ADMISSION CRITERIA

Variations to admission arrangements are anticipated as a result of the establishment of a catchment area for the proposed new primary school at Hawkhill and the associated proposal to alter the school catchment area at Winchburgh Primary School. It is proposed to transfer only the areas specified in Appendix 3 of this report. The catchment of the new school is proposed to include approximately 600 existing homes in Winchburgh with around a further 1,500 homes planned in the future development plan. The boundary line would follow the Union canal. The new primary school catchment would also include the communities of Newton, Woodend, Abercorn and Hopetoun which comprise a further 150 homes in total.

The proposed Winchburgh Primary School catchment would consist of 1,600 homes in Winchburgh south and west of the Union Canal and a further 1,400 homes planned in the future development plan.

All other existing catchment area criteria for Winchburgh Primary School will remain unchanged. Younger siblings of those pupils currently attending Winchburgh Primary School and living within the proposed new primary school catchment area will retain catchment status of the older sibling and will be permitted to attend Winchburgh Primary School if parents wish siblings to attend the same school.

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

There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas.

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

Primary to Secondary Transfer Arrangements

The proposed new primary school in the Hawkhill area will be an associated primary school and aligned to Winchburgh Academy. Winchburgh Primary School will continue to be an associated primary school and aligned to Winchburgh Academy. Existing P7-S1 transition arrangements between Winchburgh Primary School and Winchburgh Academy will be unaffected.

2.5 OTHER FACTORS CONSIDERED

- **Transport**

Requests for school transport provisions will be considered in accordance with West Lothian Council's School Transport Policy [School Transport Policy](#)

- **Breakfast Club**

West Lothian Council offer free breakfast provision to all pupils in primary schools. A Breakfast Club at the proposed new primary school will provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options.

- **Name of New Non-Denominational Primary School**

Although not part of this consultation the views of stakeholders on the name of the new primary school at Winchburgh will be considered. A final decision will be made at Education Executive on conclusion of the Statutory Consultation.

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 School Management and Staff Teams
- 3.3 Accommodation
- 3.4 Outdoor Learning
- 3.5 Capacity
- 3.6 Financial Information

3.1 CURRICULUM

The new primary school will be fully equipped to deliver the full breadth of Curriculum for Excellence. Opportunities for learners to achieve across all curricular areas including developing skills, attributes and capabilities through learning aligned with the key principles of Curriculum for Excellence: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

All learners will experience motivating, engaging, well-planned and differentiated learning opportunities that maximise attainment and achievement. Digital literacy will be embedded within the learning experience.

3.2 SCHOOL MANAGEMENT and STAFF TEAMS

West Lothian Council, adhering to statutory recruitment processes, will appoint management and staff to the proposed new primary school. The appointment of Head Teacher will be confirmed well in advance of the opening of the new school. This allows opportunity for the Head Teacher to be involved in the appointment of staff, involved in the final specifications and occupation of the new building and take a key role in developing relationships within the new school community. All newly appointed staff will take a pro-active approach to ensure the new primary school operates efficiently and effectively. Winchburgh Primary School will continue to be staffed and resourced in line with the council's scheme of Devolved School Management. Should there be an instance where staffing adjustments are required at Winchburgh Primary School all actions will be carried out and adhere to existing West Lothian Council Human Resources Policies.

3.3 CLASS STRUCTURE

Class structure and pupil/teacher ratio is arranged internally by school management and will adhere to guidelines set out by Scottish Government Legislations - The Schools General (Scotland) Regulations 1975, The Education (Lower Primary Class Sizes) (Scotland) Regulations 1999.

3.4 ACCOMMODATION

Accommodation at the new primary school will deliver a modern, accessible learning establishment with internal and external provisions fully equipped to deliver a purposeful and resourceful education facility.

With a key focus on delivery of a viable efficient learning establishment it is paramount that West Lothian Council ensure that the proposed new school is flexible and allows the creative and multiple use of spaces by staff and pupils.

Layout and design plans for the new primary school are indicative at this stage and will be an ongoing consideration throughout the Consultation Phase. Sustainability will be a key factor in the design and construction of the new school and will be incorporated into every element of the development process. Due regard will be offered to the materials used for construction, fixtures and fittings, heating systems and lighting provisions.

Initial design intention is that the new primary school will be constructed as a single stream capacity school to accommodate 231 pupils. It will have a flexible design that will allow future expansion.

A 42-place nursery will be a component of the proposed new development.

In relation to development schedules, current planning intention is to commence construction on site in 2024 with an intimated delivery of 2025.

In addition, amended provisions both internally and externally at Winchburgh Primary School are anticipated as a result of the proposals being taken forward including a new gym hall, 4 class extension and additional car parking with completion planned for August 2025. Planned improvements are fully developer funded.

3.5 OUTDOOR LEARNING

The outdoor space at the new primary school will offer scope for development of the outdoor classroom, having a positive impact on the learning environment for all pupils. Playground areas will be spacious and support the development of good relationships and positive behaviour. 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. Sufficient space will be allocated on the grounds for staff and visitor car parking and for the safe and efficient drop off/pick up of pupils. Appropriate car park protocols and risk assessments will be initiated and maintained.

3.6 CAPACITY

The planned capacity for the new primary school will be 231 children. The planned capacity for the new nursery class facility is 42 children aged 3 and 4 years old and includes 10 places for eligible 2-year olds. This capacity is subject to Care Inspectorate registration and confirmation by West Lothian Council.

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 establish a new 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 establish a new school are prescribed as follows:

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

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

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

The consultation period will incorporate a period of 30 school days (excluding any school holiday) from **Monday 24th April 2023 until Friday 9th June 2023**. 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 **Winchburgh Primary School, Glendevon Park Winchburgh, West Lothian, EH52 6UE on Monday 29th May 2023**

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 9th June 2023**.

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 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 in the new session in **September 2023**.

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

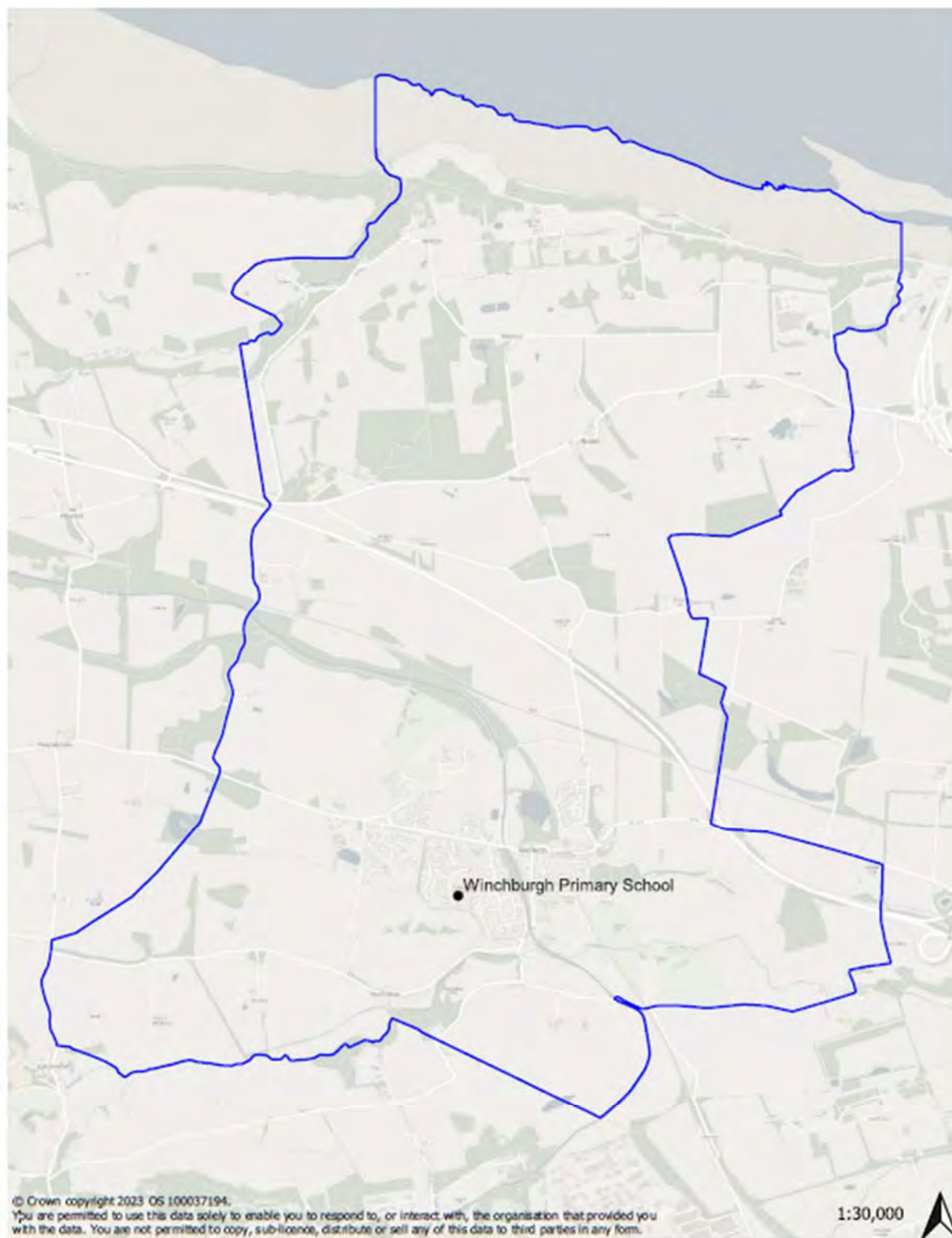
DRAFT Statutory Consultation Timeline – Winchburgh new non-denominational Primary School.

| Date | Event | Description |
|--------------------|--|--|
| 28 February 2023 | Education PDSP Meeting | To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation |
| 21 March 2023 | Education Executive Meeting | Meeting to discuss proposal and agree continuation to statutory consultation phase |
| 24 April 2023 | Start of Consultation | Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days) |
| 29 May 2023 | Public Meeting | Public Meetings to discuss proposal |
| 09 June 2023 | End of Consultation | End of Public Consultation |
| TBC June 2023 | 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 |
| TBC July 2023 | Deadline for Education Scotland three week period for reporting back to Education Services | Education Scotland response to West Lothian Council submission |
| TBC August 2023 | 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 |
| TBC August 2023 | Publication of final consultation report | A minimum of three weeks after publication of consultation report Authority will make final decision |
| TBC September 2023 | Education Executive Meeting | Decision made |

APPENDIX 1 THE SITE - SCALE 1/2500@A3



APPENDIX 2 Existing Winchburgh Primary School Catchment



**West Lothian
Council**

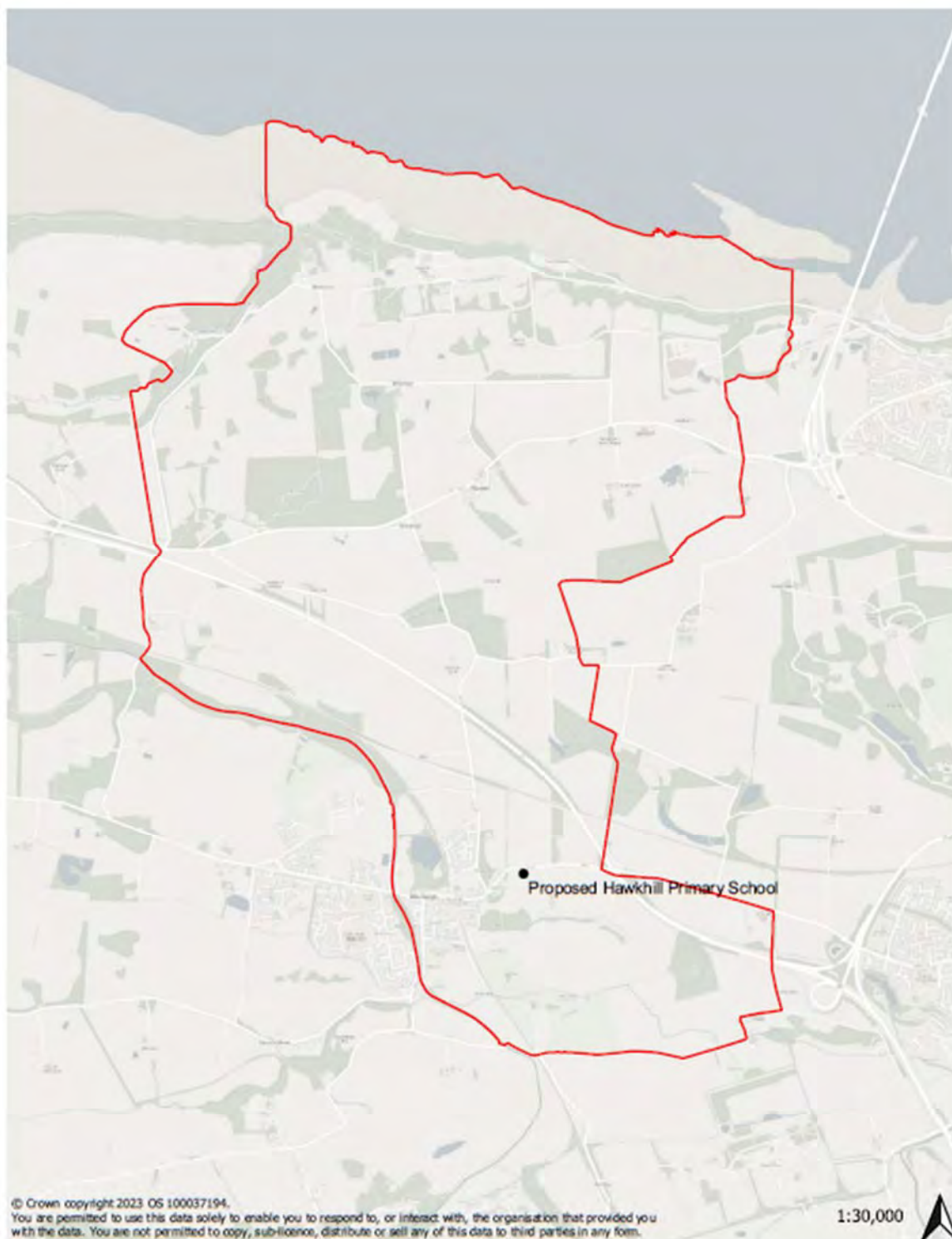
**Current Winchburgh Primary School Catchment
Area**

APPENDIX 3 Proposed Winchburgh Primary School Catchment



**Proposed Winchburgh Primary School
Catchment Area**

APPENDIX 4 Proposed Hawkhill Primary School Catchment



**Proposed Hawkhill Primary School Catchment
Area**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

CONSULTATION ON REVIEW OF ADMISSION ARRANGEMENTS AT BATHGATE ACADEMY AND LINLITHGOW ACADEMY

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 review of admission arrangements at Bathgate Academy and Linlithgow Academy.

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) | 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. Children and Young People (Scotland) Act 2014 and UN Convention on the Rights of the Child (Article 12) |
| III | Implications for Scheme of Delegations to Officers | None |
| IV | Impact on performance and performance Indicators | None |

| | | |
|-------------|---|---|
| V | Relevance to Single Outcome Agreement | <p>We are better educated and have access to increased and better-quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> |
| VI | Resources - (Financial, Staffing and Property) | <p>None</p> <p>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.</p> |
| VII | Consideration at PDSP | <p>The report was considered at the PDSP on 28 February 2023 and the Panel were content that the report be considered by the Education Executive.</p> |
| VIII | Other consultations | <p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services. Formal consultation involves Parent Council, parents/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools will also be contacted.</p> |

D. TERMS OF REPORT

Education Executive on 17 January 2023 approved a number of changes to Primary school catchments in the Linlithgow and Bathgate Hills area including a change to 17 properties in the Tartraven area south of Beecraigs which were transferred from the Boghall PS catchment to the Linlithgow PS catchment.

The purpose of this review is to ensure the non-denominational secondary catchments remain aligned with primary school catchments by transferring the same 17 properties at Tartraven from Bathgate Academy to Linlithgow Academy.

The Bathgate Academy catchment will then be comprised of the entire catchments of Balbardie PS, Boghall PS, Simpson PS, Blackburn PS and Murrayfield PS.

The Linlithgow Academy catchment will be comprised of the entire catchments of Linlithgow PS, Linlithgow Bridge PS, Lowport PS, Springfield PS, Torphichen PS, Westfield PS and Bridgend PS.

The area of change 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. As of January 2023, they are also located in the Linlithgow Primary School catchment. The proposed change to Linlithgow Academy fits better with local community ties and ensures that primary to secondary catchments are fully aligned.

There are currently no children living in this area who attend West Lothian Council education establishments.

E. CONCLUSION

Consultation on review of admission arrangements at Bathgate Academy and Linlithgow Academy.

The proposals outlined in the draft Consultation Paper would make best use of existing and future school capacities.

F. BACKGROUND REFERENCES

Appendices/Attachments:

- Draft Consultation Document
- APPENDIX 1 Existing Bathgate Academy Catchment Map
- APPENDIX 2 Existing Linlithgow Academy Catchment Map
- APPENDIX 3 Proposed Bathgate Academy Catchment Map
- APPENDIX 4 Proposed Linlithgow Academy Catchment Map

Contact:

Andrew Cotton, Senior Education Planning Officer, West Lothian Civic Centre,
Howden South Road, Livingston, West Lothian, EH54 6FF

e-mail andrew.cotton@westlothian.gov.uk

Greg Welsh

Head of Education (Primary, Early Years and Resources)

Date of meeting: 21 March 2023

WEST LoTHIAN COUNCIL

DRAFT CONSULTATION DOCUMENT

EDUCATION SERVICES PROPOSALS TO:

- **REVIEW ADMISSION ARRANGEMENTS ARISING FROM ALTERATIONS TO THE NON-DENOMINATIONAL SECONDARY SCHOOL CATCHMENT AREA AT BATHGATE ACADEMY AND LINLITHGOW ACADEMY.**

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 review of admission arrangements at Bathgate Academy and Linlithgow Academy.
- 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. EDUCATION SERVICES PROPOSALS TO:

- Review admission arrangements at Bathgate Academy and Linlithgow Academy.

2.2 BACKGROUND TO THE PROPOSAL

West Lothian Council Education Executive on 17 January 2023 approved a number of changes to Primary school catchments in the Linlithgow and Bathgate Hills area including a change to 17 properties in the Tartraven area south of Beecraigs which were transferred from the Boghall PS catchment to the Linlithgow PS catchment.

The purpose of this review is to ensure the non-denominational secondary catchments remain aligned with primary school catchments by transferring the same 17 properties at Tartraven from Bathgate Academy to Linlithgow Academy.

The area of change 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. As of January 2023, they are also located in the Linlithgow Primary School catchment. The proposed change to Linlithgow Academy fits better with local community ties and ensures that primary to secondary catchments are fully aligned.

There are currently no children living in this area who attend West Lothian Council education establishments.

2.3 ADMISSION CRITERIA

All other catchment area criteria will remain unchanged.

There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas.

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

Primary to Secondary Transfer Arrangements

The Bathgate Academy catchment will be comprised of the entire catchments of Balbardie PS, Boghall PS, Simpson PS, Blackburn PS and Murrayfield PS.

The Linlithgow Academy catchment will be comprised of the entire catchments of Linlithgow PS, Linlithgow Bridge PS, Lowport PS, Springfield PS, Torphichen PS, Westfield PS and Bridgend PS.

2.5 OTHER FACTORS CONSIDERED

- **Transport**

Requests for school transport provisions will be considered in accordance with West Lothian Council's School Transport Policy [School Transport Policy](#).

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 Secondary School Alignment

3.1 CURRICULUM

Both secondary schools will be fully equipped to deliver the full breadth of Curriculum for Excellence. Opportunities for learners to achieve across all curricular areas including developing skills, attributes and capabilities through learning aligned with the key principles of Curriculum for Excellence: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

All learners will experience motivating, engaging, well-planned and differentiated learning opportunities that maximise attainment and achievement. Digital literacy will be embedded within the learning experience.

3.2 SECONDARY SCHOOL ALIGNMENT

The proposed review of admission arrangements ensures that the catchments of all West Lothian Secondary Schools remain entirely aligned with primary school catchments and ensure that all children can progress to secondary school with their primary school peers.

The Bathgate Academy catchment will be comprised of the entire catchments of Balbardie PS, Boghall PS, Simpson PS, Blackburn PS and Murrayfield PS.

The Linlithgow Academy catchment will be comprised of the entire catchments of Linlithgow PS, Linlithgow Bridge PS, Lowport PS, Springfield PS, Torphichen PS, Westfield PS and Bridgend PS.

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 review admission arrangements 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 review admission arrangements 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 24th April 2023 until Friday 9th June 2023**. 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 **Linlithgow Academy, West Lothian, EH49 6EH on Tuesday 16th May 2023**

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 9th June 2023**.

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.

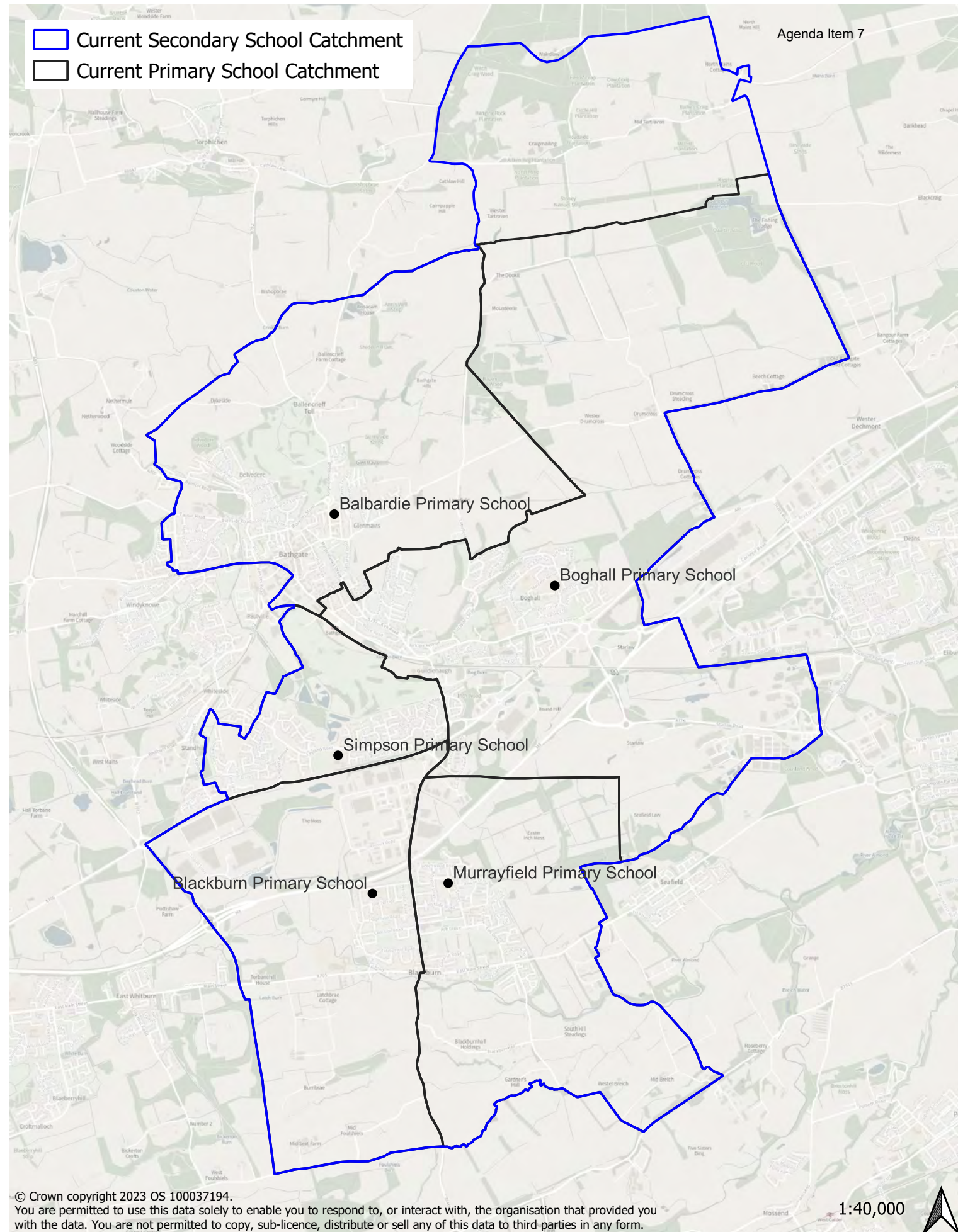
West Lothian Council will not make any decision, or put any changes into effect, until the Final Consultation Report has been concluded, published and subsequently presented to the Education Executive in the new session in **September 2023**.

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

DRAFT Statutory Consultation Timeline – review of admission arrangements at Bathgate Academy and Linlithgow Academy.

| Date | Event | Description |
|--------------------|--|---|
| 28 February 2023 | Education PDSP Meeting | To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation |
| 21 March 2023 | Education Executive Meeting | Meeting to discuss proposal and agree continuation to statutory consultation phase |
| 24 April 2023 | Start of Consultation | Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days) |
| 16 May 2023 | Public Meeting | Public Meetings to discuss proposal |
| 09 June 2023 | End of Consultation | End of Public Consultation |
| TBC June 2023 | 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 |
| TBC July 2023 | Deadline for Education Scotland three week period for reporting back to Education Services | Education Scotland response to West Lothian Council submission |
| TBC August 2023 | 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 |
| TBC August 2023 | Publication of final consultation report | A minimum of three weeks after publication of consultation report Authority will make final decision |
| TBC September 2023 | Education Executive Meeting | Decision made |

- Current Secondary School Catchment
- Current Primary School Catchment



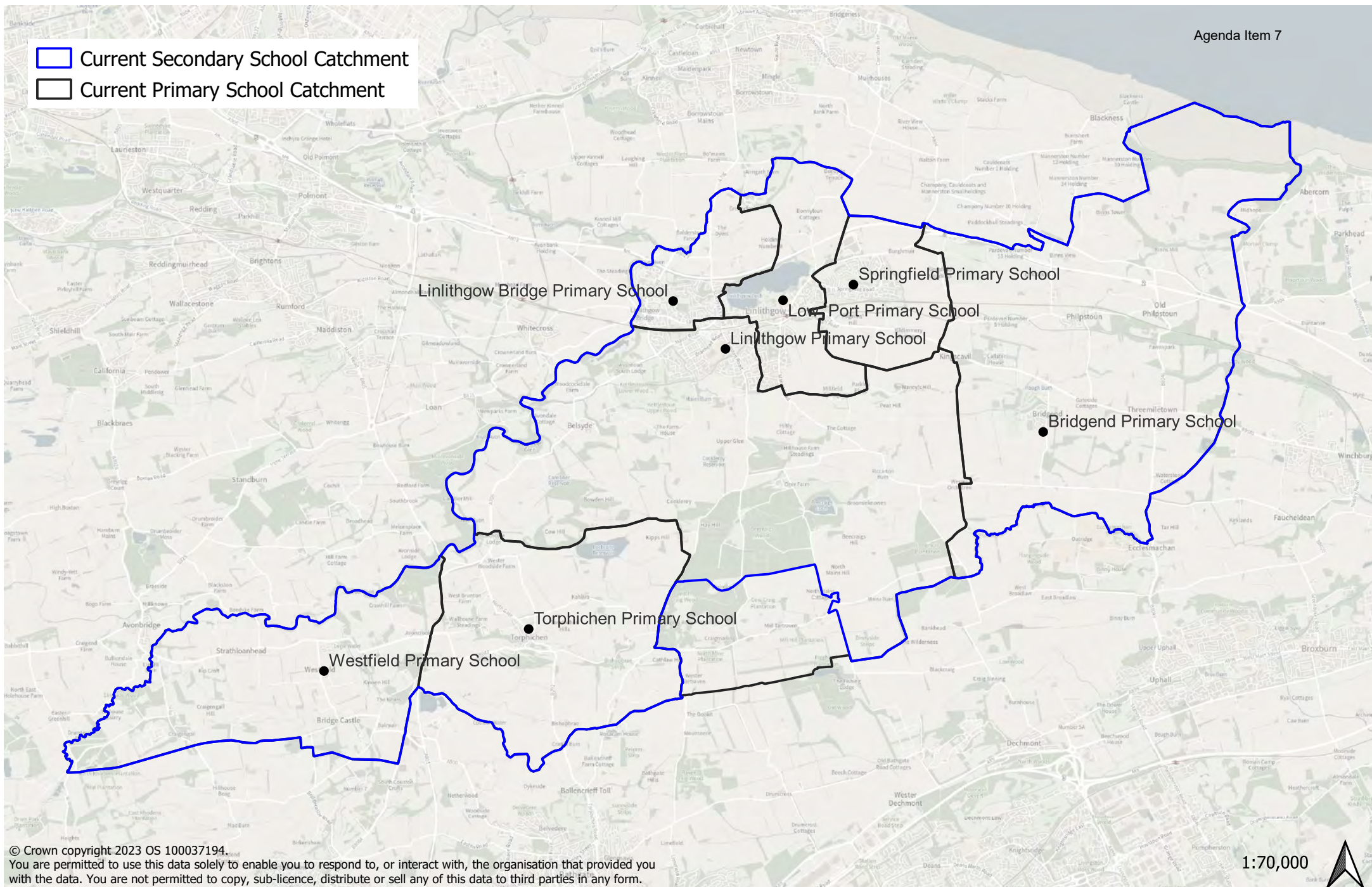
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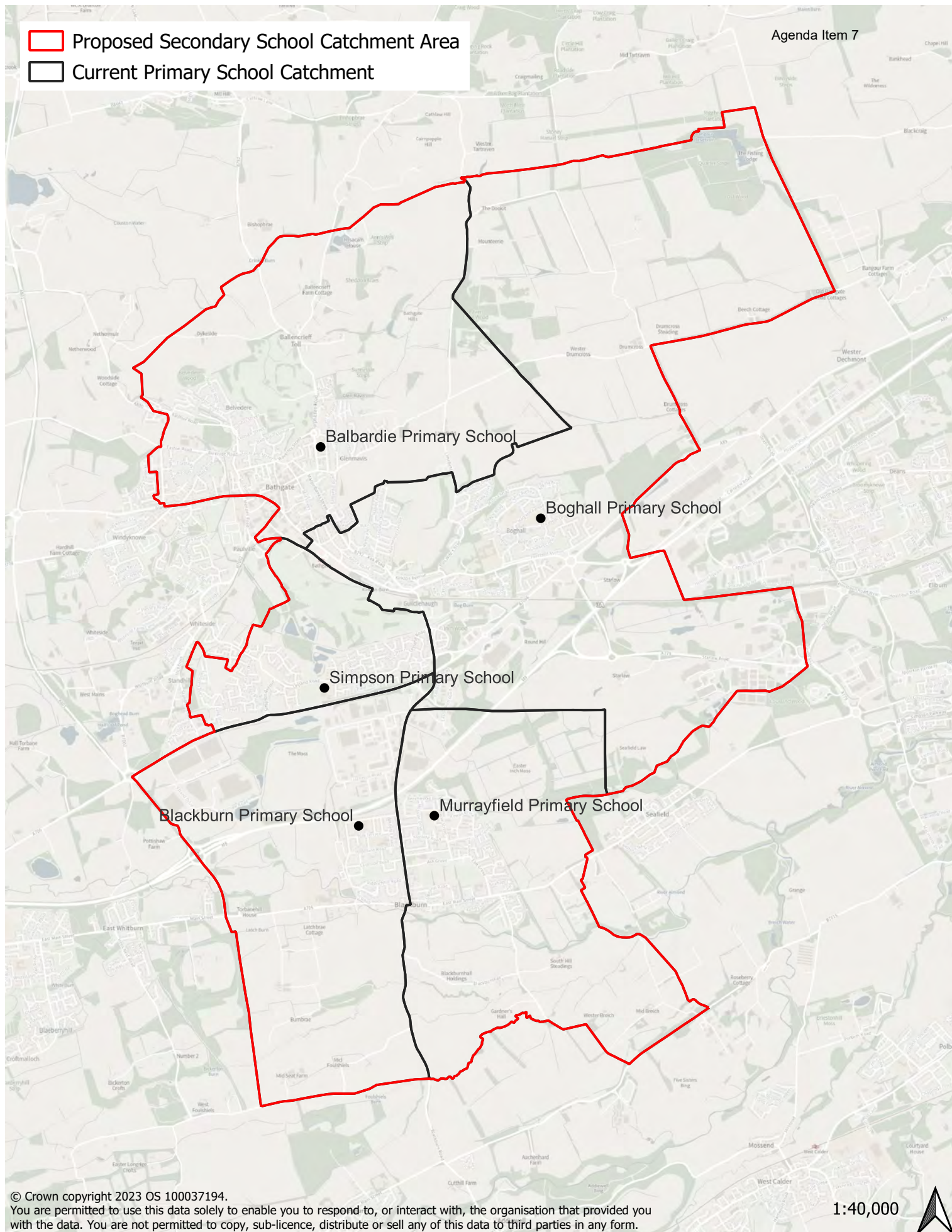
- Current Secondary School Catchment
- Current Primary School Catchment



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- Proposed Secondary School Catchment Area
- Current Primary School Catchment



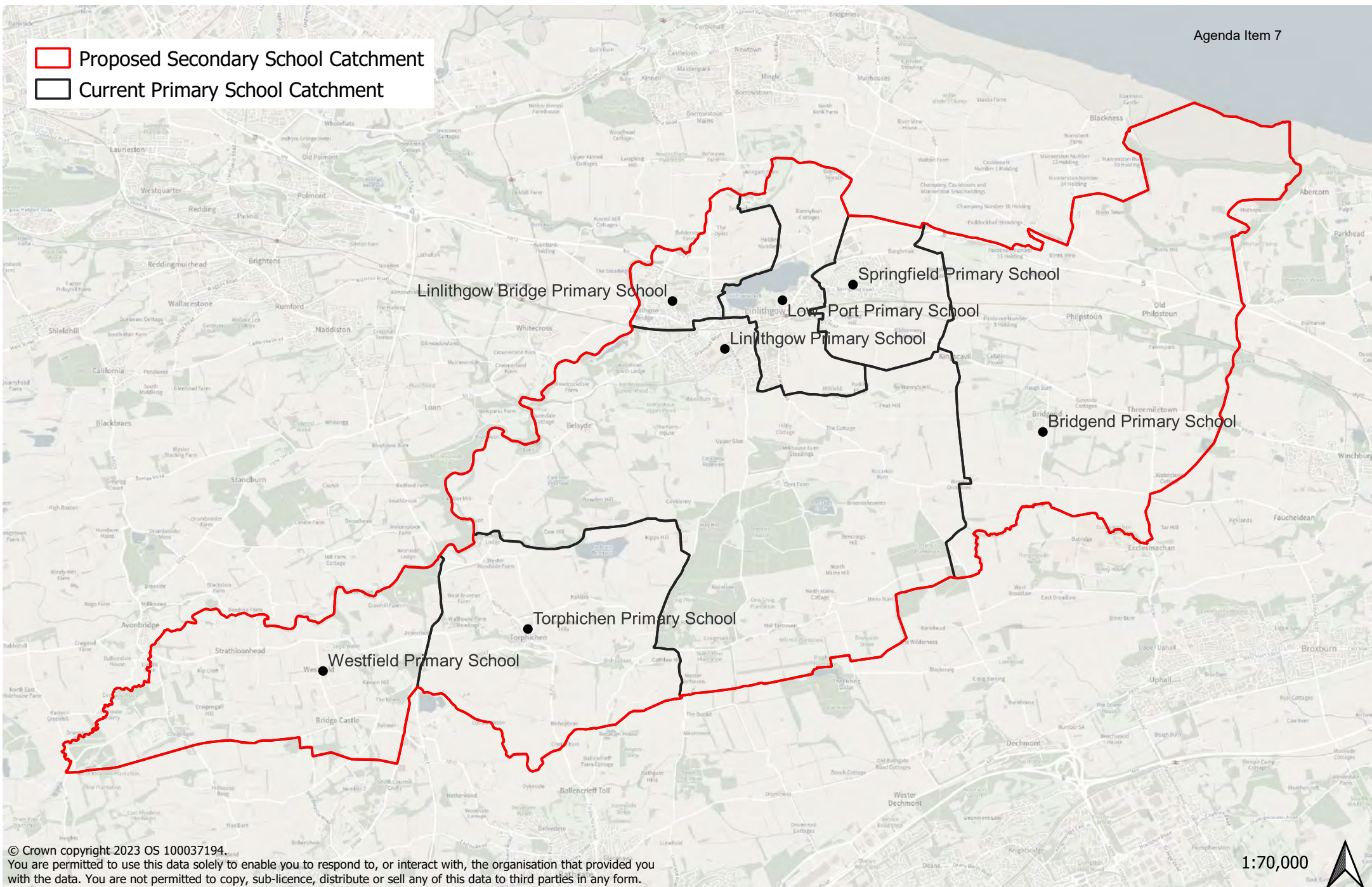
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- Proposed Secondary School Catchment
- Current Primary School Catchment



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DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

ADDITIONAL SCHOOL HOLIDAY TO MARK THE CORONATION OF KING CHARLES III

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To seek the agreement of the Education Executive to arrangements for schools and early learning and childcare establishments to mark the coronation of King Charles III by closing on Monday 8 May 2023, within the framework agreed by the Council Executive at its meeting on 28 February 2023.

B. RECOMMENDATION

Following the agreement of the Council Executive to grant all Council staff an additional day of annual leave on Monday 8 May 2023, it is recommended that schools and early learning and childcare establishments close on this date, and that the permission of Scottish Ministers is sought to reduce the number of days of education to 189.

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>Regulation 5 of the Schools General (Scotland) Regulations 1975 (which requires authorities to secure that schools are open for 190 school days in every school year).</p> <p>Requirement to provide 1140 hours of Early Learning and Childcare.</p> <p>Permission of Scottish Ministers is required to reduce the number of days of school education.</p> |
| III | Implications for Scheme of Delegations to Officers | None |
| IV | Impact on performance and performance Indicators | SQA examinations scheduled for Monday 8 May 2023 will be moved to an alternative date and so it is not anticipated that they will be impacted by this additional holiday. |

| | | |
|-------------|---|---|
| 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) | None |
| VII | Consideration at PDSP | Not possible in order to make an early decision to allow parents/carers and schools to plan for the additional holiday. |
| VIII | Other consultations | Consultation with the teaching and non teaching unions. The teaching and non-teaching unions are content with the proposal. |

D. TERMS OF REPORT

The First Minister has confirmed, along with the other nations of the United Kingdom, the introduction of a Bank Holiday to mark the celebration of His Majesty's Coronation.

The Council Executive, at its meeting on 28 February 2023, agreed a recommendation that an additional day of annual leave is granted to all employees to mark the coronation of King Charles III, to be taken, where possible, on Monday 8 May 2023. This will result in all council offices and buildings, including schools and early learning and childcare establishments closing on Monday 8 May 2023. The Council Executive noted that the Education Executive will be asked to agree arrangements for schools.

The Scottish Government has asked councils to ensure that families are able to take part in celebrations of the coronation of King Charles III and is supportive of this day being a school holiday. The Scottish Government has informed Councils that they may apply to reduce the number of days of education in school session 2022/3 to 189 days.

Following the Council Executive agreeing that all Council staff are granted an additional day of annual leave on Monday 8 May 2023, it is recommended that schools and early learning and childcare establishments close on this date, and that the permission of Scottish Ministers is sought to reduce the number of days of education to 189.

SQA exams were scheduled to take place on this date. In light of the announced public holiday, no exams will now take place on Monday 8 May 2023. SQA has engaged with partners in finalising where the relevant exams should be moved within the existing timetable, and will be informing centres of the finalised arrangements shortly.

This will provide all pupils and all staff with an extra holiday to enable them to celebrate the coronation of King Charles III. It will be in line with arrangements adopted for other Council services and staff.

E. CONCLUSION

The agreement of the Education Executive is sought for arrangements for schools to mark the coronation of King Charles III, within the framework agreed by the Council Executive at its meeting on 28 February 2023. It is proposed that schools and early learning and childcare establishments close on this date, and that the permission of Scottish Ministers is sought to reduce the number of days of education to 189.

F. BACKGROUND REFERENCES

Correspondence from Scottish Government.

Report to Council Executive 28 February 2023

Appendices/Attachments: None

Contact Person: Andrew Sneddon, Service Manager, Education Services.

Elaine Cook, Depute Chief Executive

Date of meeting: 21 March 2023