

REPORT TO: Education Committee

MEETING DATE: 12 March 2013

BY: Executive Director (Services for People)

SUBJECT: Reserving Places in Schools for
District Pupils Who Move Into the Catchment
Area during the Academic Year 2013/14

Aberlady Primary School
Campie Primary School
Cockenzie Primary School
Dunbar Primary School
East Linton Primary School
Haddington Infant School
Law Primary School
Longniddry Primary School
Macmerry Primary School
Musselburgh Burgh Primary School
Ormiston Primary School
Pencaitland Primary School
Pinkie St Peter's Primary School
Sanderson's Wynd Primary School
St Martin's RC Primary School
St Mary's RC Primary School
Stoneyhill Primary School
Windygoul Primary School
Dunbar Grammar School
Knox Academy
Musselburgh Grammar School
North Berwick High School

1 PURPOSE

- 1.1 To obtain Committee approval for retaining places for incoming catchment pupils at the above mentioned schools for session 2013/14.

2 RECOMMENDATIONS

- 2.1 The Committee is asked to agree to hold in reserve places for incoming catchment pupils for session 2013/14 as detailed below:

i. Aberlady Primary School

Reserve all places within the school due to the limited space available and the number of pupils migrating in to the area. The school has capacity for a maximum of 6 classes and has been capped at 150 to ensure pupils can be accommodated within the school. Currently 144 pupils are expected for 2013/14 which means there will only be six places available in the whole school.

ii. Windygoul Primary School

Reserve all places within the school due to limited number of classrooms and the house building in the catchment area which is producing an extensive number of pupils migrating in requiring places at various stages throughout the school.

iii. Primary schools

Reserve the number of places detailed below in each year group between Primary One and Primary seven. The class organisation may be a mixture of straight and composite classes.

| School | Number of reserved places per stage | | | | | | |
|----------------------------------|-------------------------------------|----|----|----|----|----|----|
| | P1 | P2 | P3 | P4 | P5 | P6 | P7 |
| Campie Primary School | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Cockenzie Primary School | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Dunbar Primary School | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| East Linton Primary School | 1 | 1 | 1 | 1 | - | - | - |
| Haddington Infant School | 2 | 2 | 2 | - | - | - | - |
| Law Primary School | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Longniddry Primary School | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Musselburgh Burgh Primary School | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Ormiston Primary School | 1 | - | - | - | - | - | - |
| Pencaitland Primary School | 1 | - | - | - | - | - | - |
| Pinkie St Peter's Primary School | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| St Martin's RC Primary School | 1 | - | - | - | - | - | - |

| School | Number of reserved places per stage | | | | | | |
|---------------------------------|-------------------------------------|----|----|----|----|----|----|
| | P1 | P2 | P3 | P4 | P5 | P6 | P7 |
| Sanderson's Wynd Primary School | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Stoneyhill Primary School | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

Reserve the number of places detailed below in each composite class

| School | No of composite classes | No of reserved places per class |
|-----------------------------|-------------------------|---------------------------------|
| Macmerry Primary School | 5 | 1 |
| Saltoun Primary School | 3 | 1 |
| St Mary's RC Primary School | 5 | 1 |
| Whitecraig Primary School | 4 | 1 |

iv. Secondary Schools S1 and S2

Reserve the number of places in as detailed in the table below.

| School | Maximum number of places in S1 including reserved places | Number of reserved places in S1 | Maximum number of places in S2 including reserved places | Number of reserved places in S2 |
|----------------------------|--|---------------------------------|--|---------------------------------|
| Dunbar Grammar School | 180 | 6 | 160 | 5 |
| Knox Academy | 140 | 5 | 140 | 3 |
| Musselburgh Grammar School | 240 | 8 | 240 | 8 |
| North Berwick High School | 160 | 6 | 160 | 5 |

v. Secondary Schools S3 and S4

Reserve the number of places as detailed in the table below

| School | Maximum number of places in S3 including reserved places | Number of places reserved in S3 | Maximum number of places in S4 including reserved places | Number of places reserved in S4 |
|----------------------------|--|---------------------------------|--|---------------------------------|
| Dunbar Grammar School | 160 | 3 | 160 | 3 |
| Knox Academy | 140 | 4 | 160 | 4 |
| Musselburgh Grammar School | 240 | 5 | 240 | 5 |
| North Berwick High School | 180 | 4 | 180 | 4 |

- 2.2 To delegate any changes to the number of places held in reserve to the Executive Director, in consultation with the Convener, should the number of pupils requiring a place at the school significantly decrease.

3 BACKGROUND

3.1 Acts and Regulations

The Education (Scotland) Act 1996 Placing Requests Part IV: Section 33, allowed education authorities to reserve places for incoming pupils into catchment areas of schools. This has helped Education Authorities to manage their schools and prevent them being at capacity at commencement of an academic year to accommodate incoming catchment pupils at their catchment schools when they move into the area during the academic year.

Section 28A (3A) of the Education (Scotland) Act 1980 (as amended) provides a general principle that, "so far as is compatible with the provision of suitable instruction and training and the avoidance of unreasonable public expenditure, pupils are to be educated in accordance with the wishes of their parents". This is what we strive to do whilst also ensuring that we can as above accommodate incoming pupils to catchment schools. Acceptance of a placing request for a child who is resident out with the catchment area of a specified school could prevent the education authority from retaining reserved places at the specified school or in relation to any particular stage of education at the school. It is for this reason that the Education Authority may refuse to grant a placing request where that would impact on our ability to reserve places in schools.

Section 28A (3C) of the 1980 Act notes that “reserved places” means those “places (not exceeding such number or, as the case may be, such percentage of places at the school or relating to a particular stage of education as may be prescribed by regulations) as are in the opinion of the education authority reasonably required to accommodate pupils likely to become resident in the catchment area of the school in the period from the time of consideration of the placing request up to and during the year from 1 August to which the placing request relates”.

The result of this is that when considering the number of reserved places required for a school we have to consider the likelihood of pupils becoming resident within the catchment area of the school over the forthcoming academic year. This requires an analysis of various factors to deciding how many places should be reserved, as outlined below.

3.2 Information

The following factors have been considered for both primary and secondary schools in order to determine the appropriate number of reserved places which are likely to be required for pupils moving into the catchment area of the school during 2013/14:

- a) The proposed level of capping at the school and number of expected pupils
- b) Local development plans
- c) Current and planned house builds within those plans
- d) Projected school rolls
- e) Projected migration into the catchment area
- f) Information about reserved places from previous years
- g) School capacities
- h) Information known to us for example about families moving into the area before/after commencement of the academic year.

For secondary schools, where it has been identified that reserved places are likely to be required as a guiding principal we propose that a minimum of one place be reserved for every 30 pupils (rounded to the nearest 30 where the class intake has been capped). Pupils are timetabled in secondary schools in groups of 20 for practical classes and 30 for non-practical classes; in addition rooms in schools are only furnished to accommodate a maximum of 30 pupils per non-practical class. The factors noted above shall then be considered to confirm whether this number is reasonable and reflects the likely number of pupils to become resident in the catchment in the forthcoming academic year. The number of reserved places can then be increased or decreased accordingly. This method allows an immediate number of reserved places to be identified and then adjusted to ensure it fairly reflects both the Education Authorities' requirements and the legislation.

Calculating the number of reserved places and pupil placement is characterised and affected by the complexity of pupils flows within and out with East Lothian. It is also a constantly evolving situation due to late applications and pupils being withdrawn from schools. This can mean the demand for places in a

school for pupils within the catchment area can change before commencement of the academic year. The number of reserved places in this report reflects our understanding of the likely number of anticipated catchment pupils moving into catchment in the forthcoming academic year. Should some of the reserved places at schools not be required or the situation change Committee is asked to delegate any reduction in reserved places to the Executive Director in consultation with the Convener. Where reserved places as detailed in this report are set as reserved places they will be protected for incoming catchment pupils. Should it not be possible to reserve all those places before commencement of the academic year then it is intended to protect those and make them available as reserved places as they become free over the academic year so they are protected for incoming catchment pupils.

4 POLICY IMPLICATIONS

4.1 There are no policy implications in this report for the Council.

5 EQUALITIES IMPACT ASSESSMENT

5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

6.1 Financial - None

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 None

| | |
|----------------------|--|
| AUTHOR'S NAME | Fiona Brown |
| DESIGNATION | Principal Officer, Business Unit |
| CONTACT INFO | Tel: 01620 827415 Email: fbrown@eastlothian.gov.uk |
| DATE | 12 February 2013 |