

FALKIRK COUNCIL

Subject: REQUEST TO UNDERTAKE A FORMAL CONSULTATION ON A PROPOSAL TO CHANGE THE ADMISSIONS POLICY
Meeting: EDUCATION EXECUTIVE
Date: 29 April 2014
Author: JOING ACTING DIRECTOR OF EDUCATION

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:

- provide details surrounding a proposal to make changes to the Falkirk Council Admissions Policy; and
- request permission to carry out a formal consultation in accordance with the Schools Consultation (Scotland) Act 2010.

2. BACKGROUND

2.1 Enrolment Pressures at Denominational Schools

Although Falkirk Council has made considerable investment to provide additional capacity within our denominational school estate, the demand for places at a number of denominational primary schools and St Mungo's High School has continued to increase to a level that can no longer be sustained.

In 2009, the replacement St Mungo's High School opened with an additional 200 spaces in order to accommodate a rising school roll. Despite this, the occupancy levels reached 95% by August 2011 and have remained very high ever since. As a consequence, intake at St Mungo's High School was capped at 240 by Council agreement in August 2012 to protect capacity at the school.

Following a formal consultation, the Education Committee also agreed to change the Falkirk Council Admissions Policy on 30 October 2012 to require a placing request to be submitted for these pupils transferring from non-denominational primary schools to St Mungo's High School. This was intended to reduce the long-term demand for places at St Mungo's High School, and provide the authority with increased control over admissions and reserved places to protect capacity at the school for pupils likely to move into the catchment during the school year.

In the denominational primary sector, a new single stream primary school, St Bernadette's, was built and opened in August 2012. This additional capacity, in association with a major rezoning of several school catchments, was intended to reduce the pressure on St Andrew's and St Francis Xavier's Primary schools. In actual fact, all available spaces have been filled at St Bernadette's and demand has remained very high at St Andrew's and St Francis Xavier's.

2.2 Capping Intake in August 2013

In August 2013 it was necessary to cap intake at all of the St Mungo's High School feeder primary schools to both protect capacity at several of these schools, including St Bernadette's Primary School, and to prevent over-subscription at St Mungo's High School longer term. As a consequence of this decision, nearly 40 pupils were refused enrolment to these schools in August 2013.

2.3 Inability to Retain Reserved Places for Families Moving into Catchment Area

In addition to 40 pupils being refused enrolment as the demand came from pupils that live in these schools' catchment areas, no reserved places could be retained, as a consequence, there are no places available in Primary 1 at many of these schools for RC pupils that have moved into the area during the course of the current academic year. There are currently 8 RC baptised Primary 1 pupils awaiting a place in their local denominational school.

2.4 Plans to Reduce Enrolment Risks at Denominational Schools

This report proposes that the Admission Policy is changed so that non-RC baptised pupils are required to submit a placing request to attend denominational primary schools. In these circumstances, the local denominational school would no longer be their catchment school and primary places would only be automatically allocated to RC baptised pupils. This would enable Education Services to reserve places for potential catchment (RC baptised) pupils into the catchment area before consideration of any placing requests. This would reduce the risk that places are not available for RC baptised pupils at their local denominational primary school when they move into or within the Falkirk Council area, as highlighted in Section 2.3. It will also reduce demand for places at St Mungo's High School longer term.

2.5 Right of Appeal

It should also be noted that, for those non- RC baptised catchment pupils refused a place at these capped primaries, the requirement for a placing request would give parents the right to appeal the decision. There is an established appeal process to support this. Currently, if a catchment pupil is unsuccessful in getting a primary 1 place due to capping, they are offered a place at their alternative non-denominational school and have no recourse to appeal the decision.

3. **PROPOSED CHANGE TO THE ADMISSIONS POLICY**

3.1 Current policy

Pupils can enrol at their catchment denominational or non-denominational school when they:

- start in Primary 1
- move into the Falkirk Council area (at any year stage)

If a pupil moves between the denominational and non-denominational stream at any other year stage, a placing request is required.

3.2 Proposed change to current policy

The proposed change in policy would mean that pupils who can demonstrate affiliation to the RC Church by means of a baptismal certificate would remain entitled to enrol at a denominational primary school:

- at the start of Primary 1; or
- at any year stage if they are moving into the Falkirk Council area.

All other pupils however would be required to submit a placing request to attend a denominational primary school.

The required changes to the wording of the Admissions Policy are detailed in Appendix 1.

3.3 Date of Proposed Change

It is proposed that this change in the Admissions Policy would take effect in time for the August 2015 intake. The enrolment process for the school session 2015/16 begins in December 2014.

4. **LEGISLATIVE CONSIDERATIONS**

4.1 Provision of Denominational Schools

The Education (Scotland) Act 1980 allows for the provision of denominational schools by education authorities. In general, the effect of the Act is that where such provision is made, there is an expectation that it will be maintained as long as demand for such provision remains. In this Council area the only denominational schools are Roman Catholic.

The long-standing statutory basis for the provision of denominational education is reflected in the provision made for this within the Equality Act 2010. That Act recognises that education authorities can prioritise the admission of young people of the denomination of the school, in this case Roman Catholic.

4.2 Legislative Right of Parent to Choose Any School Regardless of Denomination

- Section 9 of the Education (Scotland) Act 1980 states that every public school should be open to pupils of all denominations.
- Denominational schools in Falkirk Council area are open to pupils of all denominations and faiths, subject to catchment area and parental choice conditions being met.

Education authorities have the right to manage pupil intake for schools. Falkirk Council does this as follows:

- The Admissions Policy gives priority to pupils enrolling at a denominational (Roman Catholic) school where parents can demonstrate affiliation to the Catholic faith by means of a baptismal certificate for the child that is enrolling.
- This is applied at some schools where demand for places exceeds the intake capacity.

The proposed change to the Admissions Policy (Proposal 1) would continue to ensure that denominational schools are open to pupils from all denominations and faiths through the placing request process, and at the same time it would increase the priority given to Catholic pupils living within each school's catchment where spaces are limited.

4.3 Placing Request Legislation (Parental Choice)

The Education (Scotland) Act 1980 Section 28A sets out the duties of Education Authorities in relation to placing requests. Parents have the right to express a preference for the particular school that they want their child to attend. A request by a parent/carer of a child to attend their non-catchment school is done through a placing request. This must be submitted in writing to the Director of Education.

Although the council has a legal duty to grant such a request whenever possible, a number of other factors will affect the council's ability to grant a placing request. These could be:

- the capacity of the school
- the current roll
- the number of children who already live in the catchment area.
- the number of reserved places being held.
- legislative class size limits

Each authority normally specifies a hierarchical order of priorities for approving placing requests. This varies from authority to authority.

4.4 Reserved Places

Reserved places are defined in Section 28A(3C) of the Education (Scotland) Act 1980 as follows:

"reserved places' means such number of places (not exceeding such number or, as the case may be, such percentage of places at the school or relating to the 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; and different numbers or, as the case may be, percentages may be prescribed under this subsection for the purpose of different cases or circumstances.'

In summary, this means that the Authority can reserve a reasonable number of places in each year group, at each school, as required for the coming/current school session only.

The change to the Admissions Policy proposed would mean that the “catchment” for denominational primary schools includes RC baptised pupils only, so that spaces can be reserved for Catholic pupils that are likely to move into the area.

4.5 Statutory Consultation Requirements

A proposal to vary any admission arrangements for a school, including a proposal to make or modify guidelines in respect of the handling of placing requests, requires a formal consultation to be carried out in accordance with the Schools (Consultation) (Scotland) Act 2010.

The proposal will require the modification of the Falkirk Council Admissions Policy with respect to the handling of placing requests, so a formal consultation will be necessary before any final recommendations are made.

Section 6 contains details of the proposed consultation.

5. IMPLICATIONS OF PROPOSED CHANGE TO ADMISSIONS POLICY

5.1 Educational Benefits Statement

The proposal aims to:

- reduce the risk of capacity/accommodation pressures arising at denominational schools;
- manage denominational school admissions more effectively through the use of placing requests; and
- reduce the risk that Catholic pupils are unable to enrol at their catchment denominational school.

Very high occupancies can result in overcrowding and timetabling constraints where specialist accommodation is required. This can have a detrimental impact on the education on offer at the school. This proposal would aim to manage demand sufficiently to ensure that occupancies can remain at more optimum/manageable levels for the foreseeable future.

There are an increasing number of RC baptised pupils on the waiting list for a place at their local denominational primary school because all spaces have been filled when they move into the area. This can lead to an extended period where these pupils must be accommodated at a denominational school outwith their local community area or at the local non-denominational school.

Introducing more control on school admissions would ensure that, where a denominational school fills up completely, places can still be reserved for Catholic pupils moving into the area. This would have the effect that these waiting lists would reduce and potentially disappear completely, rather than continue to increase as we expect them to. There are educational benefits arising from this because pupils will face less disruption and be more settled if they are accommodated in the local denominational school. This is because:

- they will not need to travel to an alternative school in a different area and possibly attend a different school than their sibling(s);
- they will not face the prospect of a second transfer between schools after moving into an area.

If denominational school waiting lists continue to grow, then additional capacity may eventually be required at one or more of these schools in order that the Council can meet its duties to provide a denominational education. This would be financially onerous and could mean reduced capital investment in other projects. Any additional capacity provided would also increase the pressure on all communal/ancillary areas such as the dining hall, assembly hall and PE facilities. The additional control on denominational school admissions that is proposed would allow the Council to manage demand for places so that this statutory duty can continue to be met comfortably within the existing denominational school estate.

5.2 School Transport Implications

The catchments areas of denominational schools cover a wider area than those of the non-denominational high school catchments. For this reason there is a greater requirement for the provision of transport as a higher proportion of pupils are transport entitled.

The proposed change to the Admissions Policy would have the following impact on school transport provision:

- Non RC baptised pupil that enrol at denominational schools would be required to do so by means of a placing request, so would not be transport entitled. This would mean that such pupils would be required to pay a fare when using a school bus, or make their own way to school.
- The reduction in demand for places at denominational schools would, as a consequence, reduce the overall number of pupils that the Council must provide transport for.

5.3 Equality Impact Assessment (EQIA)

- Whilst the proposed policy change would discriminate to some extent on religious grounds, this is permissible for denominational school admissions within the terms of the Equality Act 2010.
- The EQIA screening process has identified the requirement for a full Equality Impact Assessment to be carried out following the consultation and prior to recommending implementation of any policy changes.

6. **STATUTORY CONSULTATION PROCESS**

6.1 Statutory Requirements

The consultation on changes to the Admissions Policy would be carried out in accordance with the requirements of the Schools (Consultation) (Scotland) Act 2010.

6.2 Consultation Period

It is proposed that the consultation takes place for 8 weeks between 6 May 2014 and 27 June 2014. This exceeds the legislative minimum period of 30 term-time days.

6.3 Publicity

To initiate the consultation process, and in accordance with the legislation, a statutory notice will be placed in the Falkirk Herald, the Falkirk Advertiser and the Bo'ness Journal.

6.4 Public Meeting

3 public meetings are proposed as follows:

- St Patrick's Primary School on Tuesday 20 May at 7:00 pm
- St Mary's Primary School, Bo'ness on Tuesday 27 May at 7:00 pm
- St Mungo's High School on Monday 9 June 2014 at 7.00 pm.

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- 6.5 Statutory Consultees

The consultative document with a pro forma response form (attached as Appendix 2) will be sent to:

 - (i) Parents
 - The parents of pupils at all denominational schools
 - The parents of all pre-school pupils at Falkirk Council and partner nurseries
 - (ii) The parent councils of all Falkirk Council denominational schools and St Modan's High School in Stirling.
 - (iii) Staff at all denominational schools will be invited to respond using an online pro forma survey available through the council's intranet.
 - (iv) Local community councils.
 - (v) All elected members.
 - (vi) Education Scotland.
 - (vii) The Roman Catholic Church.
 - (viii) Trade unions represented at Falkirk Council schools
 - (ix) Stirling and Clackmannanshire Councils (both served by St Modan's High School)

The consultative document will also be made available during the consultation period at:

- Schools/nurseries and partner pre-school establishments
- council offices
- libraries
- one-stop shops
- online on the council's website
- Education Services Headquarters (Sealock House) and Camelon Education Centre.

6.6 Involvement of Education Scotland

The involvement of Education Scotland is a requirement of the 2010 Act. There is no requirement for decisions to be referred to government ministers following a consultation, except for school closure proposals.

Education Scotland will be invited to attend the public meetings and to discuss proposals with Education Services officers during the consultation period.

At the end of the consultation period, and in accordance with the requirements of the Act, a copy of all representations received will be forwarded to Education Scotland who are then required to submit a report back to the council within 3 weeks.

6.7 Consultation Report

Following receipt of the Education Scotland report, Education Services will then prepare and publish a Consultation Report which will detail all responses to the consultation and include:

- letters and e-mails received
- a summary of pro forma responses

- minutes of the public meetings
- the report from Education Scotland.
- A response to the issues raised during the consultation and to the report by Education Scotland

The consultation report will be published on the Falkirk Council website and respondents to the consultation made aware of it at least 3 weeks before a decision to proceed with any changes (as proposed) is made.

A change to the existing arrangement will need to be in place by November 2014 to permit any change to the P1 intake for session 2015/16. These arrangements are communicated annually by letter to parents, via each primary school in November. This is in advance of the placing request round which commences in December 2014 for P1 intake in August 2015.

7. RECOMMENDATIONS

7.1 Education Executive is asked to approve:

- (i) that the appropriate consultation, as required by the Schools (Consultation) (Scotland) Act 2010, takes place on both of the proposals to change the Council's Admissions Policy (as outlined in Section 3);
- (ii) that the result of this consultation is reported back to Education Executive with an appropriate recommendation.

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Joint Acting Director of Education

Date: 15 April 2014

Contact Officer: Richard Teed, ext 6621

LIST OF BACKGROUND PAPERS

NIL

Denominational School Admissions Criteria - Proposed Changes to the Current Admissions Policy

It is proposed that the following sections are amended as follows:

SECTION 6 - CHOOSING A SCHOOL

Section 6.1(b) – Catchment Area Schools - Denominational

Current wording:

"Similarly each denominational school's catchment area covers a number of associated non-denominational school catchments.

At the outset of the P1 stage of a child's education a parent can choose whether to send their child to their catchment area denominational or non-denominational school regardless of their religion (subject to Admissions Criteria as outlined in 8.2(b)(i)). Subsequently, any movement between denominational/non-denominational schools will require a placing request and distance entitled transport will not normally be provided (subject to exceptions in section 9)."

Proposed wording:

"At the outset of the P1 stage of a child's education, or when they move into the Falkirk Council area a parent can choose whether to send their child to their catchment area denominational school (subject to the Admissions Criteria as outlined in 8.2B(i)) if they can demonstrate that child's affiliation to the denomination in whose interests the school is managed by means of a baptismal certificate, otherwise a placing request is required. Subsequently, any movement between denominational/non-denominational schools will require a placing request and distance entitled transport will not normally be provided (subject to exceptions in section 9)".

SECTION 14 – PRIORITISING PLACING REQUESTS

The reference to prioritising pupils attending the nursery at a requested primary school will be extended to include reference to pupils attending the feeder primary school for a requested secondary school. For example, this would mean that a placing request for St Mungo's High School from a pupil attending a denominational school in the St Mungo's cluster will have a higher priority than a pupil attending a non-denominational primary school.

Section 14.3

Current wording:

"Where at any stage the application of the above priorities results in unresolved competition for places, those competing requests shall be determined by the application of the following criteria in the order shown:

- (i) In the case of denominational schools, children whose parents can demonstrate affiliation to the denomination in whose interests the school is managed by means of a baptismal certificate.
- (ii) Multiple sets of siblings of the same age: twins, triplets, etc.
- (iii) The number of siblings a child has at the specified school - the more siblings attending the specified school, the higher the priority.

- (iv) The ages of the siblings a child has at the school - the nearer their youngest sibling is to their year group, the higher the priority.
- (v) Child attending the nursery class at the specified school.
- (vi) Where all the above criteria have been applied and there is still unresolved competition amongst enrolments, a ballot will take place."

Proposed wording:

"Where the application of the above priorities results in unresolved competition for places, those competing requests shall be determined by the application of the following criteria in the order shown:

- (i) In the case of denominational schools, children whose parents can demonstrate affiliation to the denomination in whose interests the school is managed by means of a baptismal certificate.
- (ii) Multiple sets of siblings of the same age: twins, triplets, etc.
- (iii) The number of siblings a child has at the specified school - the more siblings attending the specified school, the higher the priority.
- (iv) The ages of the siblings a child has at the school - the nearer their youngest sibling is to their year group, the higher the priority.
- (v) Child attending the nursery class at the specified primary school or attending a feeder primary school for the specified secondary school.
- (vi) Where all the above criteria have been applied and there is still unresolved competition amongst enrolments, a ballot will take place."



PROPOSAL FOR A CHANGE IN THE SCHOOLS ADMISSIONS POLICY

A CONSULTATIVE DOCUMENT

1 PROPOSAL

Background	<p>In recent years, Falkirk Council has made a considerable investment to increase denominational school capacity to meet an increasing demand for places. Despite this, the demand for places at a number of denominational schools has increased to a level that can no longer be met.</p> <p>A new single stream denominational primary school (St Bernadette's in Stenhousemuir) was opened in August 2012 and this additional capacity, in association with a major rezoning of several school catchments, was intended to reduce the pressure on St Andrew's and St Francis Xavier's Primary schools. In actual fact, all available spaces have been filled at St Bernadette's and demand has remained very high at St Andrew's, St Francis Xavier's and other denominational primary schools.</p> <p>In August 2013 it was necessary to cap intake at all of the St Mungo's High School feeder schools to protect capacity at several of these schools and to prevent over-subscription at St Mungo's High School longer term. Across the Council area, nearly 40 pupils were refused enrolment to these schools. It was not possible to reserve any places for pupils likely to move into the area because the demand came from pupils that live in the catchment areas of these schools. As a consequence, there are no places available in Primary 1 at several denominational primary schools for Catholic pupils that move into the area, and this has resulted in a growing waiting list for places at denominational schools from Catholic pupils moving into or around the Falkirk Council area.</p> <p>Falkirk Council has a legal duty to offer a denominational education to Roman Catholic families and this proposal to change the Admissions Policy aims to ensure that this is possible.</p>
Proposals	<p>Currently all pupils can choose to enrol at their catchment denominational school when they:</p> <ul style="list-style-type: none">• start in Primary 1• move into the Falkirk Council area at any year stage. <p>It is proposed that the Council's Admissions Policy is changed so that pupils that can demonstrate affiliation to the RC church by means of a baptismal certificate would remain entitled to enrol at their catchment denominational school in these circumstances, but all other pupils would be required to submit a placing request.</p>
Legislation and Current Policy	<p>Denominational schools in the Falkirk Council area are open to pupils of all denominations, all faiths and none, in the same way that non-denominational schools are. This reflects the duties outlined for education authorities in the Education (Scotland) Act 1980.</p> <p>However, this legislation also gives education authorities the right to manage pupil intake for schools and in Falkirk Council schools, priority is given to pupils baptised as Roman Catholic where demand exceeds available places at a denominational school.</p> <p>The proposed change would mean that if spaces are limited at a denominational school, placing requests can be refused to reserve places for Catholic pupils likely to move into a school's catchment area during the school year.</p>
Outcome of the Proposed Change	<p>The proposed change in the admission policy is intended to:</p> <ul style="list-style-type: none">• reduce the risk that a denominational education cannot be offered to Catholic pupils moving into the area.• reduce demand for intake to denominational primary schools and longer term at St Mungo's High School and therefore lessen the risk that these schools will be operating at full capacity.

Consultative Document

Who Would Be Affected? New Enrolments at Denominational Schools
Following the proposed change, only pupils that can demonstrate affiliation to the RC Church by means of a baptismal certificate will be automatically entitled to enrol at their local denominational primary school. All other pupils wanting to attend a denominational school will be required to submit a placing request.

Although existing pupils at denominational schools would be unaffected by these changes (see below), they may have younger siblings that would be affected when they come to enrol.

Whilst most placing requests are granted, they are always subject to the availability of spaces so cannot be guaranteed in advance, or for younger siblings that will be transferring in future years. Free school transport will not be offered to pupils enrolling through a placing request, regardless of home to school distance.

Currently, if a non-RC baptised pupil is unsuccessful in enrolling at their catchment denominational primary school because spaces are limited, they will be offered a place at the local non-denominational primary school and there is no right of appeal. The proposed change in policy would mean that they can only enrol by submitting a placing request and if this is refused, there is a legal right of appeal and an established appeal process.

Pupils Currently at Denominational Schools

- **St Mungo's Cluster Primary Schools/St Mungo's High School**
Pupils that are currently attending their catchment denominational primary schools that are not RC baptised would remain entitled to transfer to St Mungo's High School without the requirement for a placing request, and will also retain their entitlement to free school transport. All pupils currently attending St Mungo's High School will retain their entitlement to free school transport where this already exists.
- **St Patrick's Primary School/St Modan's High School**
Pupils living in the Denny area wishing to attend St Modan's High School in Stirling are subject to Stirling Council's Admissions Policy which already requires a placing request for the transfer of pupils from St Patrick's Primary School if they are not RC baptised. However, Falkirk Council currently provide free school transport for all catchment pupils that transfer from St Patrick's Primary School to St Modan's High School. This proposed change in the Falkirk Council Admissions Policy would not affect existing pupils at either of these schools, and free transport will continue to be offered to current (catchment) St Patrick's Primary School pupils that transfer to St Modan's High School.

Date of Change It is proposed that this change will come into effect prior to December 2014. This is the first date on which placing requests are accepted for the August 2015 primary intake.

Educational Benefits This proposal aims to:

- reduce the risk of capacity/accommodation pressures arising at denominational schools;
- manage denominational school admissions more effectively through the use of placing requests;
- reduce the risk that Catholic pupils are unable to attend their catchment denominational school.

Very high occupancies can result in overcrowding and timetabling constraints that can have a detrimental impact on the education on offer at the school. This proposal would aim to reduce demand sufficiently to ensure that occupancies can remain at more optimum levels for the foreseeable future.

There are an increasing number of Catholic pupils on the waiting list for a place at their local denominational primary school because all spaces have been filled when they move into the area. This can lead to an extended period where these pupils must be accommodated at a denominational school outwith their local community area or at the local non-denominational school.

Introducing more control on school admissions would ensure that, where demand for a denominational school would fill the school completely, places can still be reserved for Catholic pupils moving into the area. This would have the effect that current denominational school waiting lists would reduce and potentially disappear completely rather than continue to increase as currently expected. There are educational benefits arising from this because pupils will face less disruption and be more settled if they are accommodated in the local denominational school because:

- they will not need to travel to an alternative school in a different area and possibly a different school to their sibling(s);
- they will not face the prospect of a second transfer between schools after moving into the area.

If denominational school waiting lists continue to grow, then additional capacity may eventually be required at one or more of these schools in order that the Council can meet its legal duty to provide a denominational education. This would be financially onerous and could reduce the capital investment available for projects in other areas of the school estate. This proposed additional control on denominational school admissions would allow the Council to manage demand for places so that this statutory duty can be met comfortably within the existing denominational school estate.

2 CONSULTATION

Legislation	Schools (Consultation) (Scotland) Act 2010 A formal consultation is required for any proposal to change the Council's policy with respect to Placing Requests. This consultation fully accords with the requirements of this legislation.
Consultees	<p>During the consultation period, in accordance with legislative requirements, views are being sought from a range of interested parties including:</p> <ul style="list-style-type: none">• Parents of all pre-school children attending Falkirk Council nurseries and all pupils attending denominational schools.• The Parent Councils of all denominational schools• Denominational school staff and trade unions• Pupils at denominational schools• Community Councils• Elected members• Education Scotland• The Roman Catholic Church• Stirling and Clackmannanshire Councils
Consultation Period	The consultation is taking place over an 8 week period between 6 May and 27 June 2014
Public Meeting	<p>Three public meetings to discuss the proposal will be held as follows:</p> <ul style="list-style-type: none">• St Patrick's Primary School, Denny on Tuesday 20 May 2014 at 7pm.• St Mary's Primary School, Bo'ness on Tuesday 27 May 2014 at 7pm.• St Mungo's High School, Falkirk on Monday 9 June 2014 at 7pm. <p>Everyone is welcome to attend.</p> <p>Officers of the Council will be present to discuss these proposals and there will be an opportunity to ask questions at the meeting. We appreciate, however, that there will be limited time at the meeting to discuss everything fully and not everyone is comfortable with speaking in a public meeting.</p> <p>To make sure all issues are covered and everyone gets the opportunity to contribute to the discussion, we are happy to accept advance notice of specific questions or issues you would like to raise at this meeting. Advance questions will be accepted <u>in writing only</u> up to 2 days in advance of the meeting (see contact details below). Please let us know how the proposals would affect you and your family, and whether you would like to be named at the meeting as asking the particular question you submit.</p>
How to Respond	<p>Interested parties are encouraged to complete and return the pro-forma attached with this proposal document. It asks some specific questions regarding the proposal, and provides the opportunity to detail any issues of concern. Separate written submissions regarding this proposal will also be accepted by letter or e-mail until Friday 27 June 2014 when the consultation period ends.</p>

We will be happy to discuss these proposals on the phone, but telephone conversations will not be recorded as part of the consultation and all submissions should be in writing.

Consultative Document

Following the Consultation

Education Scotland will receive details of consultation responses and the public meetings and will provide Education Services with a report after the consultation.

Education Services will then prepare a **consultation report** which will be published on the council website and it will also be made available to read at libraries, council offices and at Education Services HQ (Sealock House in Grangemouth).

The consultation report will be discussed by councillors at the Education Executive later in the year. They will consider whether this proposed change to admissions arrangements should go ahead.

Contact Details

If you would like to discuss these proposals or have any queries regarding the consultation process, please phone us on 01324 506608 or 506621.

When completed, please return the attached pro-forma and any further written submission regarding these proposals to *Admissions Policy Consultation, Education Services, Sealock House, 2 Inchyra Road, Grangemouth, FK3 9XB* or by e-mail to educ.consultation@falkirk.gov.uk



3 RESPONSE FORM

PROPOSAL FOR A CHANGE IN THE SCHOOLS ADMISSIONS POLICY

Name:

Address:

Contact Telephone Number:

Contact Email Address:

Name of Pupil(s) Concerned:
(where relevant)

Name of School(s) Attended:
(where relevant)

QU1: Do you agree with the proposed change in the Falkirk Council Admissions Policy to require a Placing Request for non-RC baptised pupils to attend denominational schools? ☐ Yes ☐ No

QU 2: Do you have any further comments on this proposal? (please continue overleaf if necessary)

Please complete and return this form by **Friday 27 June 2014** to:

Admissions Policy Consultation
Education Services
Sealock House, 2 Inchyra Road
Grangemouth FK3 9XB

Or by e-mail to: educ.consultation@falkirk.gov.uk