

## I. ENTRY, PLACING AND ATTENDANCE OF PUPILS

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## I. ENTRY, PLACING AND ATTENDANCE OF PUPILS

Source	Description	Reference
SEM	Primary Education	SEM 1.3.1 et seq
WEBSITE (FOR SCHOOLS AND PARENTS)	Entry to school and other guidance and information on educational issues	<a href="http://www.parentzonescotland.gov.uk">www.parentzonescotland.gov.uk</a>

### I.1 ENTRY TO SCHOOL (GENERAL)

- I.1.1 Entry to school is governed by the Education (Scotland) Act 1980 as amended. Under this legislation, local entry (ie from a school's catchment area) in the primary and secondary sectors is under the direct control of schools and Head Teachers are expected to deal with all related enquiries. Placing and early entry requests are not approved by schools but are under the control of the relevant Head of Service (HOS.)
- I.1.2 Birth certificates should be checked for all new entrants to school at whatever stage. Where a parent is unable to provide a birth certificate for the school to check they should be advised to seek a copy certificate (for Scottish births) from the General Register Office for Scotland, New Register House, 3 West Register Street, Edinburgh EH1 3YT (Tel. ordering service on +44 131 314 4411.) Further information can be obtained at [www.gro-scotland.gov.uk](http://www.gro-scotland.gov.uk). The child should be allowed to enter school but any undue delay in receiving a copy certificate from the parent (eg more than one month from the date of entry) should be reported to the HOS who will advise on any further action to be taken. <sup>1</sup> If the parent is unable to produce a child's birth certificate but has a recent child passport, Head Teachers may at their discretion take that as an acceptable substitute.
- I.1.3 Where a pupil is already in primary or secondary education, the child's records (including all electronic records) should be obtained from the school which he/she has left. Records should be requested in writing as authorities are unlikely to respond to email or telephone requests for Data Protection reasons. Schools responding to written requests for records from other schools should ensure that such records are sent via recorded delivery or, if more convenient locally, are delivered by hand by a member of school staff. For security reasons, electronic records should currently be sent on disc or CDROM (even between Western Isles schools) and not by email. Schools should discuss any problems in this regard with their Business Support Officer (BSO.)
- I.1.4 Legislation does not confer on parents a legal right to a place at the school of their choice under all circumstances. Parents do however have a universal right to express a preference. The Education (Scotland) Act 1980 places upon the authority the duty of arranging for a parent to 'express a preference as to the school at which he wishes education to be provided for his child in the exercise of the Authority's functions and to give reasons for his preference.'
- I.1.5 Head Teachers should take particular care to follow the procedures set out in sections I.2 to I.5 below as appeals cases under the legislation have been sustained on the grounds of incorrect procedure, either by an individual school or by an Education Department. If the Head Teacher is in any doubt about issues in this or other SAH sections they should contact their BSO or HOS to discuss.

### I.2 PRIMARY ENTRY

#### General

- I.2.1 Children beginning school in the Western Isles are admitted once a year. In January of each year, the Education Department places advertisements in local papers advising parents that

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<sup>1</sup> Schools should also seek advice from their Head of Service if there is undue delay or difficulty in obtaining a pupil's records from another school outwith the Western Isles.

eligible **primary** entrants should be registered for enrolment in their local school. In practice, children are admitted to school in August when they are of the appropriate age, i.e. are 5 years of age at that time or will reach 5 years of age by the last day of the February following the August sessional start. (This is the group generally classed as "the Rising Fives".) Schools will be notified annually by the Department of specific primary entry dates for that year.

Source	Description	Reference
SEM	Early admission to Primary School	SEM 1.3.3.6 et seq

### Early entry

- I.2.2 Under-age children are not covered by the placement legislation. Under-age entry is entirely at the discretion of the Education Authority and parents have no right of appeal to the Sheriff in the event of a refusal. The Education Authority will only consider the admission of children whose birthday falls later in the year than the February deadline if it is felt that circumstances justify early entry and having regard to the authority's pre-school provision.
- I.2.3 Parents who approach the school should be advised that the school can only deal with those entitled to entry and that in the case of those children whose birthday falls outwith the normal entry period, parents must apply in writing to the Head of Service, Inclusion and Early Years. No indication of willingness or ability to admit an underage child should be given by the school. An application form for early entry is attached at Appendix I.1.

### Deferred entry

- I.2.4 Parents of children who have not reached the age of 5 years by the August starting date of the new session, have the right, if they wish, **not** to send their child to school in that session. Where a parent wishes their child to remain for a further year in pre-school education that pre-school place will be funded by the Comhairle. (For parents who do not wish to send their child to school after this further year, please see I.3.)

Source	Description	Reference
SEM	Choice of School	SEM 1.5

### Placement entry (primary)

- I.2.5 Parents can request that their child be admitted to a school which is not the local school. Consistently, some applications indicate that parents have already visited the school of their choice and quote it as being "willing and able" to accommodate the particular child. Where a school is contacted by parents, they should avoid giving any such indications to parents, as, in the event of refusal, the parents may seek to involve the school against the Department in Court. The correct procedure, in the event of an approach by parents outwith the catchment area, is to indicate that the school can deal only with local applications and that any requests for entry from parents outwith the school's catchment area should be made by the parents in writing, to the Head of Service, Inclusion and Early Years. An application form for placing requests is attached at Appendix I.2.
- I.2.6 The grounds for refusing a placing request are set out at SEM 1.5.6 –1.5.6.1. In practice, a placing request is likely to be accepted by the Department if no current or future additional expenditure is required but Head Teachers will be consulted on all occasions before a decision is taken. An important feature of accepting a placing request is that the Department is not obliged to fund related travelling expenditure and this duty remains the parents' responsibility. Parents may, of course, be able to use existing transport at no extra cost to the Comhairle.
- I.2.7 Entry to the nearest Gaelic Medium Unit (where that is not the nearest school) does not constitute a placing request and the Department will fund school transport in these cases.

### Placement entry (secondary)

- 1.2.8 The above procedures should be followed for secondary placing requests except that the parent should be asked to send their application to the Head of Secondary Education and Human Resources.

### Placing policy – order of priority for entry to school

- 1.2.9 When allocating school places in the Comhairle's primary and secondary schools, the following order of priority shall apply:
- (a) pupils already attending the school;
  - (b) pupils within the school's catchment area;
  - (c) if the order of entry within the school's catchment area requires to be determined then the following order of priority will apply:
    - (i) those pupils with siblings already attending the school; and then
    - (ii) those pupils who would be best suited to attend a particular school having regard to transport considerations; and then
    - (iii) by order of date in which the parents' application for their child(ren)'s enrolment was received by the school;
  - (d) pupils who, in the judgment of the authority, have medical, special educational or other specific needs which can best be met at a particular school;
  - (e) pupils who are the subject of a placing request in the following order of priority:
    - (i) those pupils with siblings already attending the school; and then
    - (ii) those pupils for whom attendance at a particular school would be most suitable having regard to transport considerations<sup>2</sup>; and then
    - (iii) by order of date in which the parents' placing request was received by the authority.

### Placing request (change of address)

- 1.2.10 Cases where a pupil's residence changes so that the pupil now resides in another school's catchment area should also be treated as placing requests (immediately upon notification of the change) and referred to the relevant Head of Service.

### Notification to parents of education authority decisions

- 1.2.11 All decisions made by the education authority with regard to the placing of a pupil will be confirmed to the parent in writing as soon as practicable after the decision is made.

Source	Description	Reference
SEM	Education at Home	SEM 1.6
SEED	Education of Children Absent from School Through Ill-Health	Circular 5/01

## I.3 EDUCATION OUTWITH SCHOOL

### Home Education

- 1.3.1 Parents have a legal responsibility to provide education for their child. The majority of parents choose to fulfil this duty by sending their child to school regularly, but parents can also choose

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<sup>2</sup> Parents are required to meet additional transport costs arising as a result of a placing request.

to provide education at home. Parents who wish to provide home education for a child who attends a local authority school must seek the consent of the education authority to withdraw the child from school. An authority cannot withhold consent unreasonably. If a child has not attended a local authority school there is no requirement to seek consent from an education authority to educate the child at home. Local authorities also have a duty to intervene if they have reason to believe that the parents' educational provision is not suitable to the age, ability and aptitude of the child. This duty applies equally in relation to all children, regardless of whether or not they have previously attended a local authority school.

1.3.2 Such cases will be considered by the relevant Head of Service. Where a parent indicates their intention to withdraw a child from school and educate the child at home, the parent should be issued with a copy of the application form at Appendix I.3 and invited to complete it and send it to the relevant Head of Service. In these cases (and in any other cases where the Head Teacher is aware of a child being educated at home who has not previously been brought to the attention of the authority) the Head Teacher should alert the relevant Head of Service to the issue as soon as possible.

1.3.3 Further information for parents on home education can be found at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

### **Education of Children Absent from School Through Ill-Health**

1.3.4 Education Authorities have a statutory duty to make special arrangements for children who, for health reasons, are unable to attend school (*Standards in Scotland's Schools etc. Act 2000 S.40.*) Within the constraints of their medical condition and the context in which they find themselves, children should receive education which is 'directed to the development of the personality, talents and mental and physical abilities of the child or young person to their fullest potential'.

1.3.5 Absences from school may be single and prolonged or may comprise many periods of absence of varying length. They should not lead to deprivation of education, and such cases should therefore be referred to the Head of Inclusion and Early Education within 15 working days (continuous) or 20 working days (intermittent) absence for verifiable medical reasons. Where it is known in advance that an absence is likely to qualify as above, the case should be referred to the Head of Inclusion and Early Education immediately.

1.3.6 Delivery of education provision will be arranged by the Education Department in consultation with the school. The Head of Inclusion and Early Education will designate an appropriate member of staff as a "key contact" to maintain the necessary links with families, schools, specialist services and medical personnel, and to review provision on a regular basis.

1.3.7 The Education Department will provide appropriate education where children are in hospital within the Western Isles. The authority will also make arrangements for the small number of children undergoing longer term treatment in mainland hospitals to receive hospital tuition from the relevant education authority.

1.3.8 Children who have received education in hospital and are discharged to go home to continue treatment or to recuperate should transfer automatically to home teaching if the total period of absence is likely to extend beyond 15 working days.

1.3.9 Generally, children who are absent from school because of ill health will return to the school in which they are enrolled and should therefore remain on the school roll. Schools will retain management responsibility for the child's education even where delivery is undertaken in part or wholly by specialist outreach services of the Education Department or by hospital education services outwith the home authority. Schools' continuing involvement will enable optimum coherence and continuity in education and a smoother return to school. Class and subject teachers, for example, should record missed work to ensure both effective education outwith school and to optimise continuity when the child returns to school.

1.3.10 Ill pupils are likely to spend at least part of their period of absence at home and delivery of education at home by visiting teaching staff will ensure their curricular and social inclusion. Parental involvement and support for alternative educational arrangements will be sought and encouraged but, in planning provision, the education authority will take account of the fact that families' capacities to provide a learning environment in their own homes will vary greatly. The

authority will also ensure, through consultation, that schools and specialist services take account of those aspects of Child Protection and Health and Safety with implications for staff and pupils involved in education at home.

- 1.3.11 In the case of very ill or neurologically impaired children, and particularly in the case of children with deteriorating and terminal conditions, education provision is likely to be child-led. Involvement with such children will be given individual consideration by the Education Department in close consultation with the school community and family. Account will be taken of children's rights to have their dignity and privacy respected.
- 1.3.12 Families with ill children experience considerable stress through additional caring duties and sometimes through uncertainty about children's futures in terms of health and education. Relationships between home, school/education services and child health services will be prioritised to ensure adequate time for consultation with parents and, wherever appropriate, with children.
- 1.3.13 For many children absence entails social dislocation from school. Class and group placement of children returning after absence should be the same as before, whenever possible. Children returning to school with changed physical appearance may be vulnerable to bullying. Schools will, therefore, make every effort to plan with teachers, fellow pupils, parents, specialist services, and children themselves flexible and progressive arrangements to ensure successful reintegration.

#### **I.4 SECONDARY ENTRY**

- 1.4.1 Information circulated by the Department through the schools advises parents of P7 (and S2 or S4 pupils where appropriate) of the name of the **secondary** school to which their child should be transferred.
- 1.4.2 Samples of the letters which are sent annually to parents are at Appendix I.4 and I.5. Instructions to schools on the completion of the letters are set out at Appendix I.6.

#### **I.5 COLLECTION OF ETHNICALLY BASED STATISTICS**

##### **General**

- 1.5.1 The SEED, with the support of the Commission for Racial Equality, conducts ethnic monitoring of all pupils via the annual school census. A national Code of Conduct covers this data collection under the ScotXed system and leaflets are available for all parents. Further information is also available on the website at [www.scotxed.gov.uk](http://www.scotxed.gov.uk).

#### **I.6 PROVISION OF INFORMATION TO PARENTS**

- 1.6.1 Head Teachers should ensure that the School Handbook (See Section M) and any other relevant information is made available to intake pupils and their parents. In presenting the information to parents, it is a requirement that parents be informed as to the existence or not of a School Board, and given the names of all members of an existing School Board and their category of representation. Schools which operate Gaelic Medium Units are also required by Comhairle policy, to ensure that parents enquiring about entry are informed of the existence and availability of Gaelic Medium provision in the school. Such information should already be included in the school handbook and need not be circulated separately. Parents can also access school and other guidance and information at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

#### **I.7 APPEALS AGAINST REFUSALS OF PLACING REQUESTS**

- 1.7.1 Parents may appeal in the event of a placing request being refused by the Department of Education. This appeal must be lodged within 28 days of either receiving advice of refusal or if acceptance of the placing request has not been received within the statutory period of time. Any appeal must be made to the Comhairle's Department of Corporate Services, who will arrange a meeting of the appropriate Appeals Committee (see Section A). Parents who appeal have the right to appear in person at meetings of these Committees if they wish to do so. If the parents do not agree with the decision of the Appeals Committee, they may then appeal to the Sheriff Court.

## **I.8 LEAVING DATES**

- I.8.1 Pupils who reach the age of 16 by 30 September of any year may leave school on 31 May in that year. Pupils who reach the age of 16 between 1 October and the last day of February (inclusive) may leave school at Christmas.

## **I.9 ATTENDANCE AND ABSENCE (AUTHORISATION)**

- I.9.1 Head Teachers must keep strict control in the matter of registration. An annual return on attendance and absence is made to the Scottish Executive and all schools are required to publish data on attendance and absence in their annual School Handbooks (see Section M). In addition, for pupils over 16 years of age, accurate recording of pupils' attendance data and onward transmission of this information to the Department of Education is essential in order for award of the new Education Maintenance Allowance to be made to eligible pupils (see Section L for full details). In all cases, where pupil attendance falls below 85% over the course of each term, whether the reason for absence is known or not, or, in any instance where Head Teachers have concerns regarding a pupil's attendance, the relevant Head of Service should be notified immediately.

### **Absence from school**

- I.9.2 Class teachers should record the attendance and absence of pupils in respect of each morning and afternoon of every school day. Pupils and parents should be instructed that each absence from school will require an explanation which should accompany the child on his or her return to school. Where absences give rise to the suspicion that a child may be playing truant, Head Teachers should take appropriate action as in Section J.

<b>Source</b>	<b>Description</b>	<b>Reference</b>
SEM	Length of school day	SEM 1.4.7

## **I.10 LENGTH OF SCHOOL DAY FOR P1/2 PUPILS AND PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

### **P1/2 pupils**

- I.10.1 National regulations stipulate that the class contact time for all primary pupils should be 25 hours per week/5 hours per day. While in the past schools may have considered it appropriate that new entrants be given a shorter day for the first term, the extensive pre-school provision available for all children between the ages of 3 and 5 now renders this unnecessary. If schools still deem it necessary to provide such an induction period it should not be longer than 4 weeks.
- I.10.2 As in the past, schools are required to supervise those children whose parents are unable to make arrangements to collect them at the earlier time. Transport is only provided at the end of the normal school day.

### **Pupils with special educational needs**

- I.10.3 SEED Circular 4/2002 provides guidance in relation to the length of the school day for pupils with special educational needs. The Circular stated that, as a general principle, Scottish Ministers regarded it as unacceptable that pupils in special school and units have a shorter week than those pupils of the same age attending mainstream schools. It further stated that "the intention was to ensure that education for all pupils was provided on an equitable basis.... Based on the general principle that there is no justification for pupils with special educational needs in special schools or units to receive less teaching than their mainstream counterparts. The guidance aims to introduce a greater element of flexibility in the length of the school week than currently exists because at present pupil in special schools and units who are capable of benefiting from the mainstream school week are often denied it. The focus must be on meeting pupils' needs and giving every pupil the opportunity to benefit from mainstream school hours unless, exceptionally, this would not be in the pupil's best interests."

- I.10.4 School should have regard to Paras 10-15 of SEED Circular 4/2002, pp 10-15. Almost all Western Isles pupils with Special Educational needs should attend on a full-time basis. Any exceptions to this would require to be made the subject of a review meeting including parent, school, pupil (where appropriate) and educational psychologist. Where exceptions are being considered by schools, they should arrange a meeting with the school psychologist and write to the Head of Inclusion and Early Education detailing the exceptional circumstances.

Source	Description	Reference
SEM	Recording attendance and absence	SEM 3.4.3 – 3.4.4.6

## I.11 CLASSIFICATION AND RECORDING OF ATTENDANCE AND ABSENCE

### Classification

- I.11.1 The basic categories for classification of attendance and absence are set out at SEM 3.4.3-3.4.4. In addition to these, schools should note the following detailed matters of clarification:

#### Definition of attendance

The “attendance” categories also include:

- (a) medical and dental appointments (including travel to and from mainland appointments);
- (b) alternative/flexible curriculum off-site provision due to indiscipline (for pupils NOT excluded by the school) <sup>1</sup>
- (c) alternative/flexible curriculum off-site provision NOT due to indiscipline (for pupils NOT excluded by the school) <sup>1</sup>
- (d) offsite provision for children of travelling families provided they are on the school roll and participating in lessons outwith school premises.

#### Definition of authorised absence

Categorising absence as authorised includes absences deriving from:

- (a) Sickness where no alternative educational provision is being provided;
- (b) Weddings of immediate family (but not in cases where attendance at the wedding is combined with a family holiday during term time);
- (c) Pupils with care responsibility: where a pupil with such responsibilities is unable to attend school in the short term while additional support services are accessed to support the pupil;
- (d) Family holidays judged to be important to the well being and cohesion of the family following serious or terminal illness or other traumatic event and only in conjunction with the school.

- I.11.2 In general, the decision on the category into which an attendance or absence falls should be made by a pupil's class teacher within the parameters outlined or, in exceptional cases, referred to the Head teacher for decision. Any cases which cannot be resolved by the Head Teacher should be referred immediately to the Head of Service or their nominated representative.

<sup>1</sup> In both these cases, pupils remain on the school roll and the off-site provider records attendance and regularly notifies the school, so that attendance is monitored for the entirety of a pupil's learning programme.

## **UNAUTHORISED ABSENCE**

I.11.3 Absence categorised as unauthorised includes:

- (a) unexplained absence;
- (b) truancy
- (c) most family holidays during term time including family holidays taken during term time for the following reasons:
  - availability of cheaper holidays
  - availability of desired accommodation
  - poor weather experienced during school holidays
  - holidays which overlap beginning or end of term
  - parental difficulty obtaining leave during school holidays (unless supporting evidence is provided by employer)

I.11.4 In all instances if the school has not given prior agreement to an absence, the absence should automatically be categorised as unauthorised. Similarly, in all circumstances, the default categorisation of unknown absences must be unauthorised absence.

## **REMOVAL FROM REGISTER**

I.11.5 Removal from the register represents a break in education. Recording of attendance and absence should only cease when a pupil is removed from the school's register, ie when a pupil is:

- (a) permanently excluded from the school.
- (b) withdrawn by parents with the consent of the education authority.
- (c) known to be attending another school.
- (d) receiving education elsewhere than at an educational establishment after special arrangements have been agreed with the authority.
- (e) absent for a period of 4 consecutive weeks and unable to be traced. (In this case the authority must be notified immediately so that the authority can take appropriate action with reference to Child Protection procedures.)

## **EXCLUSION - TEMPORARY**

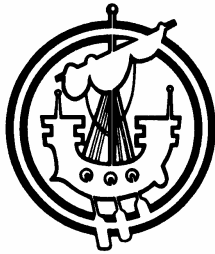
1.11.6 As exclusion is imposed by the school, it should not be recorded as unauthorised absence but should be recorded and reported separately from other types of absences. Recording of attendance and absence should only cease when a pupil is removed from the school's register/roll.

1.11.7 If a pupil has been formally temporarily excluded by the school, and alternative off-site provision has been made available during the period of that exclusion as a measure of addressing indiscipline, the school should record and report the number of days that alternative provision is made and categorise as authorised absence.

## **Collection and publication of attendance and absence data**

I.11.8 The Department of Education collects attendance and absence data annually at the end of each school session for compilation and submission to SEED. School level information is collected through the Phoenix system. It is important that this information is input timeously and updated where required as soon as revised information becomes available.

I.11.9 The requirements for information presented to parents in School Handbooks remain unchanged.



# Comhairle nan Eilean Siar

## Department of Education

### Early Entry Request

Please complete and return this form to: Liz Sutherland, Principal Officer, Inclusion and Early Education, Comhairle nan Eilean Siar, Sandwick Road, Stornoway HS1 2BW (Tel: 01851 709441)

**Parent/Carer's Details:**

<b>Title</b> (Mr/Mrs/Miss/Ms etc)	<b>Surname</b>	<b>Forename/s</b>
<b>Telephone No / Mobile No</b>	<b>Home Address (including Postcode)</b>	

**Child's Details:**

<b>Surname</b>	
<b>Forename</b>	
<b>Gender</b>	Male / Female (please delete as appropriate)
<b>Date of Birth</b>	
<b>First Language</b> - ie used at home (please delete as appropriate)	English Gaelic Other (please specify):

**If your child is presently in attendance at school, or is registered for admission for education in another authority, please give details:**

Name of School:
Stage in School:

**School to which early entry request is sought:**

Name of School:
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**If any early entry request has been made previously, please state:**

Name of School:
Result:

**Reason/s for seeking an early entry request:**

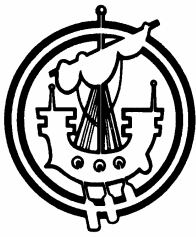
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**Declaration by Parent/Carer:**

I understand that any transport related expenditure incurred by my child's early entry to school shall be my responsibility.

Signature of Parent/Carer: ..... Date: .....

**NB:** If there is insufficient space on this form, please use reverse of this sheet.



# Comhairle nan Eilean Siar

## Department of Education

### Placing Request Application

Please complete the following details and return this form to:

<b>Primary School placing requests –</b> Liz Sutherland, Principal Officer Inclusion and Early Education Comhairle nan Eilean Siar Sandwick Road, Stornoway HS1 2BW	<b>Secondary School placing requests –</b> Cathy Anne Macleod, Principal Officer Secondary Education and Human Resources Comhairle nan Eilean Siar Sandwick Road, Stornoway HS1 2BW
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**Parent/Carer's Details:**

<b>Title</b> (Mr/Mrs/Miss/Ms etc)	<b>Surname</b>	<b>Forename/s</b>
<b>Telephone No / Mobile No</b>	<b>Home Address (including Postcode)</b>	

**Child's Details:**

<b>Surname</b>
<b>Forename</b>
<b>Gender</b> Male / Female (please delete as appropriate)
<b>Date of Birth</b>

**Entry to Primary School**

1. Name of the designated primary school for your home address:

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2. Date on which your child would normally be expected to start school:

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4. School to which placing request is sought:

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**Entry to Secondary School**

1 Name of the designated secondary school for your home address:

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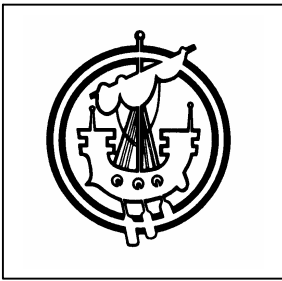
2 Name of the primary school your child currently attends:

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3 School to which placing request is sought:

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# Comhairle nan Eilean Siar

Department of Education  
**HOME EDUCATION**

## Notification of Intention to Educate at Home

***Please complete and return this form to:***

Bernard Chisholm  
Head of Inclusion and Early Education  
Comhairle nan Eilean Siar  
Sandwick Road, Stornoway HS1 2BW  
Tel: 01851 709435; Fax: 01851 709372

**Parent/Carer Declaration:**

I/we wish to remove our child from local authority education provision and provide education at home.

I/we agree to comply with the Scottish Executive requirement that the Education Department, Comhairle nan Eilean Siar, will monitor the education we provide at home to ensure that it is suitable for the age, ability and aptitude of our child.

Parent/Carer Signature: .....

Date: .....

**Pupil Details:**

Name: .....

Date of Birth: .....

Home Address: .....

School Currently/Most Recently Attended :  
.....

**Parent/Carer Contact Details:**

Name/s: .....

Telephone No/s: .....

.....

**NB**: If you intend to educate more than one of your children at home, please complete a form for each child.

## **SAMPLE LETTER TO PARENTS IN CONNECTION WITH ENTRY TO S1 OR TO S3 AT ANOTHER SCHOOL.**

(Note: an updated version of this letter will be sent annually by the Department of Education to schools for copying, completion in respect of individual children and onward distribution to parents.)

**TO: PARENTS OF PUPILS -**

- 1) Entering First Year of Secondary Education**
- 2) Transferring from Second Year to Third Year**

Dear Parent

### **EDUCATIONAL PROVISION: TRANSFER TO SECONDARY SCHOOL - AUGUST 200...**

I am writing to inform you of the Comhairle's proposals with regard to the placing of your child for the next stage of his/her education with effect from August 20... and of your right under the Education (Scotland) Act 1981 as amended to ask the Comhairle for a place in any other school managed by the Comhairle.

The Comhairle is proposing that your child should be placed in the school shown below for the next school session which commences on ..... August 20..... If, however, you wish to send your child to a school other than the one shown below, you must notify me in writing of the school you wish your child to attend. Under the legislation, the Comhairle has a duty to place the child in the school of your choice unless one or more of the following reasons apply:

- (a) If the school is already full;
- (b) If an additional teacher has to be employed or additional expenditure has to be incurred on accommodation etc;
- (c) If the child's education would suffer from attending your choice of school;
- (d) If education in the school you want would not be suitable to the age, ability or aptitude of the child;
- (e) If the child can only be provided for in the school of your choice at the expense of the other pupils' education;
- (f) If the school is a special school for handicapped children and the Comhairle considers that the child does not need the special equipment or specially trained staff they have provided in that school;
- (g) If the child's attendance at the school is likely to disturb the order and discipline in that school.

I should point out that the Comhairle is not obliged to meet any additional transport or accommodation costs which may be involved as a result of your child attending a school other than the one shown below.

If you do not wish your child to attend the school shown below, you should let me know in writing by .....  
.....200.... indicating the name of the child and the school you wish the child to attend. If you indicate more than one school, consideration will be given to the first school mentioned in your letter.

If you require any further information on the matter please contact the relevant Head of Service as below:

I should be grateful if you would acknowledge receipt of this letter by signing and dating the form attached, which should then be detached and returned to the local school.

Yours sincerely  
Director of Education etc

Enc: Acknowledgement form

**SAMPLE LETTER TO PARENTS IN CONNECTION WITH TRANSFER FROM S4 TO S5.**

(Note: an updated copy of this letter will be sent annually by the Department of Education to schools for copying and completion in respect of individual children and onward distribution to parents.)

**TO: PARENTS OF PUPILS TRANSFERRING FROM FOURTH YEAR TO FIFTH YEAR OF SECONDARY EDUCATION**

Dear Parent

**EDUCATIONAL PROVISION: POST COMPULSORY EDUCATION - AUGUST 200..**

I am writing to inform you of the Comhairle's proposal with regard to the placing of your child for the next stage of his/her education, should you wish your child to remain at school beyond the compulsory period.

The Education (Scotland) Act 1981 as amended gives parents the right to ask for a place in any school managed by the Comhairle, but as you will be aware, the post-fourth year schools in the Western Isles are limited to The Nicolson Institute in Lewis, Sir E Scott School in Harris, Sgoil Lionacleit in Benbecula, and Castlebay School in Barra.

Accordingly, I propose that your child be placed in

..... secondary school

for his/her next stage of education, with effect from .... August 200..... This proposal should, of course, be ignored, if your child is leaving school at the end of fourth year or is proceeding to Further Education, either locally or at a mainland college.

I should make the point that the Education (Scotland) Act 1981as amended does give parents the right to ask that their child attend a school run by another Council. In such cases, parents must write to the council for that particular school, and not the Western Isles. In such a circumstance, financial support would not be made available by Comhairle nan Eilean Siar as adequate educational provision is made within the region.

If you require any further information on this matter, please contact the undernoted Head of Service:  
.....

I should be grateful if you would acknowledge receipt of this letter by signing and dating the form attached, which should then be detached and returned to the local school.

Yours sincerely  
Director of Education

Enc: Acknowledgement form

## INSTRUCTIONS FOR COMPLETION OF LETTERS TO PARENTS IN RESPECT OF SCHOOLS ENTRY

### Primary Schools

- (1) Insert in each letter the name of the individual P7 pupil, and the secondary school to which the Department suggests transfer be made. This school is the local secondary school which pupils in the past have normally attended, but if you are in any doubt please refer to the scheme of school provision in the Western Isles where the system is set out in full detail, and which was issued to schools previously.
- (2) Issue the letter to all P7 pupils for transmission of the information to their parents.
- (3) Ensure that the acknowledgement of receipt of the placing letter is returned by all parents, and kept on file. In the event of an appeal to the Comhairle or the Sheriff, this acknowledgement slip may be required by the Education Department.

### 2 Year Secondary Schools

- (1) Follow the procedure indicated for primary schools P7 pupils (1-3 above).

### 6 Year Secondary Schools

- (1) Follow the procedure indicated for primary schools P7 pupils.
- (2) Issue to all S4 pupils - even those leaving or transferring to further education - the separate letter addressed to parents of fourth year pupils. Please insert the appropriate school name in paragraph 3 of the letter. Head Teachers should, of course, ensure that all acknowledgements of receipts are returned and filed for possible reference.

## **CHILDREN WITH ADDITIONAL SUPPORT NEEDS**

Where children require special education provision - having been identified by the Educational Psychologist - the appropriate insertions should be made in the letter. Please contact the Educational Psychologist in any case of doubt.