



THE MORAY COUNCIL EDUCATION AND SOCIAL CARE

ADMISSIONS TO SCHOOLS POLICY PROPOSAL

Proposal Paper

To introduce revised Admissions to Schools in Moray – Policy and Procedures

Statutory Consultation Period: Tuesday 9 February – Thursday 24 March 2016 (30 school days).

All submissions expressing views on the proposals detailed in this document must be submitted **by 5pm on Thursday 24 March 2016** for them to be taken into account as part of the consultation.

It is intended to respond to issues raised during the consultation within a consultation report that will be published before the meeting of the Children and Young People's Services Committee on **22 June 2016**.

This document has been issued by the Moray Council for consultation in terms of the Schools (Consultation) (Scotland) Act 2010.

1. THE PROPOSALS

- 1.1 It is proposed to introduce revised Admissions to Schools in Moray – Policy and Procedures as per **Appendix A** attached.
- 1.2 It is proposed that the implementation date for this proposal will be 4 January 2017.

2. BACKGROUND

- 2.1 The Moray Council's current Admissions to Schools – Policy and Procedures were approved on 5 December 2001. Minor updates to wording to reflect changes of titles of organisations and Committees were made in November 2010.
- 2.2 In recent years, the numbers of placing requests for schools have resulted in increased pressures on accommodation and resources in certain schools. While actions have been taken to alleviate pressures on school capacities, including reserving places for in-zone pupils and roll capping particular schools, by limiting their intake, it has become increasingly clear that the Council's current policy and procedures are in need of updating. Revising policy and procedures should help to address current pressures on school rolls, arising from placing requests, and ensure procedures are transparent and operated consistently.
- 2.3 It is also important to ensure that the policy continues to reflect any legislative changes, particularly with regard to provision for children with Additional Support Needs and equalities legislation.

3. EDUCATIONAL BENEFITS STATEMENT

3.1 Overall educational benefits

- 3.1.1 The proposed policy provides clarity on the arrangements to be put in place, by the education authority, in the event of oversubscription to any school, through the use of consistent prioritisation.
- 3.1.2 The proposed Admissions Policy includes specific arrangements for early entry to school, provision for admission to denominational schools, provision for admission of pupils from non-EU countries and arrangements for placing requests for pupils with Additional Support Needs.
- 3.1.3 The proposed policy provides clarity on the provision of transport to schools for entitled pupils.
- 3.1.4 The implementation of the proposed Admissions Policy is unlikely to have any adverse impact on curriculum delivery.
- 3.1.5 The proposed Admissions Policy will enable the Education Authority to respond to changing patterns of demand for school places in a consistent and

timeous way. This will ensure all children and young people have equal access to adequate and efficient education in line with the Council's statutory responsibilities.

3.2 Likely effects for children currently attending Moray schools

3.2.1 There would be no detriment to current users of the provision.

3.3 Likely effects for children who become pupils of the affected schools in the next two years.

3.3.1 There would be greater transparency in terms of dealing with placing requests to schools.

3.3.2 Roman Catholic pupils will have higher priority over other pupils when making placing requests to Roman Catholic schools.

3.4 Likely effects on other users of the schools' facilities

3.4.1 There would be no effect and therefore no detriment to other users of the schools' facilities.

3.5 Other likely effects of the proposal

3.5.1 In delivering these broad benefits, the authority is confident that it is discharging its duty to secure best value by continuous improvement in the performance of its functions, as required in the Local Government in Scotland Act 2003.

3.6 How the Council intends to minimise or avoid potential adverse effects

3.6.1 The education authority will continue to monitor the provision in all its schools and where necessary reserve places at schools for in-zone pupils.

3.6.2 An equality impact assessment has been carried out on this proposal and consultation process. This concludes that introducing this proposal will not have an adverse impact on any of the groups considered. The equality impact assessment is attached as **Appendix B**. Any impacts identified through the consultation process will be investigated prior to the final consultation report being issued and a decision being made.

4. THE CONSULTATION PROCESS

4.1 Formal consultation will run from Tuesday 9 February – Thursday 24 March 2016 inclusive (30 school days).

4.2 As required by the Schools (Consultation) (Scotland) Act 2010, formal consultation includes:

- the preparation of this proposal paper;
- a letter to the parents/carers of children at all Moray schools;

- a letter to the parents/carers of children expected to enrol in schools within two years of the publication of these proposals;
- information, including the proposal paper, placed on the Council's website;
- information on the proposals communicated through social media;
- an announcement of the proposal in the local press, inviting any person to make written representation to the Corporate Director (Education and Social Care);
- public meetings as shown below;
- consultation with the parent councils of all schools;
- consultation with the staff of all schools;
- consultation with the pupil councils of all schools;
- consultation with Community Councils; and
- consultation with representatives of the teacher and support staff trade unions.

4.3 Formal Consultation Meetings are arranged as follows:

Date	Venue	Time
16 February 2016	Milne's High, Fochabers	19.00-20.30
22 February 2016	Lossiemouth High School	19.00-20.30
24 February 2016	Elgin Library Gallery	13.30-15.00
24 February 2016	Elgin Library Gallery	18.30-20.00

4.4 Following consultation, it is hoped that the Children and Young People's Services Committee of the Moray Council will be able to take a final decision on the proposals at its meeting on 22 June 2016.

5. **INVOLVEMENT OF EDUCATION SCOTLAND**

- 5.1 A copy of this proposal document has been sent to Education Scotland. Education Scotland will also receive a copy of any written representations that are received by The Moray Council from any person during the consultation period. In addition, Education Scotland will receive a summary of any oral representation made to the Moray Council at the public meetings and a copy of any other relevant documentation.
- 5.2 After The Moray Council has sent Education Scotland all representations and documents mentioned above, Education Scotland will prepare a report on the educational aspects of the proposal. This will take place during the period 18 April – 9 May 2016. In preparing their report, Education Scotland may visit establishments and make such reasonable enquiries of such people there, or such other people as they consider appropriate.
- 5.3 On receipt of the Education Scotland report, it will be necessary to review the proposal, and thereafter, the Corporate Director (Education and Social Care), on behalf of the education authority, will prepare and publish a consultation report, containing the views of Education Scotland and including an explanation of how The Moray Council proposes to deal with any issues

raised. After a period of no less than three weeks, the Moray Council will consider the consultation report and decide whether or not to approve the proposals.

6. NOTE ON CORRECTIONS

- 6.1 If any apparent inaccuracy or omission is discovered in this proposal document either by the Moray Council or any person, the Moray Council will determine if relevant information has been omitted or if there has been an inaccuracy. If it is determined that there has been an inaccuracy or omission the Moray Council will then take appropriate action which may include the issue of a correction or the reissuing of the proposal paper or the revision of the timescale for the consultation period as appropriate. In that event, any person highlighting the inaccuracy to the Moray Council, relevant consultees and Education Scotland will be advised.

7. EQUALITY STATEMENT

- 7.1 An equality impact assessment has been carried out on these proposals and consultation process to assess the proposals' relevance to the public sector equality duties on the basis of:
- Sex
 - Religion
 - Racial group
 - Disability
 - Sexual orientation
 - Gender reassignment
 - Pregnancy and maternity
- 7.2 The equality impact assessment concluded that introducing these proposals will not have an adverse impact on any of the groups listed. Any impacts identified through the consultation process will be investigated prior to the final consultation report being issued and a decision being made. The equality impact assessment is attached as **Appendix B**.

8. SUBMISSION OF VIEWS

- 8.1 Responses to the consultation should be made by writing to:
Schools Admissions Policy Consultation
The Moray Council
Community Support Unit
High Street
Elgin
IV30 1BX

or by e-mail to: futureschools@moray.gov.uk
or by completing the attached consultation response form
or by completing the on-line consultation form by following the links at www.moray.gov.uk

All responses **must** be submitted by **5.00pm on Thursday 24 March 2016** for them to be taken into account as part of the consultation.

9. OUTCOME OF CONSULTATION

- 9.1 It is intended that a consultation report including a summary of the submissions will be published on the council website. This will be available by following the links at: www.moray.gov.uk
- 9.2 It is intended that a report on the consultation will be presented to the Children and Young Peoples Services Committee on 22 June 2016. This will provide information for Elected Members to make a final decision on the proposal.