

**REPORT TO: CHILDREN & YOUNG PEOPLE'S SERVICES COMMITTEE ON  
2 DECEMBER 2009**

**SUBJECT: PHASED ENTRY TO PRIMARY 1**

**BY: DIRECTOR OF EDUCATIONAL SERVICES**

**1. REASON FOR REPORT**

- 1.1 The purpose of this report is to seek Committee's approval for a revised policy and procedure regarding phased entry to Primary 1 classes.
- 1.2 This report is submitted to Committee in terms of the Council's Administrative Scheme relating to exercising all the functions of the Council as Education Authority.

**2. RECOMMENDATION**

- 2.1 **It is recommended that Committee approves the revised policy and procedure for phased entry to Primary 1 with effect from August 2010 as detailed in this report.**

**3. BACKGROUND**

- 3.1 The current policy, which has been in place for several years, allows schools to phase Primary 1 pupils in to school over a period of 2 weeks at the start of the school session. This is to enable a sensitive and planned transition for these children and the staff. In some cases children start on day 1 and then do not attend again until later in the week, whilst some children do not start on day 1 and only begin attendance later in the week. Some schools also have children attending some mornings and then some afternoons during the phasing period.
- 3.2 Given that the vast majority of children now enjoy full morning or afternoon sessions 5 days per week, consideration has been given to reviewing the current phased entry arrangements. All Primary Head Teachers were consulted on a proposal to reduce the phased entry time from 2 weeks to 1 week. The responses were mixed with 3 Associated School Groups (ASGs) being in favour of retaining the 2 weeks, 2 ASGs being in favour of moving to 1 week and the remaining 3 ASGs having no real preference and being happy to leave it to the individual schools to decide as best fits their individual circumstances.
- 3.3 Current practice has raised complaints from a number of parents who feel that the nursery experience of full mornings/afternoons has prepared their children reasonably well for the start of school and that the phased entry should be minimised.

3.4 It is proposed therefore that a revised policy be implemented as of August 2010 as detailed below:

- i) Phased entry should be limited to week 1 of session.
- ii) All children should attend for some time each day from day 1.
- iii) Schools with small numbers of P1 pupils should look to having all of them in school full time from day 1 where possible.
- iv) Minimum attendance should at least equal half-day sessions as per pre-school experience.
- v) School support staff use should be prioritised to assist in P1 for the first few days where required.
- vi) Transition arrangements with pre-school providers should be maximised from January each year.

#### **4. SUMMARY OF IMPLICATIONS**

**(a) Single Outcome Agreement/Service Improvement Plan**

These proposals accord with the stated aims of the SOA.

**(b) Policy and Legal**

None.

**(c) Resources (Financial, Risks, Staffing and Property)**

None arising specifically from this report.

**(d) Consultations**

All Primary Head Teachers were consulted and their views have been taken into account by the author. The Senior Management Team of Educational Services has been consulted and is in agreement with the proposals.

#### **5. CONCLUSION**

**5.1 It is recommended that Committee approves the revised policy and procedure for phased entry to Primary 1 with effect from August 2010 as detailed in this report.**

Author of Report: Alistair C. Farquhar, Head of Educational Resource Services

Background Papers:

Ref: DMD/JR/Reports/Children and Young People's Services  
Committee/2 December 2009/Phased Entry to Primary 1