



Falkirk Council
Children's Services

August 2023 Primary 1 Enrolments & Placing Request Information

Dear Parent/Carer,

Primary 1 School Enrolment

Parents / Carers have a duty to provide an education for their children. To carry out this duty, parents are permitted to enrol their children at their:

- **catchment non-denominational school**
- **catchment denominational school if they are baptised Roman Catholic (RC baptismal certificate must be provided)**

You can find your catchment school on the council's website:

<https://www.falkirk.gov.uk/services/schools-education/find-nearest-school.aspx>

You **MUST** enrol your child at the catchment school for your address **in addition** to any placing request for a non-catchment school you may choose to submit.

You can enrol your child for Primary 1 online at www.falkirk.gov.uk/schoolenrolment

Enrolment requests will be accepted from **1st November until 31st December 2022** for entry to Primary 1 in August 2023.

What you need to know:

- To enrol online you will be required to register for a 'My Falkirk' account.
- Your address will be verified against Council Tax records.
- A copy of your child's RC Baptism certificate is required to support enrolment at a RC school.

If your child does not already attend a Falkirk Council or Partner nursery you will be asked to submit their birth certificate or passport as proof of identification.

Delayed Entry

If your child is entitled and you choose to delay their entry to Primary 1 there is no requirement to enrol them for school.

However you must complete an Additional Pre-School Year request in order to secure funding for their additional year in nursery. Please contact your current nursery if you have any questions.

Delayed entry requests will be accepted from **1st November 2022 until 28th February 2023**. Any request received after the closing date will be considered by the Early Years Team Manager in June 2023 after the annual early year allocations exercise has been finalised.

You can apply for a delayed entry online at <https://www.falkirk.gov.uk/services/schools-education/school-admissions/>

Additional Support Needs Placements

If you have applied for a Primary 1 placement at an ASN establishment through the Placement Change Panel **you must still enrol your child for their catchment school**. If your PCP application is successful your enrolment form will be forwarded to the establishment they will attend.

Placing Requests

You have the right to ask that your child attend a non-catchment school or a Roman Catholic school where the pupil is not baptised RC. Information about a school can be obtained directly from that school or on Falkirk Council's website www.falkirk.gov.uk

If you would like your child to attend a school which is **NOT** the catchment school for your address then you should submit a Placing Request **in addition** to enrolling them for their catchment school.

Online applications can be made via Falkirk Council's website www.falkirk.gov.uk/placingrequests. Written requests will also be accepted. Paper versions of the Placing Request application are available from all schools and should be sent to Children's Services, Sealock House, 2 Inchyra Road, Grangemouth FK3 9XB, marked for the attention of the Forward Planning Officer.

Falkirk Council will acknowledge receipt of all placing requests.

If you do not receive an acknowledgement within 14 days you should contact Children's Services to ensure the placing request has been received.

Placing Request applications will be accepted for Primary 1 from the 1st December 2022 until 15th March 2023 for session 2023-2024.

It is not obligatory to make a placing request by that date, but applications made by then will be given priority for placing. For all placing requests received on or before the 15th March 2023, applicants will be notified of the outcome by 30th April 2023. Placing Requests received after the 15th March 2023 will be notified of the outcome within 8 weeks of receipt of the application.

Transport will not be provided to pupils attending a school by means of a successful placing request.

Where the request relates to more than one school the Authority will take the first named school as the school of your choice. If refused, your second choice school will then be considered. In the event that all choices are refused, a place will be offered at your catchment school.

The request can only be refused by the Council on grounds which are laid out in the Education (Scotland) Act 1980, as amended and as stated in the Placing Request Application Form.

The decision of the Council will be emailed to you. If the request is refused, the reasons for refusal will be provided and you will have the right to appeal against the decision. Information on how to appeal will be included.

If you require any further information please check our website or contact the Forward Planning team at Children's Services, Sealock House, 2 Inchyra Road, Grangemouth FK3 9XB, telephone: 01324 506600, email: schoolenrolments@falkirk.gov.uk