

Sending your child to

school

in South Lanarkshire



Education Resources

Starting primary school

Children normally start primary school in August if their fifth birthday falls before 1 March of the following year.

Even if your child is already at a nursery class in a primary school you must still register your child at the local primary school for your child's permanent address. As admission to nursery classes is not governed by the same arrangements for primary school catchment areas, you should not just assume that your child will simply transfer to the primary school in the same building.

Children who are starting primary school in August are normally registered at school before the end of January that year. Simply contact your local primary school and they'll let you know when to come along and register your child. All schools have catchment areas, so your child's permanent address will decide which school your child goes to.

You must still register your child at the local primary school even if you plan to make a placing request.

As a parent or someone with parental responsibility, you have to provide proof of residency to the school when you register your child. You can do this by producing two official documents, for example, child benefit documentation, a bank statement, utility bill, Council Tax statement, housing rent card, driving licence. If you do not supply these documents we cannot register your child for enrolment.

You may need in some cases to provide Child Benefit documents to show you have parental responsibility for the child. If you do not supply this, we cannot register your child for enrolment.

Transferring to secondary school

In South Lanarkshire your local secondary school will also be decided by where you live and your chosen denomination. In all instances we will expect your child to transfer to your local secondary

school in the same denominational sector. If you want your child to go to another secondary school you will need to make a placing request in their last year at primary school (P7).

Children born after 1 March

Some parents ask if they can send their child to school even though their birthday is just after the entry date. There has been a great deal of research which shows that children do much better throughout their school lives if they are that bit older when they start. So our advice is that it is best to wait until they are the right age. You can get more information in another leaflet on early entry to school which is available from Education Resources on 01698 454372.

Children with additional support needs

If your child has additional support needs and you are not already in touch with us, call us on 01698 454451 and we will arrange for you to discuss what the best arrangements might be. Many children with additional needs go to local schools and we are working towards providing more specialist support in all local areas.

Which school should you contact?

If you are not sure which school covers your address, you can check with your nearest school or call us on 01698 454102 and we will let you know.

There are many advantages in sending your child to the local school. As they grow up, they will always have the company of their school friends living close by.

There is a choice of denominational or non-denominational schools in South Lanarkshire and you can send your child to either.

If for any reason you would like to send your child to a school which does not cover your address you should fill in a placing request application form (PC1).

Moving house

If you move house you can transfer your child at any time of the year to the local school for your new address or, your child can stay at the school that he or she has been going to. However, if you choose this option, we will not provide free school transport. Contact the local school or call us on 01698 454102 for information on the schools for your new address.

Transferring your child during the session

You may make a placing request at any time during a school session. If your child is experiencing problems at school, you should discuss the matter with the Head Teacher before you make a placing request.

Placing requests

If you do not want to send your child to your local school, you may make a placing request by filling in a placing request application form (PC1). Either contact the local school or call us on 01698 454102 to get an application form.

Placing request decisions

As long as you send your placing request application for the next school session by the **15 March** we will tell you our decision by **30 April**. If you send us a placing request form after the closing date it will take about two months to process your application.

Transport to schools

We provide free school transport for children who live more than one mile from their local primary school or two miles from their local secondary school by the shortest safe walking route. You can get a leaflet and application for free transport from your local school office or from us on 01698 454102.

Children who go to school as a result of a placing request are not entitled to free school transport

School catering

Your child can have lunch in the school cafeteria which is run by South Lanarkshire Council's Community Resources. The cafeteria provides nutritious snacks and meals and there are always vegetarian options available. If you prefer, your child can take a packed lunch. Free school meals are available if you are on a low income. Ask for details at the school office or call us on 08000 323334.

Uniforms/clothing

The school will advise you on what children normally wear to the school. We advise children to wear uniform. Some schools have specially designed sweatshirts in the school colours. There are forms of dress which are unacceptable in all schools such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises tobacco, alcohol or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring

You can get footwear and clothing grants if you are on a low income. Ask for details at the school office or call us on 08000 323334.

Education Maintenance Allowance

Education Maintenance Allowance provides financial support for pupils in their fifth and sixth year of education. Ask for details at the school office or call us on 08000 323334.

Contacts

If you have any questions about

- catchment schools
- placing requests
- transport to school
- moving house

please contact us on 01698 454102.

If you have any questions about

- uniform/clothing
- school catering

please contact us on 08000 323334.

If you have any questions about

- children with additional support needs

please contact us on 01698 454451.

If you have any questions about

- early entry of pupils to school

please contact us on 01698 454372.

Should you have any enquiries about any of the above you can also contact us by writing to:

South Lanarkshire Council
Education Resources
Council Offices
Almada Street
Hamilton
ML3 0AE

Further information

For further information or to enquire about having this information supplied in an alternative format or language, please contact 01698 454102 or email edsupporthelpline@southlanarkshire.gov.uk