

ENROLMENT IN PRIMARY AND SECONDARY SCHOOLS IN DUNDEE WILL YOUR CHILD BE FIVE BEFORE 28 FEBRUARY 2023? If so, you may enrol them from Monday 6 December 2021

The next school session begins on **TUESDAY 16 AUGUST 2022**. Parents whose children will be five on or before that date must enrol their children to start school by **Monday 7 February 2022**.

WHAT HAPPENS IF MY CHILD IS FIVE BETWEEN 16 AUGUST 2022 AND 28 FEBRUARY 2023?

These children are eligible to start school on **TUESDAY 16 AUGUST 2022** and you should enrol your child for primary school.

However, nearer to the start of the school year you may wish to delay your child's entry to school if you think that he/she is not ready to start. You should discuss this with staff at your child's nursery who will be able to help you make the best decision for your child. If you decide to delay your child's entry to primary school you will be able to withdraw your child's enrolment application.

HOW DO I ENROL MY CHILD FOR PRIMARY SCHOOL?

Parents/Carers can enrol their children between **MONDAY 6 DECEMBER 2021** and **MONDAY 7 FEBRUARY 2022**.

Parents should contact staff at the appropriate local primary school between **MONDAY 6 December 2021** and **Monday 7 February 2022**, who will tell you their arrangements for enrolment. When you enrol your child, you will need to take your child's full birth certificate and some current proof that you live permanently at your address. If you are enrolling at a denominational school and your child has been baptised you should also take their baptismal certificate.

WHAT HAPPENS IF I WANT TO SEND MY CHILD TO A PRIMARY SCHOOL OUTSIDE MY LOCAL CATCHMENT AREA?

Although it is usual for children to attend their local catchment area school, parents/carers have the right to request that their children be placed in a different primary school. This is called a Placing Request. Education Authorities have a duty to grant placing requests wherever possible. We will try to grant your request, provided there are places at the school which you choose. Where the demand for places exceeds the number of available places in a primary school it is not always possible to grant all such placing requests.

Placing requests for any school should be made online via the following link https://my.dundee.gov.uk/service/School_Placement_Request

If you cannot make the request online you will need to visit Dundee House. Dundee House has moved to an appointment only system. Appointments can be made by email: appointments@dundee.gov.uk

Please provide your name, address, contact number, preferred appointment date/time and brief summary of enquiry or contact Customer Services on 01382 433129 to make an appointment.

All placing requests should be made between **MONDAY 6 DECEMBER 2021** and **MONDAY 7 FEBRUARY 2022**. Any requests made after this date will still be considered, once all of the on-time applications have been processed. Please note it is possible that places in certain schools may no longer be available.

HOW DO I GET MORE INFORMATION?

Further information, including how decisions in relation to placing request are made, is available within the Placing Request Guidance at

https://www.dundee.gov.uk/sites/default/files/publications/Enrolment_placing_request_procedures.pdf

All schools publish handbooks and Standards and Quality report which contain information that can be useful to parents. Please contact schools by phone or email to obtain this information.

TRANSFERRING FROM PRIMARY TO SECONDARY SCHOOL - AUGUST 2022

Children who are transferring to begin secondary school education on **TUESDAY 16 AUGUST 2022** will be advised by email or letter in **DECEMBER 2021** of the school in which a place has been allocated for them, based upon where they live.

If you are happy with this allocation, then you don't need to do anything else.

If you would like your child to transfer to any other Dundee secondary school (this would include their alternative local catchment school - non-denominational / denominational) you will need to submit a placing request online via the following link: https://my.dundee.gov.uk/service/School_Placement_Request

WHAT HAPPENS IF I WANT TO SEND MY CHILD TO A SECONDARY SCHOOL OUTSIDE MY LOCAL CATCHMENT AREA OR IF MY CHILD CURRENTLY ATTENDS A PRIMARY SCHOOL OUTWITH DUNDEE?

Although it is usual for children to attend their local catchment area school, parents/carers have the right to request that their children be placed in a different secondary school. This is called a Placing Request. Education Authorities have a duty to grant placing requests wherever possible. We will try to grant your request, provided there are places at the school which you choose. Where the demand for places exceeds the number of available places in a secondary school it is not always possible to grant all such placing requests.

Placing requests for any school should be made online via the following link: https://my.dundee.gov.uk/service/School_Placement_Request

If your child currently attends a Primary School outwith Dundee and you wish then to attend a Dundee Secondary School you are required to submit a placing request regardless of your home address.

If you cannot make the request online you will need to visit Dundee House. Dundee House has moved to an appointment only system. Appointments can be made by email: appointments@dundee.gov.uk Please provide your name, address, contact number, preferred appointment date/time and brief summary of enquiry or contact Customer Services on 01382 433129 to make an appointment.

All Placing Requests must be made between **MONDAY 6 DECEMBER 2021** and **MONDAY 6 FEBRUARY 2022**.

HOW DO I GET MORE INFORMATION?

Further information, including how decisions in relation to placing request are made, is available within the Placing Request Guidance at www.dundee.gov.uk/publication/guidelines-enrolment-and-placingrequest-procedures-primary-and-secondary-schools

All schools publish handbooks and Standards and Quality report which contain information that can be useful to parents. Please contact schools directly to obtain this information.