



INFORMATION FOR PARENTS OF EARLY ENTRY CHILDREN

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information for parents of early entry children

General

Arrangements for entry to primary schools in North Lanarkshire Council are on a once a year basis at the start of the new session in August each year. Only children whose fifth birthday falls between 1 March of that year and the last day of February on the following year will automatically be admitted to school. It is, however, open to parent/carers to make a request for early entry to school for a child whose fifth birthday falls after the appropriate latest date. Parent/carers should be aware of the following issues associated with early entry into school.

Physical Development

Is your child physically mature enough to cope with a full time programme of education?

School places physical demands on children for approximately five hours each day. If a child is not physically mature enough to deal with the school situation, problems may arise in relation to:

- Concentration on a task.
- Mastery of basic learning skills.
- Acceptance by other children in relation to the demands of both classroom and playground activities.

Emotional/Social Development

Is your child emotionally and socially mature enough to cope with a full-time programme of education?

As a consequence of early admission to school the child would be younger than the other pupils in the class. Difficulties may arise for the child in relation to:

- Separation from parent/carers.
- Making friends with others within the class group.
- Play activities within the classroom and the playground.
- Behavioral problems due to lack of maturity
-

Learning Development

Has your child developed sufficiently to cope with the learning programme in a school?

The child learns informally through play and through other individual, social and family experiences in the pre-school period. Early entry to school may deprive the child of such activities and experiences, leaving him/her under prepared for the more formal learning situation.

Long-Term Implications

Have you considered the long-term implications for your child throughout his/her career?

- At the end of P1, when it may be felt that the child is not ready to proceed to P2 because of difficulty in adjusting to the school learning environment
- At the end of P7 when it may be felt that the child is not ready to proceed to S1 in secondary school.
- At the end of secondary education when the child will be too young to leave school along-with his/her class group and when there may be difficulties with entrance to a desired form of higher education.



A press advertisement will appear in the month of January advising parent/carers of their right to make a placing request and asking for applications to be made by 15 March. Applications for early entry requests should also be made at this time. Applications should be made using the attached pro-forma to Education and Families. Acknowledgement will be sent within 5 working days of receipt.

The address of Education and Families is as follows:

North Lanarkshire Council
Education and Families
Civic Square
Motherwell ML1 1AB

ef.placingrequests@northlan.gov.uk

What happens next?

Arrangements will be made for you and your child to be interviewed at the catchment primary school. You will be informed of the date and time of the interview and will be sent a simple form about your child's preschool experience to complete.

The interview will normally last for no more than an hour and will be conducted by a specialist in early education, designated by the authority, and by the headteacher of the catchment school. The purpose of the interview will be to determine whether your child has reached the level of development which will allow him/her to settle happily into a primary one class.

Following the interview, a report will go to the Head of Education at Education and Families. If it is decided that your request should be granted you will receive a letter inviting you to enrol your child at your catchment school.

However, you have the right to make a placing request for your child (ren) to be educated in a school other than the local school.

In considering requests for early entry the authority must take into account the normal constraints affecting the provision of education generally. Therefore in determining any request in addition to making an assessment of the child's suitability,

the authority will require to consider whether additional resources, for example staffing, adaptation of school buildings or other facilities will require to be committed as a result of the early entry request.

If Education and Families decides to refuse your request, you will be advised accordingly and sent a copy of the assessment report on your child. However, there is no right of appeal against a refusal of an early entry request.

Where there are more requests than there are places available for the P1 stage at a particular school all requests will be considered by the Head of Education (South) in line with the councils priorities on admission.

Primary

Priority will be given to children who reside within the catchment area but have been unable to be accommodated and thereafter to early entry requests that reside in the catchment area and are considered suitable for primary education

General

Thereafter, where there are more placing requests than there are places available priority will be given to:

- (i) those cases which include medical grounds supported by the family doctor and the school medical officer;
- (ii) the presence of older siblings in the school. Other factors which the local attendance council and the Head of Education wish to take account of are:
 - a) single parent families, where, for example, proximity of school to the parent/carers place of work would be advantageous for the care and well being of the child;
 - b) distance between home and school; and
 - c) the suitability of particular teaching methods to the child's needs.

You do not have to give reasons for making an early entry request. If, however, there are more requests than places available, your case may be strengthened if the reasons for the request are known. Due to the time required to call you and your child it is essential that requests be made in good time to allow the procedures to be followed and to ensure that should the request be granted, the child would be able to commence school at the start of the new session.



Transport

North Lanarkshire Council has a policy of providing free transport to all primary pupils who live more than one mile by the recognized shortest safe walking route from their local school. This policy is one which is more generous than that prescribed by statute and indeed is one of the most generous of any Scottish Local Education Authority and therefore could be reviewed at any time.

If an early entry child is offered a place in his/her catchment school, transport will be provided in accordance with the policy stated above. In all other cases no transport will be provided other than in exceptional circumstances.

Further Information

Information concerning schools in other local authority areas is available from the relevant departments of education and from individual schools.

North Lanarkshire Council has prepared a more comprehensive leaflet on placing requests for school age children which is available from Education and Families and should be read in conjunction with this leaflet.

It must be appreciated that this information leaflet provides only general guidance about early entry requests. Specific information on placing request procedures may be found in

- Education (Scotland) A 1980 (HMSO)
- Education (School and Placing Information) Scotland) Regulations 1982 (S1982 No.950 (S.1 15)) and Amendment Etc.Regulations 1990/93.
- Education (Appeal Committee Procedures) (Scotland) Regulations 1982 (S1 1982 No.1736).
- Education (Placing in Schools Etc. Deemed Decisions)(Scotland)Regulations 1982 (S1 185 No. 1733).
- Education (Scotland) Act 1996 Part IV: section 33: Placing Requests
- Standards in Scotlands Schools etc Act 2000

The policies and practices quoted in this leaflet are those of North Lanarkshire Council.

General Data Protection Regulation Privacy Statement

What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education Headquarters is located in Education Headquarters, North Lanarkshire Council, Civic Square, Motherwell ML1 1AB.

Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

Education uses the national IT system (SEEMiS) to store personal information electronically. We ask parents/ carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately,

are supported and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept. This core record is mainly paper-based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to allow us to process Education Maintenance Allowance (EMA) applications
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between departments of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at www.northlanarkshire.gov.uk/privacy or you can request a hardcopy of this from North Lanarkshire Council, Education Headquarters, Civic Square, Motherwell ML1 1AB.

Your rights under data protection laws

You can:

- **Request access to your information**
You have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared.

- **Request a correction to your information**
We want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- **Request the restriction of processing** – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- **Request transfer** – you can request that your information is transferred to another party.
- **Deletion of your information** – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

Data Protection Officer
Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the DPO at
Data Protection Officer (DPO) Civic Centre, Windmillhill Street, Motherwell ML1 1AB or by email to AITeam@northlan.gov.uk

Information Commissioner's Office
You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner's Office, who can be contacted at
Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL or by e-mail to casework@ico.org.uk

Early Entry Request Form PC8



Please note mandatory fields are marked by *

Parent/Carer's Details

*Name

*Address

*Postcode

*Please provide at least one of the following

Home No:

Work No:

Mobile No:

Email Address:

Child's Details

*Child's Name

*Gender Male Female

*Date of Birth

Is your child in attendance at school or early years centre?
If yes, please provide the name and address of the school.

Yes No

Name

Address

School to which the early entry request is sought

Name

Address

If an early entry request has been made previously please state

School Name

Council

Outcome

Declaration

I have read and understood the statement made on transport costs and undertake to make arrangements for the journey to and from school. I agree that, if granted, this placing request will take effect at the start of the next session

*Signed:

*Date:

When completed please send to:

North Lanarkshire Council, Education and Families, Civic Square,
Motherwell ML1 1AB. Or email to ef.placingrequests@northlan.gov.uk

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This document can be made available in a range of languages and formats, including large print, braille, audio, electronic and accessible formats.

To make a request, please contact Corporate Communications on 01698 302527 or email: corporatecommunications@northlan.gov.uk

'S urrainn dhuinn an sgrìobhainn seo a chur ann an diofar chànanan agus chruthan, a' gabhail a-steach clò mòr, braille, cruth claisneachd agus cruthan dealanach agus ruigsinneach.

Gus iarrras a dhèanamh, cuir fios gu Conaltradh Corporra air 01698 302527 no cuir fios gu: corporatecommunications@northlan.gov.uk

本文档可以多种语言和格式提供, 包括大号字体、盲文、音频、电子和可访问格式。

如欲提出请求, 请致电01698 302527或发送电子邮件至: corporatecommunications@northlan.gov.uk与企业传播部门 (Corporate Communications) 联系。

Ten dokument jest dostępny w różnych językach i formatach, w tym w formie elektronicznej, dużą czcionką, w alfabecie Braille'a, w wersji audio i przystępnych formatach.

W celu złożenia zamówienia prosimy skontaktować się z Wydziałem Komunikacji Zewnętrznej telefonicznie na numer 01698 302527 lub na adres e-mail: corporatecommunications@northlan.gov.uk

لاریب، یئئیپھج یک فورجے ژبے لیم ن ج، ےہ می تک ساج یک مہارف لیم (سٹیم راف) لولکش روا ل و ن اب زکی ای یئئیگ زیوات سد ہی۔ لیم لہ ل م اش میھب لیلکش میئی اس رل ب اق روا کن رٹک لیل ا، وی ڈ آ، (یئئی اھکل یک فورجے ئی وہ ے رھب ے ل کے دارفا ان یب ان)۔ پ ے ت پ س ای ل ی رک ہ ط ب ارے س زن ش یک ی ان وی کم ک ٹی رو پ راک رپ 01698 302527 ی ان اب رہم ے ئی ارب ے ل کے کے ے ن رک ت س او خ رد یئئیج یھب لیم ای: corporatecommunications@northlan.gov.uk

Document written and produced by

NORTH LANARKSHIRE COUNCIL

Education and Families

Civic Square

Windmillhill Street

Motherwell ML1 1AB

e. ef.placingrequests@northlan.gov.uk

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