



# **Children, Young People & Education**

## **Applying for Enrolment**

### **St Mary's Episcopal Primary School Dunblane**

#### **Including**

- **Admissions Policy**
- **How a decision is reached on your request**
- **Timetable of Key Dates**
- **Contact Information**

## 1. Admissions Policy

The admissions policy for St Mary's Episcopal Primary School was approved by Economy Committee in November 2003. A copy of the policy is detailed below.

Under the policy any child living within the Scottish Episcopal Diocese of St Andrews, Dunkeld and Dunblane and also living within the Stirling Council boundary may apply for admission to St Mary's Episcopal Primary School, Dunblane. St Mary's is a denominational school. Applications are invited for children seeking an education within such an environment.

Due to the limited number of places, applications are prioritised in accordance with the following criteria:

- The child has a sibling already at the school
- The child is from a family that has exceptional family circumstances

Where it is not possible to accommodate all requests and two or more applications have equal criteria, final allocation will be determined according to distance from the child's ordinary residence to the school, with the closer receiving priority. This distance is the shortest safe walking distance as measured by Education.

Applications for admission to P1 are required to be received no later than 15th March each year. Applications can only be accepted for P1 in the session immediately preceding the one applied for. Applications received after 15th March are dealt with on a case-by-case basis.

For children living outwith the Stirling Council boundary, submission of a placing request will be required. Any such placing request will be processed under the Stirling Council Placing Request procedure.

## 2. Admissions Procedure – Forthcoming Primary 1 Admissions

Applications for admission to St Mary's Episcopal Primary School must be submitted on a formal application form to the Planning & Performance Officer. The school is unable to accept completed application forms. Application forms will be available from Schools, Learning and Education, Municipal Buildings, 8-10 Corn Exchange Road, Stirling (tel. 01786 233185). Leaflets explaining the admissions process are available from the school, from Education and on the school index page for St Mary's Episcopal Primary School on the Council website ([www.stirling.gov.uk](http://www.stirling.gov.uk)).

Applications for admission to P1 should be submitted in sufficient time to be received before 15th March for admission in August. Any child wishing to attend St Mary's Episcopal Primary School, Dunblane must submit an application form even if they already attend St Mary's Nursery. The requirement to submit an application form will also be highlighted in the School Newsletter and Admissions Information Leaflet.

**All** completed application forms should be sent to the Planning & Performance Officer at Schools, Learning and Education, Stirling Council, Municipal Buildings, 8-10 Corn Exchange Road, Stirling. Applications will be acknowledged within 5 working days of receipt.

After the applications deadline of 15th March, the Headteacher and the Planning & Performance Officer will meet to consider applications and confirm the enrolment for the coming session. Applications will be prioritised in accordance with the criteria set out in the admissions policy and described above. The number of places available each year will be agreed between the Headteacher and the Chief Education Officer, Schools, Learning and Education.

Parents will be notified in writing regarding enrolment decisions by 30th April each year. Any unsuccessful applications fall at the point the decision is made. Stirling Council does **not** hold waiting lists for admission to any of its schools. Fresh applications are required for any spaces that subsequently become available (see below).

Parents submitting an application for their child to attend St Mary's Episcopal Primary School, Dunblane are strongly recommended to also enrol their child at their local catchment primary school in case their application to St Mary's is unsuccessful. This will ensure that an alternative P1 place is available for their child.

If the application for admission is granted, the child's enrolment at their catchment school will automatically be withdrawn by Schools, Learning and Education.

### **3. Admissions Procedure : P2 to P7 and in-year applications**

Applications for admission other than to P1 or after 15th March for P1 admissions are dealt with on a case-by-case basis. Where more applications than places available are received the criteria set out in the admissions policy for St Mary's Episcopal Primary School, Dunblane will apply.

In recognition of the limited number of places at St Mary's Episcopal Primary School and in the interests of openness and transparency, any place that becomes available in-year (or after 15th March for P1) will be notified on the Education website at the St Mary's Episcopal Primary School index page. A short deadline will be set and any applications received by the deadline will be prioritised according to the criteria for admission outlined in the policy. If no applications are received by the deadline subsequent applications received will be processed on a case-by-case basis.

### **4. Other matters**

#### **(a) Home-to-School Transport**

In recognition of the wide catchment area associated with St Mary's Episcopal Primary School there is no eligibility for home-to-school transport for children attending St Mary's.

#### **(b) Secondary School Transition**

All P7 pupils will receive a letter advising them of the transition arrangements to secondary school. Transition to secondary school will be on the basis of residence within the catchment area for each secondary school. The letter will clearly state which secondary school is the catchment school for each child.

Children wishing to attend a secondary school other than their catchment school will be required to submit a placing request in accordance with Stirling Council's Placing Request procedure.

## Key Dates & Contacts

### Timetable

Description	Date
Earliest Date for Submission of request to Primary 1 For 2017/2018 Academic Session	23/08/16
Public Notice of Enrolment procedures	November
Closing date for P1 applications, to be considered as part of the main admission, require to be received by Planning & Performance Officer	By 15th March in the year application being made for
Deadline for notification of decision	By 30th April in the year application being made for

### Contact Details

St Mary's Episcopal Primary School  
Smithy Loan  
Dunblane  
FK15 0HQ

Tel: 01786 822740

Planning & Performance Officer  
Schools, Learning and Education  
Stirling Council  
Municipal Buildings  
8-10 Corn Exchange Road  
Stirling  
FK8 2HU

Tel: 01786 233220