



Education and Leisure Services
Cotton Street
Paisley
PA1 1LE

To: Heads of All Educational Establishments

Dear Colleague

Transfer of Pupils from Primary to Secondary

The arrangements for the transfer of pupils from primary to secondary schools and the role of head teachers in the associated procedures are set out below.

1. General

On completion of their primary education pupils will transfer to the secondary school associated with their primary school. Exceptions to this general rule are where the pupil

- (i) attends the primary school as a result of a placing request and does not live in the delineated area of the secondary school
- (ii) has been granted a placing request to another secondary school
- (iii) lives in the delineated area of a secondary school but attends another primary school eg attends a Catholic primary school, but chooses to attend the non denominational secondary.

All secondary schools have a delineated area which, except for Gryffe High School, comprise the delineated areas of their associated primary schools. In the case of Gryffe High School the delineated area covers pupils resident in Bridge of Weir and Houston who are within the designated catchment areas of Bridge of Weir, Houston, East Fulton and Woodlands Primary Schools. Only those primary pupils residing within the delineated area of the secondary school will transfer for secondary education to that school. If this number of pupils exceeds the maximum S1 intake for the secondary school priority will be accorded to children:

- (1) ordinarily resident within the delineated area and in attendance at an associated primary school

- (2) ordinarily resident within the delineated area but not in attendance at an associated primary school.

If there are more children of any priority than places available it may be necessary to allocate places by ballot.

Pupils attending an associated primary school as a result of a successful placing request will not automatically transfer to the associated secondary school unless they also live in the delineated area for that secondary school. Parents, not living in the catchment area, who wish their children to transfer to the associated secondary school require to make a placing request for that school.

2. Transfer Date

All pupils will be transferred from primary school to secondary school once per year on the same date at the start of the new session.

3. Age for Transfer

Transfer will normally take place between the ages of 11 ½ years and 12 ½ years. Keeping in mind the desirability of ensuring that as many pupils as possible have the opportunity of completing four years of secondary education, no pupil should be transferred before he or she has attained the age of 11 years, except in special circumstances and then only with the approval of the director of education and leisure services.

4. Procedures

The head teacher of the primary school shall advise parents or carers by December each year that their children are due to transfer to secondary school in the following August. Parents will be advised by headquarters as to which school their child should transfer to.

5. Placing Requests

The sending your child to school booklet includes information on the parents' or carers right to make a placing request and details of how such a request should be made. Information regarding other schools in the locality are available from education and leisure services.

Particular care will require to be taken to give appropriate advice to the parents of pupils attending the primary school as a result of placing requests.

Where a placing request was granted at the primary stage parents have the option of:

- their child transferring to the secondary school for the delineated area in which they reside, or
- submitting a placing request to the secondary school to which pupils in the primary school which their child has attended normally transfer, or
- submitting a placing request to any other secondary school.

Except in exceptional circumstances, in the case of a placing request where the chosen secondary school is beyond walking distance the parent must meet all transport costs.

6. Arrangements for Transfer

Head teachers should check the information on the PC10 form which will be provided by headquarters. This form should be returned to education and leisure headquarters. A copy should also be sent to head teachers of the relevant secondary schools as an estimate for catchment placements. If parents change their decision on which school they wish their child to attend this must be reported to education and leisure services before 15 March to allow requests to be included in the first batch of allocations.

Thereafter head teachers of primary schools will pass to the head teacher of the appropriate secondary school the names of all pupils due to transfer, together with such information as is relevant. Reports shall include:

- (i) the date of birth and class of each pupil
- (ii) indications of each pupil's attainments in the basic language and mathematics skills
- (iii) comments on any other factors which might influence a pupil's abilities, aptitudes and attitudes on transfer to the secondary school

It is therefore important that while full consultation between the appropriate primary and secondary school staff is a continuous process, particular emphasis should be placed on discussions during the P7 year concerning the pupils to be transferred at the start of the new session. Opportunity for the staff of the schools concerned to visit one another's schools should be provided. This could well include preliminary visits by pupils to their new school in May or June.

7. School Handbook

The head teacher of the secondary school shall, before the pupils' transfer to secondary school, fully inform their parents or carers of the school's curricular philosophy and of the various stages at which educational career decisions will require to be taken following discussions and advice from the head teacher and staff. This information should be contained in the school handbook which must be made available to parents or carers upon request.

8. Appeals

If the parent of a child is aggrieved by the decision to transfer his or her child to the secondary school or to retain the child in the primary school, he or she shall have the right to lodge an appeal with the director of education and leisure services. The appeal shall be considered by a panel comprising the head teachers of the appropriate primary and secondary schools, two non-teaching members of the appropriate local attendance council, which represents the parent body, and a representative of the director of education and leisure services who shall act as chair of the panel.

Should the parent be dissatisfied with the result of the authority's appeal procedure in terms of Section 29 (2) of the Education (Scotland) Act 1980 he or she has the right to refer the matter to the appropriate Scottish minister.

Yours sincerely



Robert Naylor
Director of Education and Leisure