



## A Guide to Admissions

This guide provides a simple introduction to the principles of the Admissions Regulations for Jordanhill School and answers some frequently asked questions.

The Regulations form a complex set of rules which the officers of the school must follow in the allocation of places. They are designed to ensure equality of treatment. The Regulations take precedence over this guide at all times.

### Principles of Admission

Jordanhill is the local comprehensive school which caters for all children whose needs it can meet. No fees are paid and there is no selection on any grounds other than residency.

The Boards of Managers operates on the principle that the School's prime function is to serve the community within which it sits. The School's partnership with the community has been recognised as a major strength by several external assessors.

Demand for places from 'local' children exceeds the available places. Priority for admission is given to children who

- ◆ Live in one of the school's longstanding 'catchment' addresses (List 1) and thereafter to those who live in local addresses which have been developed more recently (List 2).
- ◆ Already have brothers or sisters in the school.
- ◆ Have been longest on the waiting list.

For many years we have been unable to offer places in Primary to all applicants living in a List 1 address. In some years not all applicants on lists 1 and 2 can be accommodated at the Secondary stage either.

## Entry Points

The main entry points are **Primary 1** (66 places) and **Secondary 1** (a further 33 places). The offer of these places and any occasional vacancies which may arise from P1 to S2 are governed strictly by the Admissions Regulations.

### Admission to S3/S4

Occasional vacancies which arise in S3 and S4 are offered only to 'local' children resident in List 1 or List 2. The offer of places is otherwise governed by the Admissions Regulations.

### Admission to S5/S6

Entry to S5 or S6 is governed by a separate admissions process. (See web site.)

## How Do I Apply?

You can download an application form from the web site or obtain a paper copy from the school. Please complete all sections of the form and return it to the school. There is no fee to apply.

If you have any questions or need help to complete the form, please contact our reception staff who will be happy to help you.

## Offers of Places

The information held on each applicant is checked in detail prior to the offer of any place in P1 and again for S1 or at any other time when an occasional vacancy arises. Applicants will be required to produce proof that their address is accurate and of the length of time they have been resident there. This will be cross-checked against a range of publicly accessible data.

It is only once this checking process is complete that the final 'waiting list' is compiled and places are offered in strict order of the list.

## Enquiries

You are free to enquire about the status of your child's application at any time. General enquiries can be dealt with in person, by telephone or e-mail.

If you have a specific enquiry, then this must be submitted in writing so that the details can be kept in your child's file.

Please note that the school will not be in a position to respond to waiting list enquiries during the period when the detailed checks described above are being undertaken.

<b>Tel.</b>	0141 576 2500
<b>E-mail</b>	<a href="mailto:info@jordanhill.glasgow.sch.uk">info@jordanhill.glasgow.sch.uk</a>
<b>Web</b>	<a href="http://www.jordanhill.glasgow.sch.uk">www.jordanhill.glasgow.sch.uk</a>

## Frequently Asked Questions

1. **Can I register using the address of a relative or a second property or similar?**

The parent/guardian with whom the child resides and the child him/herself **must** live at the address under which the application is made. You cannot register using a 'convenience' address of any kind including a property which you may own but which is not your normal residence.

2. **Must I be the owner of the address under which I am registering?**

The Regulations do not discriminate in any way between owner occupiers and those renting or letting from Housing Associations or private landlords. The only test is that you genuinely live at the registered address and all applicants are required to provide proof thereof.

3. **At what age should I register my child?**

For entry to Primary, as soon as the birth of your child is registered if you live in a List 1 or List 2 address. You should also notify us if you change address at any time.

The position fluctuates from year to year, but in some years we cannot offer places to all children born into a List 1 address.

The situation for Secondary fluctuates considerably due to variations in the birth rate or parents making alternative arrangements for other children on the list. (See appendix 2.) Occasionally someone moving into a List 1 or List 2 address just before S1 might be offered a place in S1.

4. **How can my child's place on the waiting list move so dramatically?**

- ◆ Children with a sibling have been admitted to P1 or S1.
- ◆ If you move into a List 1 address you will jump above everyone on lists 2 and 3.
- ◆ If you move out of a List 1 address you will at best go to the top of List 2 or list 3.
- ◆ You have lost sibling priority (see Q11).

5. **How can I assess my child's chances of gaining a place?**

You can enquire **in writing** about your child's provisional place on the waiting list. The information supplied will be an estimate of where the child is at the time of the enquiry. Your child's place on the waiting list can change dramatically once details are checked and following each year's admissions – see **Offers of Places**, Q.3 and Q.4.

The fact that he/she is currently 50<sup>th</sup> on the list does not guarantee one of the 66 places in P1 as others may gain precedence due to the sibling rule. Being 70<sup>th</sup> on the list may result in the offer of a place if others move away in the interim or decline a place. Similarly, being 40<sup>th</sup> or more on the list for S1 can still lead to the offer of a place.

6. **I have older children at the school and plan to move out of a List 1 address. Will my younger children be guaranteed a place?**

The place on the waiting list of all applicants is determined at the point at which offers of places are made. While the sibling rule might apply, the List 1 priority would not and your younger children would fall down the waiting list. At present, places in Primary 1 are only ever offered to children on List 1. Occasionally, places in Secondary 1 are offered to children on List 2 or List 3. Therefore, if you move out of List 1 the chances of your younger children gaining admission are low.

**7. Can I apply for early entry to P1?**

Early entry is not permitted (clause 6)

**8. Can I defer entry to P1?**

Deferral of entry is allowed only with the agreement of the school and where there are clear educational reasons for so doing (clause 7). You cannot defer simply because your child has failed to be offered a place and you hope to be successful one year on.

**9. My child has additional support needs. Will he/she still be eligible for a place?**

Your child's application will be treated like all others and any needs will **not** affect their position on the waiting list. All offers are conditional on the school being able to meet a child's needs. The school has successfully supported pupils with significant needs from P1 to S6, but this does not mean we can meet every child's needs. Forward planning is the key to success and it is in parents' interests to advise the school of any needs as soon as they become known. (See clause 4 and related school policies.)

The Additional Support for Learning Act does not apply to the school. We are not funded to meet the same range of needs as can be catered for by a local authority and neither will local authorities provide access to their services to a child attending Jordanhill School.

**10. Can the school take account of factors other than place of residence, siblings and date of application when offering places?**

The school often receives requests to look favourably on an application based on the child's ability, particular needs, connections to the school or domestic circumstances. All such requests are **refused** without exception. The only criteria we can apply are listed in the principles section above.

**11. My child has a brother/sister at the school, but has not been given sibling priority. Why is this?**

- ◆ You have forgotten to tell us about the sibling relationship.
- ◆ The older child must be admitted during or before S1 to qualify. For example, a pupil joining the school at any point from S2-S6 does not count as a qualifying sibling.
- ◆ The qualifying sibling must still be at the school when the younger child joins. A pupil in S6 and a P7 pupil going to another secondary school would not count. (See clause 2(c))

**12. What effect will it have if I take a sabbatical or similar break?**

Where an absence from your usual address is genuinely temporary, then it is possible for the application to maintain its status on the waiting list. You must apply as set out in clause 9.

**13. What happens if I make an application based on inaccurate information?**

The regulations are designed to protect the interests of all applicants. If the School believes that you are seeking or have accepted a place based on false or misleading information, then sanctions may be applied as set out in clause 10.