



# Early Entry to Glasgow Schools

## Guidance Information

PLEASE READ THE FOLLOWING GUIDANCE INFORMATION PRIOR TO COMPLETING THE APPLICATION FORM

Children start Primary 1 aged between 4 and a half and 5 and a half depending on when the child's birthday falls. This is a matter of law. Some parents/carers whose child has a birthday after this date can request if their child can be admitted early. e.g. starting school the previous August. For those wishing to apply for Early Entry enrolment, application forms should be submitted no later than **28th February** of the year you wish your child to start school.

This is known as an **Early Entry Request**. It is not the same as a Placing Request as you cannot request in law that your child start early in a school other than your local catchment school.

You will appreciate that this will mean your child being in some cases considerably younger than other children in the class. Before making an **Early Entry Request** you should consider the factors that a school would consider regarding your child's suitability for starting early.

It is the experience of those working with children in the early stages, both nursery and primary school, that it is best that children start with their own year age group. The principal reason for this draws from experience of teachers and also research that shows that even when children start school early and cope initially, there can be problems later when transferring from primary to secondary and as they approach the school leaving age.

### FACTORS TO CONSIDER

Before making a request for **Early Entry**, we would ask parents/carers to consider the following points that we consider important in determining if a child is suitable to start school early.

#### Your child's physical development

- Will your child be able to cope with the physical demands of spending five hours a day in a classroom? If your child is not physically mature enough for this, he/she may find it hard to concentrate and master the basic skills. There will be other children in the same class who are more than a year older.
- Would your child cope with the demands of this in classroom and playground activities?

#### Your child's emotional and social development

- Is your child emotionally and socially mature enough to cope with being separated from you for most of the day?
- Will your child find it easy to make friends with the rest of the class group who are older?

#### Your child's readiness for learning at school

- Will sending your child to school too early deprive him/her of pre-school year experience. Children learn a great deal informally, through a planned curriculum. This best prepares the child for formal schooling.

### LONG TERM IMPLICATIONS

Research shows that even when children start school early and cope initially, there can be problems later when transferring from primary to secondary and as they approach the school leaving age. Your child may be less physically and emotionally mature and could find it difficult to gain entry to higher education courses because he or she is too young.

Please consider the points raised above.

If you feel you still wish to make a request for your child to start school early you should complete the attached form and return it, before 28 February, to: Executive Director of Education, Education Services, Glasgow City Council, City Chambers, 40 John Street, GLASGOW G1 1JL.

### WHAT HAPPENS NEXT?

Your request will be acknowledged within five working days. You will be informed of the outcome of your child's assessment in the first week in May.

Following the assessment, a report will go to the Executive Director of Education, Education Services. If your child is ready for school we will invite you to register your child at your local educational establishment, provided a place is available. Children who should attend school by virtue of their birth date will have a prior claim to a place at the school. Placing requests are not eligible for children who are not of school age therefore you can only submit an early entry request to your child's local school. Where there is no space in the local school the Council will place in the nearest school that has spaces in primary one.

If your child is not ready for school, you will be advised accordingly and sent a copy of the assessment report.

#### **REVIEW OF DECISION**

If your application is turned down, you have no right of appeal. You can of course ask that the Council reviews this decision and this request should be put in writing to the Executive Director of Education, Education Services. Your case may be strengthened if you identify the reasons for the review.

#### **MORE INFORMATION**

If you need more information on Early Entry to school, contact Education Services on 0141 287 7477, alternatively you can write to the address below.



# Early Entry Application Form

PLEASE USE BLACK INK AND BLOCK LETTERS

**1** Please complete this form and send it to: Executive Director of Education, Education Services, Glasgow City Council, City Chambers, 40 John Street, GLASGOW G1 1JL no later than 28th February.

**2 PARENT/CARER DETAILS**

Title	
Forename	
Surname	
Flat/Apartment Number <i>(if applicable)</i>	
House Number	Street Name
City/Town	Postcode
Phone	Mobile
Email	

**3 CHILD/YOUNG PERSON DETAILS**

Forename	
Surname	
Date of Birth	Gender
	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

**4 EARLY YEARS/NURSERY EDUCATION DETAILS**

Does your child attend Nursery?

YES  NO

If YES, name of Nursery?

**5 REQUESTED EDUCATIONAL ESTABLISHMENT DETAILS (CATCHMENT SCHOOL)**

Name of Requested Educational Establishment

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Address

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Postcode

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Reason(s), if any, for seeking an early entry request

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Please note: While it is not necessary to provide reasons to justify your request, this can be of advantage to you should there be more applications than places available in the school of your choice. If there is not sufficient space available on this form, please attach a separate sheet of paper.

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_



## Early Entry to School Privacy Statement

### Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its chief office at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our data protection officer by post at this address, or by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), or by telephone - 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to enrol your child in a school within this authority to enable us to provide your child with an adequate and efficient education. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

We may also share information with external agencies providing Educational Services and agencies providing Health and Wellbeing Services. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

### How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. 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 or you can request a hard copy from the contact address stated above.

## **Your rights under data protection law**

### ***Access to your information***

You have the right to request a copy of the personal information about you that we hold.

### ***Correcting your information***

We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

### ***Deletion of your information***

You have the right to ask us to delete personal information about you where:

1. You consider that we no longer require the information for the purposes for which it was obtained
2. You have validly objected to our use of your personal information - see [Objecting to how we may use your information](#) below
3. Our use of your personal information is contrary to law or our other legal obligations.

### ***Objecting to how we may use your information***

You have the right at any time to require us to stop using your personal information for direct marketing purposes.

### ***Restricting how we may use your information***

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information.

The right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us in any of the ways set out above if you wish to exercise any of these rights.

## **Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information. If your complaint is not about a data protection matter you can find details on how to make a complaint on our website.