

**PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE
CATCHMENT AREAS OF:**

- **POLKEMMET PRIMARY SCHOOL**
- **CROFTMALLOCH PRIMARY SCHOOL; AND**
- **GREENRIGG PRIMARY SCHOOL.**

A REPORT OF THE STATUTORY CONSULTATION

Wednesday 30 October to Tuesday 10 December 2019

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1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-
 - Polkemmet Primary School
 - Croftmalloch Primary School
 - Greenrigg Primary School
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services proposes to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-

- Polkemmet Primary School
- Croftmalloch Primary School
- Greenrigg Primary School

1.3 BACKGROUND

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposal would move 443 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer 13 existing residential properties and a large area of the proposed Heartlands development to the Croftmalloch Primary School catchment area.

1.4 TIMELINE

The following timeline was established and incorporates the organisation of a public meeting, Education Scotland involvement, the preparation and publication of the report on the outcomes of the consultation and subsequent submission to West Lothian Council Education Executive for its decision in March 2020.

Date	Event	Description
29 May 2018	Education Executive Meeting	Meeting to discuss proposal and agree continuation to pre consultation phase
30 October 2019	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
13 November 2019	Public Meetings	Public Meetings to discuss proposal
10 December 2019	End of Consultation	End of Public Consultation
20 December 2019	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
25 February 2020	Offer Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland and on consideration of previous consultation period representations, Authority will prepare and publish final consultation report
3 March 2020	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
24 March 2020	Education Executive Meeting	Decision made

1.5 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, relocation of a school, requires a formal consultation.

The Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014, sets out the statutory consultation requirements.

The statutory consultees for a proposal to relocate an education establishment are prescribed as follows:

- the Parent Council or Combined Parent Council of any affected school
- the parents of the pupils at any affected school
- the parents of any children expected by the education authority to attend any affected school within two years of the date of publication of the proposal paper
- the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity)
- the staff (teaching and other) at any affected school
- any trade union which appears to the education authority to be representative of the persons mentioned in bullet point above
- the community council (if any)
- the Community Planning Partnership (within the meaning of section 4(5) of the Community Empowerment (Scotland) Act 2015 for the area of the local authority in which affected school is situated.
- any other community planning partnerships considered relevant by the Authority.
- any other education authority that the education authority considers relevant
- any other users of any affected school that the education authority considers relevant
- in relation to any relevant proposal which affects a denominational school, the Church, Denominational Body or Scottish Hierarchy of the Roman Catholic Church

1.6 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from **Wednesday 30 October to Tuesday 10 December 2019**. This timescale adheres to the statutory consultation period for such circumstances which is a minimum of 6 consecutive weeks and include at least 30 school days.

To communicate, the Education Service proposal information was delivered through the undernoted media avenues:

- West Lothian Council Website
- West Lothian Council digital media products
- Local Press
- Available in hard copy via central locations within West Lothian
- Hard copy available for postal distribution on request

In order to ensure all parties had the same opportunity to access the consultation information, facilities were put in place to communicate the proposal in a manner best suited to the needs of the individual. To this regard, the Consultation Document was made available through the following means as and when requested:

- Translation Services
- Provision for deaf and hearing impaired, blind and visually impaired

A copy of the Consultation Document is attached as Appendix B.

A public meeting was conducted at Polkemmet Primary School, Whitburn, on Wednesday 13 November 2019. Council officers outlined the key elements of the proposal to Vary admission arrangements and answered question from meeting attendees. Comprehensive minutes of the public meetings are detailed in Section 3 of this report.

During the consultation period views on the proposal were welcomed in writing to the address given below:

Melanie Laurie, Education Services, Civic Centre, Howden Road South, EH54 6FF

Responses by e-mail were directed to Education.Consultation@westlothian.gov.uk

All interested parties were invited to submit their comments by close of business Tuesday 10 December 2019.

2. CONSULTEE RESPONSES TO PROPOSAL

West Lothian Council Education Services noted comments made through a variety of means however only those official representations submitted in the terms of the **Consultation Document SECTION 5: Consultation Process and How To Have Your Say (Appendix B)** have been recorded for reporting purposes.

No hard copy written representations were received during the consultation period. All responses from consultees were received either in electronic format (email) or by oral representation at the statutory public meetings.

2.1 RESPONSES RECEIVED

2.1.1. Email Responses:

Responder	Response	West Lothian Council Comment
Parent	<p>My son currently attends Greenrigg Primary School and we are a residence of the Heartlands Development.</p> <p>After moving him from school to school due to the house move we where happy he is finally in a stable and well-supported school.</p> <p>A question on the catchment review I have is would existing pupils attend Greenrigg who are within the heartlands development be required to move?</p>	No pupil would be required to move school as a result of the proposal.

3 NOTES OF PUBLIC MEETING

WEST LoTHIAN COUNCIL

PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM SCHOOL CATCHMENT AREA VARIATIONS AT POLKEMMET PRIMARY SCHOOL, CROFTMALLOCH PRIMARY SCHOOL AND GREENRIGG PRIMARY SCHOOL

MINUTES OF STATUTORY CONSULTATION MEETING POLKEMMET PRIMARY SCHOOL WEDNESDAY 13 NOVEMBER 2019, 6.30pm

Present:

In attendance from West Lothian Council:

Cllr Lawrence Fitzpatrick, Depute Executive Councillor for Education
James Cameron, Head of Education
Catherine Campbell, Education Officer
Andrew Cotton, Senior Education Planning Officer

Meeting Attendees:

4 parents, 3 Head Teachers.

Introductions and Overview

Aims of Statutory Consultation Exercise:

- Formal consultation required in accordance with Schools (Consultation) (Scotland) Act 2010
- Information sharing opportunity – details the specifics and the reasoning behind the proposal
- Opportunity to capture the views of consultees
- Invaluable research approach

Summary of Proposal:

- Review admission arrangements arising from proposed alterations to the catchment areas at: Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School

Rationale:

- West Lothian Council obligation to meet demands of housing developments in the area
- Review of current and projected pupil roll indicators for Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School.
- West Lothian Council ongoing commitment to providing quality and long term sustainable educational provisions for all pupils

Group Discussion

Cllr Lawrence Fitzpatrick opened the floor for discussion:

Question / Comment:

Will children already attending Greenrigg Primary School be able to remain there?

Response:

Yes, no child is ever asked to change school as a result of a catchment review

Question / Comment:

Will transport continue to be provided to children remaining at Greenrigg Primary School?

Response:

Yes, children already attending the school will continue to receive transport provision.

Question / Comment:

Will younger siblings of those attending Greenrigg Primary School be able to get a place at Greenrigg Primary School?

Response:

Yes, applications from younger siblings of current catchment pupils after a catchment review will be treated as if they were catchment applications.

Question / Comment:

Will younger siblings be able to receive transport provision?

Response:

Yes, younger siblings of current catchment pupils would be treated as catchment so transport provision would be included.

Question / Comment:

Could Greenrigg school accommodate children from all 2000 houses proposed at Heartlands?

Response:

No, it could not and it is not possible to easily extend Greenrigg school.

Question / Comment:

What education provision was proposed as part of the Heartlands development?

Response:

Development funded extensions to Croftmalloch and St Joseph's were proposed as part of the Heartlands development so the intention was always to do a catchment review to ensure the children from Heartlands attended existing schools in Whitburn that had spare and extended capacity.

Question / Comment:

Is Polkemmet School within walking distance of the Heartlands development.

Response:

Yes, it is less than a mile

Question / Comment:

Would other pre-school children from Heartlands be able to apply for places at Greenrigg Primary School?

Response:

Yes, any child can apply for any school as at present and if space is available it would be granted. At

present Greenrigg Primary school does have capacity for any applications but these would be granted as out of catchment placing requests.

Question / Comment:

When will the new catchments come into force?

Response:

If approved at the March 2020 Education Executive as currently proposed then they would be used for applications for children starting school in August 2020.

Question / Comment:

It would be better if children from Heartlands had Polkemmet and Croftmalloch as catchment schools as it reflects where the majority of children already attend.

Response:

Noted. The proposal reflects existing parental preference in this regard.

Question / Comment:

It would be better if children from Heartlands had Polkemmet and Croftmalloch as catchment schools as it would better integrate Heartlands into activities such as Whitburn Gala Day.

Response:

Noted.

Next Steps

- Collate and review feedback received during Statutory Consultation period
- December 2020 - West Lothian Council submit report on findings of Public Consultation to Education Scotland for review
- February 2020 - West Lothian Council prepare and publish final Consultation Paper
- March 2020 - West Lothian Council Education Executive meet to review the final Consultation Paper and make final decision on proposal

Close

Cllr Fitzpatrick concluded the meeting by thanking attendees for their attendance and participation in discussions.

4. ANALYSIS OF CONSULTATION RESPONSES

An e-mail respondent and attendees at the Statutory Consultation meeting sought and received clarification on a number of points.

No expression of opposition to the proposal was received during the statutory consultation.

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Contact: James Cameron

Tel 01506 281680

E-mail: james.cameron@westlothian.gov.uk

30 October 2019

Dear Consultee

West Lothian Council Education Services Proposal to Review Non-Denominational Primary School Catchment Areas

West Lothian Council's Education Executive at its meeting on 23 April 2019, authorised Education Services to commence statutory consultation on the proposal to review admission arrangements arising from proposed variations to the school catchment areas at:

- Polkemmet Primary School,
- Croftmalloch Primary School; and
- Greenrigg Primary School

The consultation document outlining the proposal is available online from 30 October 2019 on the following webpage: www.westlothian.gov.uk/Primary-School-Catchment-Review-Whitburn-Greenrigg

Hard copies of the consultation document are also available for uplift from the Civic Centre, Howden South Road, Livingston, EH54 6FF or can be requested in writing from:

Melanie Laurie, Project Officer, West Lothian Council Education Services, Civic Centre,
Howden South Road, Livingston, EH54 6FF.

The consultation period is from 30 October 2019 to 5pm on 10 December 2019.

A public meeting to discuss the consultation document will be held at Polkemmet Primary School, Whitburn on Wednesday 13 November 2019 at 6.30pm-8.00pm.

You are also invited to submit your comments on the consultation in writing to Melanie Laurie at the above address or by e-mail to Education.Consultation@westlothian.gov.uk



westlothian.gov.uk

For written representations to be considered they must be received no later than 5pm on Tuesday 10 December 2019.

A decision on the proposal is planned to be made in March 2020 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and through information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

A handwritten signature in black ink that reads "James Cameron". The signature is written in a cursive style with a large initial 'J'.

James Cameron

Head of Education (Learning, Policy and Resources)