

**REVIEW OF ADMISSION ARRANGEMENTS AS A RESULT OF ALTERATION TO
THE DENOMINATIONAL PRIMARY SCHOOL CATCHMENT AREAS OF:**

- **ST PAUL'S PRIMARY SCHOOL**
- **ST NINIAN'S PRIMARY SCHOOL; AND**
- **ST MARY'S PRIMARY SCHOOL POLBETH.**

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 review admission arrangements as a result of alteration to the denominational primary school catchment areas of:-
 - St Paul's Primary School, East Calder
 - St Ninian's Primary School, Dedridge
 - St Mary's Primary School, Polbeth
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services proposes to review admission arrangements to:-

- St Paul's Primary School, East Calder
- St Ninian's Primary School, Dedridge
- St Mary's Primary School, Polbeth

1.3 BACKGROUND

This proposal is intended to address anomalies in current catchment areas, specifically:-

- 1) Wellhead and Oakbank - a small area of land south of Murieston with no residential properties which is not currently within any denominational catchment area.
- 2) Balgreen – 5 residential properties currently in the catchment area of St Paul's Primary School, but within the Murieston Community Council area and Bellsquarty Primary School catchment area.
- 3) Burnbank, Blackhall and Linnhouse – 4 residential properties currently in the catchment area of St Paul's Primary School, but within the West Calder and Harburn Community Council area and Parkhead Primary School catchment area.
- 4) Crosswood Reservoir – 5 residential properties currently in the catchment area of St Paul's Primary School, but within the West Calder and Harburn Community Council area and Parkhead Primary School catchment area.

In each case it is intended to associate each of the identified areas of change to the associated secondary school of the new primary school, in order to ensure that all secondary school catchment areas align with primary school catchment areas.

This proposal will address potential school capacity issues at St Paul's Primary School, East Calder, St Ninian's Primary School, Dedridge and St Mary's Primary School, Polbeth, and will better match denominational primary school catchment areas to local community ties

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)
14 November 2019	Public Meetings	Public Meetings to discuss proposal
13 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 Bellsquarry Community Hall, Livingston, on Thursday 14 November 2019. Council officers outlined the key elements of the proposal to review 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:

There were no individual electronic responses received.

2.1.2 St Paul's Primary School Pupil Council

St Paul's Primary School Pupil Council 7 November 2019 –

8 pupils in attendance

West Lothian Council Education Services Consultation on review of Denominational Primary School Catchment Areas has been issued.

We discussed the proposed changes to catchment areas. Our pupils felt the changes described did not really affect them and therefore they were happy with the proposals. They raised concern that their local cluster catchment school would change but were happy to know that both St Paul's and St Ninian's Primary would still attend St Margaret's . The pupils commented that they were aware there would be local changes in the near future as they are aware a new school is being built at Calderwood and that many of them leave within this development. They are also aware that our own school is growing as we no longer have a GP room as it is needed as a classroom.

Response By West Lothian Council

Only a very small number of residential properties, as detailed in the consultation document, would experience any change to catchment arrangements. No current residents are affected by the change. Primary-Secondary associations are not affected by the proposal, and St Paul's Primary School remains associated with St Margaret's Academy.

3 NOTES OF PUBLIC MEETING

3.1 Bellsquarry Community Hall:

WEST LoTHIAN COUNCIL

PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM SCHOOL CATCHMENT AREA VARIATIONS AT ST PAUL'S PRIMARY SCHOOL EAST CALDER, ST NINIAN'S PRIMARY SCHOOL DEDRIDGE AND ST MARY'S PRIMARY SCHOOL POLBETH

MINUTES OF STATUTORY CONSULTATION MEETING BELLSQUARRY COMMUNITY HALL THURSDAY 14 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:

2 parent council members, 3 Head Teachers, 2 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:

- Proposal to Review Admission Arrangements arising from School Catchment Area Variations at St Paul's Primary School East Calder, St Ninian's Primary School Dedridge and St Mary's Primary School Polbeth

Rationale:

- West Lothian Council obligation to meet demands of housing developments in the area
- Ensure all areas of West Lothian have a denominational primary school catchment.

- 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:

Are any existing children affected?

Response:

No children live in the Wellheads Farm area as development is just commencing. The other areas with minor changes do not have any children living there.

Question / Comment:

Do the proposed changes reflect Community Council boundaries?

Response:

Yes, the changes better reflect community ties by following community council boundaries.

Question / Comment:

What would happen if changes do not take place and people move into Wellheads Farm?

Response:

We would likely treat St Ninian's as their catchment denominational school as it is the closest geographically to the development site but would also give priority admission to St Paul's denominational primary if an application is supported by a RC baptismal certificate.

Question / Comment:

Can St Ninian's accommodate the children from the Wellheads Farm development?

Response:

Yes there is sufficient capacity.

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

Pupils at St Paul's Primary School did not feel that the proposals affected them significantly but were happy with the proposals and that their associated secondary school would still be St Margaret's Academy. The concern that catchment would change affected only a very small number of residential properties, as detailed in the consultation document, and no current residents are affected by the change.

Attendees at the Statutory Consultation meeting sought and received clarification of 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 Denominational Primary School Catchment Areas

West Lothian Council's Education Executive at its meeting on 29 May 2018, authorised Education Services to commence statutory consultation on the proposal to review admission arrangements arising from proposed variations to the school catchment areas at:

- St Paul's Primary School
- St Ninian's Primary School; and
- St Mary's Primary School Polbeth

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

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 Bellsquarry Village Hall on Thursday 14 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)