

**PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
SCHOOL CATCHMENT AREA VARIATIONS AT LINLITHGOW ACADEMY AND
BATHGATE ACADEMY**

A REPORT OF THE STATUTORY CONSULTATION

Monday 24 April 2023 until Friday 09 June 2023

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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 arising from School Catchment Area Variations at Linlithgow Academy and Bathgate Academy.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- Review of non-denominational secondary school catchment areas at:
 - ❖ Linlithgow Academy
 - ❖ Bathgate Academy.
- The principal aim of the proposal is to match non-denominational primary school boundaries with non-denominational secondary schools and ensure the best use of existing and future school capacities in West Lothian non-denominational school catchment areas.
- The proposal only affects 17 residential properties in the Tartraven area south of Beecraigs and do not affect any children currently in education in West Lothian.
- They are located within the Linlithgow & Linlithgow Bridge Community Council area, Electoral Ward 1 (Linlithgow) and St Joseph's Primary School Linlithgow for denominational primary stage schooling. As of January 2023, they are also located in the Linlithgow Primary School catchment. The proposed change to Linlithgow Academy fits better with local community ties and ensures that primary to secondary catchments are fully aligned.

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 September 2023.

Date	Event	Description
21 March 2023	Education Executive Meeting	Meeting to review proposal and Consultations Document and agree commencement of Statutory Consultation phase.
24 April 2023	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
30 May 2023	Public Meeting	Public Meeting to discuss proposal
09 June 2023	End of Consultation	End of Public Consultation
13 June 2023	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
03 July 2023	Deadline for Education Scotland three-week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
07 August 2023	Give Education Scotland at least 5 days' notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
14 August 2023	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
05 September 2023	Education Executive Meeting	Decision made

1.3 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, establishment of a new education establishment, 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

1.4 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Monday 24 April 2023 until Friday 09 June 2023. 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:
- <https://www.westlothian.gov.uk/bathgate-and-linlithgow-academy-proposal>
- 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 held at Linlithgow Academy on Tuesday 30th May 2023.

Minutes of the public meeting 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:

Catherine Campbell, 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 Friday 09 June 2023.

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 meeting.

2.1 RESPONSES RECEIVED

None

3. NOTE OF PUBLIC MEETING

**MINUTE OF PUBLIC MEETING HELD AT LINLITHGOW ACADEMY ON TUESDAY
30TH MAY 2023., TO DISCUSS PUBLIC CONSULTATION DOCUMENT:
"PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM
SCHOOL CATCHMENT AREA VARIATIONS AT LINLITHGOW ACADEMY AND
BATHGATE ACADEMY**

In attendance from West Lothian Council:

Catherine Campbell
Andrew Cotton

Senior Education Development Officer
Senior Education Planning Officer

Meeting attendees : None

Discussion Opportunity: n/a

4. ANALYSIS OF CONSULTATION RESPONSES

No responses were received and no members of the public attended the public meeting.

As the proposal was of a technical nature and did not affect any existing children this was not a surprise.

April 2023

Dear Consultee

West Lothian Council Education Services

West Lothian Council's Education Executive at its meeting on 21 March 2023 authorised West Lothian Council's Education Services to commence statutory consultation on the proposal below.

The principal aim of the proposal is to ensure the non-denominational secondary catchments remain aligned with primary school catchments.

The proposal only affects 17 residential properties in the Tartraven area south of Beecraigs and do not affect any children currently in education in West Lothian.

They are located within the Linlithgow & Linlithgow Bridge Community Council area, Electoral Ward 1 (Linlithgow) and St Joseph's Primary School Linlithgow for denominational primary stage schooling. As of January 2023, they are also located in the Linlithgow Primary School catchment. The proposed change to Linlithgow Academy fits better with local community ties and ensures that primary to secondary catchments are fully aligned.

- **Proposal to review admission arrangements arising from alterations to the non-denominational secondary school catchment area at Bathgate Academy and Linlithgow Academy.**

The consultation documents outlining the proposals are available online on the following webpage:

<https://www.westlothian.gov.uk/article/49192/Schools-and-Education-Open-Consultations>

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:

Catherine Campbell, Senior Education Development Officer, West Lothian Council Education Services, Civic Centre, Howden South Road, Livingston, EH54 6FF.

The Consultation period will run from Monday 24 April 2023 until 5pm on Friday 09 June 2023. A public meeting to discuss the consultation document will be held:

Date: Tuesday 30 May 2023

Time: 7.00PM to 8.00PM

**Venue: Linlithgow Academy,
Braehead Rd, Linlithgow, EH49 6EH**

You are also invited to submit your comments on the consultation by e-mail to:

Education.Consultation@westlothian.gov.uk

For written representations to be considered they must be received no later than **5pm on Friday 09 June 2023**.

Decisions on the proposals are planned to be made in September 2023 by the Council's Education Executive. These decisions will be based on feedback received from all stakeholders through written responses and feedback from meetings and from feedback received from Education Scotland.

Yours sincerely

Greg Welsh

Head of Education (Early Years, Primary and Resources)

WEST LOTHIAN COUNCIL CONSULTATION DOCUMENT

EDUCATION SERVICES PROPOSALS TO:

- **REVIEW ADMISSION ARRANGEMENTS ARISING FROM ALTERATIONS TO THE NON-DENOMINATIONAL SECONDARY SCHOOL CATCHMENT AREA AT BATHGATE ACADEMY AND LINLITHGOW ACADEMY.**

SECTION 1: Purpose of this Document

SECTION 2: The Proposal

SECTION 3: The Educational Benefit Statement

SECTION 4: Integrated Impact Assessment

SECTION 5: Consultation Process and How to Have Your Say

SECTION 1: PURPOSE OF THE DOCUMENT

The purpose of this document is to give information on:

- West Lothian Council's proposal to review of admission arrangements at Bathgate Academy and Linlithgow Academy.
- The educational benefits to be gained through the implementation of this proposal; and
- How you can give your views and take part in the consultation process.

West Lothian Council believes that thorough and effective consultation will support better outcomes for pupils and their families and will enable the vast majority of children.

Public consultations are necessary when a local authority is proposing to make a significant change to its school estate, in this case the relocation of a school. To carry out a public consultation West Lothian Council requires to follow the statutory guidance outlined in the Schools (Consultation) (Scotland) Act 2010. With this in mind, this document is further organised into the following sections:

Section 2 details the proposal and gives the background and rationale.

Section 3 contains the educational benefits statement in relation to the proposal and provides an assessment of the effects of this proposal on the children/young people and their families of the affected nursery and school.

Section 4 provides information on the Integrated Impact Assessment undertaken in reference to the proposal. An Integrated Impact Assessment (IIA) is undertaken to ensure that the Council meets its statutory requirement to assess policies and practices and ensure that they meet the legislative requirements in relation to its equality, human rights and socioeconomic obligations.

Section 5 details how West Lothian Council has organised the consultation process to meet the requirements of the legislation and how you can take part and give your views.

SECTION 2: PROPOSAL AND BACKGROUND TO THE PROPOSAL

2.1. EDUCATION SERVICES PROPOSALS TO:

- Review admission arrangements at Bathgate Academy and Linlithgow Academy.

2.2 BACKGROUND TO THE PROPOSAL

West Lothian Council Education Executive on 17 January 2023 approved a number of changes to Primary school catchments in the Linlithgow and Bathgate Hills area including a change to 17 properties in the Tartraven area south of Beecraigs which were transferred from the Boghall PS catchment to the Linlithgow PS catchment.

The purpose of this review is to ensure the non-denominational secondary catchments remain aligned with primary school catchments by transferring the same 17 properties at Tartraven from Bathgate Academy to Linlithgow Academy.

The area of change comprises 17 residential properties in the Bathgate Hills area south of Beecraigs. They are located within the Linlithgow & Linlithgow Bridge Community Council area, Electoral Ward 1 (Linlithgow) and St Joseph's Primary School Linlithgow for denominational primary stage schooling. As of January 2023, they are also located in the Linlithgow Primary School catchment. The proposed change to Linlithgow Academy fits better with local community ties and ensures that primary to secondary catchments are fully aligned.

There are currently no children living in this area who attend West Lothian Council education establishments.

2.3 ADMISSION CRITERIA

All other catchment area criteria will remain unchanged.

There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas.

Criteria for admission will be in accordance with West Lothian Council's current admission arrangements [West Lothian Council School Admission Policy](#)

Primary to Secondary Transfer Arrangements

The Bathgate Academy catchment will be comprised of the entire catchments of Balbardie PS, Boghall PS, Simpson PS, Blackburn PS and Murrayfield PS.

The Linlithgow Academy catchment will be comprised of the entire catchments of Linlithgow PS, Linlithgow Bridge PS, Lowport PS, Springfield PS, Torphichen PS, Westfield PS and Bridgend PS.

2.5 OTHER FACTORS CONSIDERED

- **Transport**

Requests for school transport provisions will be considered in accordance with West Lothian Council's School Transport Policy [School Transport Policy](#).

SECTION 3: THE EDUCATIONAL BENEFIT STATEMENT

The Educational Benefits Statement, for the proposal, has been prepared having regard to the Guidance and Explanatory Notes published by the Scottish Government in association with the Schools (Consultation) (Scotland) Act, 2010

The specific educational benefits of the proposal are outlined below in terms of the following:

- 3.1 Curriculum
- 3.2 Secondary School Alignment

3.1 CURRICULUM

Both secondary schools will be fully equipped to deliver the full breadth of Curriculum for Excellence. Opportunities for learners to achieve across all curricular areas including developing skills, attributes and capabilities through learning aligned with the key principles of Curriculum for Excellence: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

All learners will experience motivating, engaging, well-planned and differentiated learning opportunities that maximise attainment and achievement. Digital literacy will be embedded within the learning experience.

3.2 SECONDARY SCHOOL ALIGNMENT

The proposed review of admission arrangements ensures that the catchments of all West Lothian Secondary Schools remain entirely aligned with primary school catchments and ensure that all children can progress to secondary school with their primary school peers.

The Bathgate Academy catchment will be comprised of the entire catchments of Balbardie PS, Boghall PS, Simpson PS, Blackburn PS and Murrayfield PS.

The Linlithgow Academy catchment will be comprised of the entire catchments of Linlithgow PS, Linlithgow Bridge PS, Lowport PS, Springfield PS, Torphichen PS, Westfield PS and Bridgend PS.

SECTION 4: INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically assess policies and practices and ensure compliance with all legislative requirements.

The aim of an IIA is to examine policies and practices in a structured way taking account of equality, human rights and socioeconomic disadvantage (poverty) implications when making decisions, ensuring the impact within the community is recognised and addressed accordingly.

IIA screening is completed using the Council's Integrated Impact Assessment Toolkit and allows the Authority to recognise positive steps it can take to promote fairness and equality of opportunity for all.

As part of the consultation process the Council will consult with a wide range of stakeholders, staff, parents/carers and young people and will welcome and address comments on the IIA process.

The outcome of the Integrated Impact Assessment will inform the Final Consultation Report and the Council's consideration of the proposed changes prior to reaching a decision on whether they should be implemented.

SECTION 5: CONSULTATION PROCESS: HAVE YOUR SAY

This section provides information on how West Lothian Council has organised the consultation process for the proposal contained within this document. It also provides information on how you can take part and give your views

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to review admission arrangements requires a formal consultation process.

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 review admission arrangements 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

Council officers will be present at the public meetings to outline the proposals, facilitate discussions and answer questions.

The Consultation meetings will give interested parties a formal opportunity to express their views.

The consultation period will incorporate a period of 30 school days (excluding any school holiday) from **Monday 24th April 2023 until Friday 9th June 2023**. 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.

The consultation paper will be made available electronically and in paper format.

Public Meeting

A formal public meeting will be held to discuss the proposal. Anyone wishing to attend the public meeting is invited to do so. The public meeting, which will be convened by West Lothian Council will be addressed by the Head of Education, and other senior officers of the Council, and chaired by an independent person.

The public meeting will be an opportunity to:

- Hear more about the proposal
- Ask questions about the proposal
- Have your views recorded so that they can be considered as part of the consultation process.

The public meeting will be held in **Linlithgow Academy, West Lothian, EH49 6EH on Tuesday 30th May 2023**

During the consultation period any views on this proposal should be sent in writing to the address given below:

Catherine Campbell, Senior Education Project Officer, Education Services, Civic Centre, Howden Road South, EH54 6FF

Responses can also be made by e-mail to Education.Consultation@westlothian.gov.uk

All interested parties are invited to submit their comments by close of business **Friday 9th June 2023**.

An on-line version of this document and other items related to the consultation can be found on the West Lothian Council website using this link:

<https://www.westlothian.gov.uk/article/49192/Schools-and-Education-Open-Consultations>

Consultation Timeline:

Following the end of the Consultation period West Lothian Council must provide Education Scotland with a report detailing all findings pertaining to the Consultation period.

All written and oral comments received during the Consultation process are recorded and represented in said report, along with the Council's response to those comments.

Education Scotland will consider the Council submission and advise their response accordingly.

West Lothian Council will not make any decision, or put any changes into effect, until the Final Consultation Report has been concluded, published and subsequently presented to the Education Executive in the new session in **September 2023**.

The Consultation Timeline below encompasses statutory legislative requirements detailed as per Schools (Consultation) (Scotland) Act 2010.

DRAFT Statutory Consultation Timeline – review of admission arrangements at Bathgate Academy and Linlithgow Academy.

Date	Event	Description
28 February 2023	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
21 March 2023	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
24 April 2023	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
16 May 2023	Public Meeting	Public Meetings to discuss proposal
09 June 2023	End of Consultation	End of Public Consultation
12 June 2023	Submit report to Education Scotland*Dates to be agreed in advance with Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
03 July 2023	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
07 August 2023	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
14 August 2023	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
05 September 2023	Education Executive Meeting	Decision made