






## Policy Directive

# CIRCUMSTANCES IN WHICH A PARENT/CARER REQUEST FOR AN OUT OF CATCHMENT AREA/PARTNER SITE (PC-OCAPS) PLACEMENT MAY BE AGREED

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## Summary of Changes<sup>1</sup> from Previous Versions

<b>Version no/Date</b>	<b>Change</b>	<b>Comment</b>	<b>Section/ Page</b>
V2.4 (Aug 2019)	Annual refresh	Minor changes to dates	n/a

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<sup>1</sup> Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

## 1.0 Introduction

Education Services' Primary and Secondary Admissions Policies state that if parents wish to request a placement in a school other than the catchment school, or, as appropriate, the Secondary School Site (Partner Site), they need to explain why it would be unreasonably detrimental for their child's education to attend the allocated school. Circumstances where it might be appropriate to request a change of school are described below. Decisions in each case will be taken with regard to all the circumstances submitted by the parents and such other relevant factors as Education Services is aware of.

### 1.1 Applications in respect of children with medical, psychological or specific social needs

The circumstances described in the application must relate to the child, and parents/carers will be expected to provide supporting evidence from a recognised Health or Social Care professional. The evidence must support the case as to why a place at the catchment school/Partner Site would be unreasonably detrimental to the child's education. If Education Services believes the case is made, an alternative place will be allocated.

### 1.2 Applications made where an elder brother or sister attends and will continue to attend the requested school during the next school year

In these circumstances, the case is normally considered to be made. Education Services is generally able to allow requests for siblings to attend the same school, subject to two conditions: the avoidance of unreasonable expenditure, and that space is available.

### 1.3 Applications made by school-based employees of the Committee for Education Sport and Culture

Some employees would find it difficult to work in a school-based environment where their child is a learner and similarly some children would not want to attend a school where a parent/carer worked. Education Services will approve a request from employees where there are strong grounds to believe that it would be unreasonably detrimental to their child's education for him/her to attend the catchment school. In such circumstances, it will be at the discretion of Education Services to allocate the nearest appropriate school, subject to space and other considerations.

### 1.4 Applications made to avoid 'unreasonable' transport arrangements (Secondary level)

There may be some circumstances where, if a child was to attend the Secondary School Site partnered with their primary school, travel between school and home would be challenging. Education Services will approve a request to attend an alternative Secondary School Site

where it agrees that the transport arrangements that would be required to attend the established Partner Site would be unreasonably detrimental to the child's education.

### 1.5 Any Other Substantial Reason

If parents/carers can present circumstances which clearly show it would be unreasonably detrimental to their child's education to attend the catchment school/Partner Site and Education Services agrees with the facts as presented, such requests may be approved, subject to the avoidance of unreasonable expenditure and that space is available.