

## SCHEDULE 1

Regulation 2

### PART I

#### (BASIC INFORMATION)

1. The information specified in this Part is basic information—
  - (a) information relating to primary, secondary and special schools including in relation to each—
    - (i) the name;
    - (ii) the address;
    - (iii) the telephone number;
    - (iv) the website (if any);
    - (v) the email address;
    - (vi) the stages of education provided for;
    - (vii) the approximate roll;
    - (viii) the denominational status (if any); and
    - (ix) if a school admits pupils of one sex only, the sex admitted;
  - (b) a brief statement of an authority's policy or practice in relation to their placing arrangements in schools, including any guidelines formulated by the authority in accordance with section 28B(1)(c) of the 1980 Act as respects placing in schools generally;
  - (c) school commencement arrangements and an authority's policy or practice in relation to early admission to primary education and priorities for early admission;
  - (d) a brief statement of an authority's policy or practice in relation to—
    - (i) provision of school meals;
    - (ii) boarding facilities;
    - (iii) transport facilities; and
    - (iv) other matters as mentioned in section 50 (education of pupils in exceptional circumstances) or 51 (transport and other facilities) of the 1980 Act particularly in respect of a pupil attending a school in consequence of a placing request where the school attended is a school other than a school proposed by the authority for that pupil<sup>(1)</sup>;
  - (e) one or more addresses, telephone numbers and email addresses to which a pupil's parent who considers that the pupil may have additional support needs may make enquiries;
  - (f) one or more addresses, telephone numbers and email addresses to which a parent who wishes to have any kind of supplementary information may make enquiries;
  - (g) a statement that information concerning a particular school is available at the school concerned; and

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(1) Section 50 of the Education (Scotland) Act 1980 c.44 ("the 1980 Act") was amended by section 2(2) of the Education (Scotland) Act 1981 c.58 ("the 1981 Act"), section 82 and Schedules 10 and 11 of the Self-Governing Schools etc. (Scotland) Act 1989 c.39, section 145(2) of the Local Government etc. (Scotland) Act 1994 c.39, section 5(2) of the Schools (Health Promotion and Nutrition (Scotland) Act 2007 asp 15 and Schedule 2 to the Local Education Authorities and Children's Services Authorities (Integration of Functions) Order S.I. 2010/1158. Section 51 of the 1980 Act was amended by section 2(3) of the 1981 Act, section 145(3) of the Local Government etc. (Scotland) Act 1994 c.39, Schedule 5 to the Education (Scotland) Act 1996 c.43, section 37(3) and schedule 3 to the Standards in Scotland's Schools etc. Act 2000 asp 6, section 45 of the Local Government in Scotland Act 2003 asp 1 and Schedule 2 to the Local Education Authorities and Children's Services Authorities (Integration of Functions Order) S.I. 2010/1158.

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(h) one or more addresses, telephone numbers and email addresses of the head office of the education department of an authority or a local office of that department,  
and nothing in this Part of this Schedule applies to a nursery school or nursery class or to the stage of school education provided for in such a school or class.

## PART II (SCHOOL INFORMATION)

2. The information specified in this Part is school information.

### *Contact Details*

3. In relation to a school—

- (a) the name;
- (b) the address;
- (c) the telephone number;
- (d) the website (if any);
- (e) the email address;
- (f) the stages of education provided for;
- (g) the present roll;
- (h) the denominational status (if any);
- (i) whether the school provides teaching by means of the Gaelic language (as spoken in Scotland);
- (j) if the school admits pupils of one sex only, the sex admitted;
- (k) the headteacher's name or details of where this information can be found;
- (l) the email address and website (if any) for the Parent Council (or any other parent organisation);
- (m) the arrangements for when a pupil's parent has a concern about the pupil and an overview of how these concerns will be dealt with;
- (n) the procedure in cases of a pupil's absence or sickness;
- (o) the complaints procedure;
- (p) the arrangements for a parent, offered or seeking a place for the parent's child in the school, to visit the school.

### *Parental Involvement*

4. In relation to a school—

- (a) the opportunities provided for a pupil's parent to become involved in the school;
- (b) details of how the school involves a pupil's parent in the pupil's education including how information, support and advice is given to a parent to help the parent support the pupil's learning and help the pupil at key stages, particularly when choices are being made.

### *School Ethos*

5. In relation to a school—

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- (a) a statement of the school's culture, ethos and values, its aspirations for pupils and how it celebrates their achievements;
- (b) details of the school's partnerships with denominational bodies at local and national level (if any);
- (c) details of the school's role in the community and how it works with organisations, bodies and persons who work with the school and how it promotes positive behaviour, good relationships and motivates pupils.

#### *The curriculum*

6. How the curriculum is planned and provided at a school, including—
- (a) the different subjects and learning opportunities that are available for pupils and when these are available;
  - (b) the opportunities for pupils to develop skills for learning, life and work, including literacy, numeracy and health and well-being in and out of the classroom;
  - (c) in relation to what pupils learn—
    - (i) the arrangements for how pupils will be given choices in what they learn;
    - (ii) how they will be involved in planning what they learn; and
    - (iii) how their parents will be consulted;
  - (d) where and how a parent can find out more information about the curriculum at school, at local and at national level;
  - (e) the arrangements for providing support to pupils in relation to leaving school, including how career guidance and financial advice is provided;
  - (f) how a pupil's parent will be informed of any sensitive aspects of learning;
  - (g) the provision for religious instruction and observance for pupils and arrangements for a pupil's parent who wishes to exercise the parent's right to withdraw that pupil.

#### *Assessment*

7. The school's arrangements and approaches for tracking and assessing pupils' progress and planning their future learning.

#### *Reporting*

8. The school's arrangements for ongoing and end of year reporting to a pupil's parent on that pupil's progress in curriculum areas, achievements and their future learning.

#### *Transitions*

9. In relation to a school—
- (a) the arrangements that are in place to support pupils making transitions and what role their parents can play;
  - (b) the contact details of the school to which pupils will normally transfer for the subsequent stages of their education (on completion of the stages of education provided for at the school to which the school information relates);
  - (c) in paragraph (a) transitions includes moving to the stage of primary education, moving from the stage of primary education to the stage of secondary education and on leaving school.

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### *Support for Pupils*

**10.** In relation to a school—

- (a) where and how a parent can find more information about how pupils' additional support needs will be identified and addressed;
- (b) the provisions made for pupils having additional support needs, whether the school is a special school or has a special class or unit, or a developmental nursery for observation;
- (c) who to contact if a parent of a pupil thinks that pupil needs additional support and where to get more information and advice;
- (d) the ongoing support arrangements for pupils including how pastoral care arrangements and pupil support arrangements are provided;
- (e) the arrangements for contacting the key adult who has the overall picture of how a pupil is progressing, for example a form tutor, support for learning teacher or guidance or support teacher.

### *School Improvement*

**11.** In relation to a school—

- (a) the main achievements of the school over the last 12 months, or details of where this can be obtained;
- (b) the trends and information which give an overall picture of how the school is performing including achievements at SCQF Levels and other awards, leaver destinations, and any other significant achievements, over the past 3 years;
- (c) how the school has improved standards for pupils in relation to literacy, numeracy and health and well-being;
- (d) the plans for future improvement of the school's performance over the next 3 years, including the school's plans to involve parents in that future improvement;
- (e) details of where information regarding the school's performance at local and at national level can be obtained.

### *School Policies and Practical Information*

**12.** In relation to a school—

- (a) a list of the available school and authority policies and how they can be accessed, or a link to another source where the policies are listed;
- (b) information on activities, groups, clubs and opportunities for pupils to be involved in the school including sports and outdoor activities;
- (c) the opportunity for pupil representation and involvement in the Pupil Council or any similar body;
- (d) the arrangements for school meals and other food and drink, including eligibility and how parents of pupils apply for free school lunches;
- (e) the organisation of a school day, including times of arrival and dismissal, break times, school term dates and holidays.

## PART III

### (SUPPLEMENTARY INFORMATION)

13. The information specified in this Part is supplementary information—
- (a) the delineated area (if any) relating to a school;
  - (b) the secondary school to which pupils will normally be transferred from a primary school;
  - (c) the primary schools from which pupils placed in a secondary school are normally drawn;
  - (d) the primary school at which pupils of a primary school which does not make provision for all stages of primary education, will normally receive the other stages of primary education;
  - (e) the secondary school at which pupils of a secondary school which does not make provision for all stages of secondary education, will normally receive the other stages of secondary education;
  - (f) the general effect of section 28A(1) and (2) of the 1980 Act and a parent’s right to make a placing request<sup>(2)</sup>;
  - (g) the circumstances in which a placing request may be refused in terms of section 28A(3) of the 1980 Act;
  - (h) the general effect of sections 28A(4) and (5) and 28C to 28G of the 1980 Act<sup>(3)</sup>;
  - (i) the general effect of sections 17 to 22 (Additional Support Needs Tribunals for Scotland) of, and schedule 2 to the 2004 Act, (children and young persons with additional support needs placing requests relating to placing requests in relation to children having additional support needs);
  - (j) the name, address and email address of the person to whom a reference to an appeal committee should be sent;
  - (k) any guidelines formulated by an authority as respects placing in a particular school or nursery class in accordance with section 28B(1)(c) of the 1980 Act;
  - (l) the general policy or practice with regard to fixing the maximum number of pupils who the authority consider should be—
    - (i) in education in a school; and
    - (ii) educated in a particular stage of school education in a school;
  - (m) the maximum number (if any) of pupils whom the authority consider should be educated in a particular school or a particular stage of school education in a particular school, and the considerations taken into account in fixing that maximum number in relation to that school;
  - (n) the general policy or practice with regard to the curriculum and examinations in schools;
  - (o) the schools which provide teaching by means of the Gaelic language (as spoken in Scotland);
  - (p) the arrangements (if any) made by an authority for the education of pupils with special aptitudes, such as for example, in music, dance or sport;

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(2) Section 28A of the 1980 Act (duty to comply with parents requests as to schools) was inserted by section 1(1) of the 1981 Act.

(3) Sections 28C to 28G of the 1980 Act (reference to appeal committee of refusal of a placing request; appeal committees; appeal committees – supplementary provisions; appeal to sheriff from appeal committee; application of sections 28A to 28F of, and Schedule A1 to the Act to young persons) were inserted by section 1(1) of the 1981 Act. Section 28C was amended by section 43(3) of the Standards in Scotland’s Schools etc. Act 2000 asp 6. Section 28D was amended by paragraph 3(7)(b) of schedule 3 to the Education (Additional Support for Learning) (Scotland) Act 2004 asp 4 (“the 2004 Act”). Section 28E was amended by paragraph 3(8) of schedule 3 to the 2004 Act. Section 28G was amended by section 1(3)(a) and (b) of the School Education (Amendment) (Scotland) Act 2002 asp 2.

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- (q) the authority’s general policy or practice with regard to provision in primary or secondary schools for pupils with additional support needs;
- (r) the special schools, not under the management of an authority, to which it is the authority’s practice to send pupils, including in relation to each—
  - (i) the name;
  - (ii) the address;
  - (iii) the telephone number;
  - (iv) the email address;
  - (v) the website (if any);
  - (vi) the stages of education provided for in such schools;
  - (vii) the present roll;
  - (viii) the type of need catered for; and
  - (ix) the specialist services provided;
- (s) the nursery schools and nursery classes including in relation to each the name, address, email address, website, telephone number and the approximate roll;
- (t) the general policy or practice in relation to the provision of milk, meals and other refreshment to pupils including, in particular, the remission in whole or part of charges;
- (u) the general policy or practice in relation to pupils wearing school uniform;
- (v) the general policy or practice in relation to financial assistance towards clothing, footwear, sports or other special clothing required to enable pupils to take full advantage of educational facilities;
- (w) the general policy or practice in relation to bursaries or maintenance allowances for pupils;
- (x) the general policy or practice with regard to discipline for pupils and school rules, and arrangements for enforcing pupils’ school attendance.

## PART IV

### (GENERAL)

#### 14. In this Schedule—

“appeal committee” means an appeal committee set up and maintained under section 28D(1)

(a) (appeal committee) of the 1980 Act<sup>(4)</sup>;

“nursery school” in relation to an authority means a nursery school under their management and “nursery class” is to be construed accordingly;

“Parent Council” means a Parent Council established further to section 6 (scheme for establishment of a Parent Council) of the Scottish Schools (Parental Involvement) Act 2006<sup>(5)</sup>;

“Pupil Council” means the body of pupils established to represent the interests of the pupils at a school;

“SCQF Levels” means the Scottish Credit and Qualifications Framework Levels which are the levels defined in the left column and described in the right column of table A—

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(4) Section 28D of the 1980 Act was inserted by section 1(1) of the 1981 Act and amended by schedule 3, paragraph 3(7)(b) of the 2004 Act.

(5) 2006 asp 8.

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**Table A**

<b>Left column</b>	<b>Right column</b>	
<i>SCQF Levels</i>	<i>Qualifications included up to and including school year 2012/13</i>	<i>Qualifications included from school year 2013/14</i>
7	Advanced Baccalaureate	Higher/Scottish Baccalaureate
6	Higher	Higher
5	Standard Grade (Credit)/Intermediate 2	National 5 (and Intermediate 2 until 2014/15)
4	Standard Grade (General)/Intermediate 1	National 4 (and Intermediate 1 until 2014/15)
3	Standard Grade (Foundation)/Access 3	National 3 (and Access 3 until 2014/15)
2	Access 2	National 2 (and Access 2 until 2014/15)
1	Access 1	National 1 (and Access 1 until 2014/15)

## SCHEDULE 2

Regulations 2, 4(d) and 18

## KINDS OF INFORMATION SPECIFIED IN RELATION TO PLACING REQUESTS

1. The kinds of information specified for the purposes of regulation 18 are—
  - (a) the person or body who will, in accordance with arrangements made by an authority, discharge their function of considering a placing request;
  - (b) whether the parent making the request will have an opportunity of presenting the parent's case in support of the request orally or in writing to that person or body;
  - (c) the name, address and email address of the person whom a parent may contact for the purpose of obtaining any further information on procedure for consideration of that parent's request;
  - (d) the circumstances, as set out in section 28A(3) of the 1980 Act, in which a placing request may be refused by the authority or, in the case of a child having additional support needs as set out in paragraph 3 (circumstances in which duty does not apply) of schedule 2 (children and young persons with additional support needs: placing requests) to the 2004 Act;
  - (e) any right of a parent to refer a decision of the authority refusing the placing request to an appeal committee;
  - (f) the circumstance where if the authority do not notify their decision on a placing request—
    - (i) in accordance with section 28A(4) of the 1980 Act, before any date or, as the case may be, within any period for the time being prescribed in regulations made under section 28A(5) of the 1980 Act; or
    - (ii) for a child having additional support needs, paragraphs 4 (placing request; further provision) and 6 (references to appeal committees: supplementary provisions) of schedule 2 to the 2004 Act,

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the authority is deemed to have refused the placing request.

### SCHEDULE 3

Regulation 19

#### REVOCATIONS

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<i>Regulations revoked</i>	<i>References</i>	<i>Extent</i>
The Education (School and Placing Information) (Scotland) Regulations 1982	<a href="#">S.I. 1982/950</a>	The whole Regulations
The Education (School and Placing Information) (Scotland) Amendment Regulations 1990	<a href="#">S.I. 1990/181</a>	The whole Regulations
The Education (School and Placing Information) (Scotland) Amendment, Etc., Regulations 1993	<a href="#">S.I. 1993/1604</a>	Regulations 2, 3, 4, 5, 6, 8 and the Schedule
The Self-Governing Schools (Application and Amendment of Regulations) (Scotland) Regulations 1994	<a href="#">S.I. 1994/351</a>	Regulation 9
The Education (School and Placing Information) (Scotland) Amendment Regulations 2000	<a href="#">S.S.I. 2000/407</a>	The whole Regulations
The Education (School and Placing Information) (Scotland) Amendment Regulations 2007	<a href="#">S.S.I. 2007/487</a>	The whole Regulations