



# Early Entry to Glasgow Schools

## Guidance Information

PLEASE READ THE FOLLOWING GUIDANCE INFORMATION PRIOR TO COMPLETING THE APPLICATION FORM

Children start Primary 1 aged between 4 and a half and 5 and a half depending on when the child's birthday falls. This is a matter of law. Some parents/carers whose child has a birthday after this date can request if their child can be admitted early. e.g. starting school the previous August. For those wishing to apply for Early Entry enrolment, application forms should be submitted no later than **28th February** of the year you wish your child to start school.

This is known as an **Early Entry Request**. It is not the same as a Placing Request as you cannot request in law that your child start early in a school other than your local catchment school.

You will appreciate that this will mean your child being in some cases considerably younger than other children in the class. Before making an **Early Entry Request** you should consider the factors that a school would consider regarding your child's suitability for starting early.

It is the experience of those working with children in the early stages, both nursery and primary school, that it is best that children start with their own year age group. The principal reason for this draws from experience of teachers and also research that shows that even when children start school early and cope initially, there can be problems later when transferring from primary to secondary and as they approach the school leaving age.

### FACTORS TO CONSIDER

Before making a request for **Early Entry**, we would ask parents/carers to consider the following points that we consider important in determining if a child is suitable to start school early.

#### Your child's physical development

- Will your child be able to cope with the physical demands of spending five hours a day in a classroom? If your child is not physically mature enough for this, he/she may find it hard to concentrate and master the basic skills. There will be other children in the same class who are more than a year older.
- Would your child cope with the demands of this in classroom and playground activities?

#### Your child's emotional and social development

- Is your child emotionally and socially mature enough to cope with being separated from you for most of the day?
- Will your child find it easy to make friends with the rest of the class group who are older?

#### Your child's readiness for learning at school

- Will sending your child to school too early deprive him/her of pre-school year experience. Children learn a great deal informally, through a planned curriculum. This best prepares the child for formal schooling.

### LONG TERM IMPLICATIONS

Research shows that even when children start school early and cope initially, there can be problems later when transferring from primary to secondary and as they approach the school leaving age. Your child may be less physically and emotionally mature and could find it difficult to gain entry to higher education courses because he or she is too young.

Please consider the points raised above.

If you feel you still wish to make a request for your child to start school early you should complete the attached form and return it, before 28 February, to: Executive Director of Education, Education Services, Glasgow City Council, City Chambers, 40 John Street, GLASGOW G1 1JL.

### WHAT HAPPENS NEXT?

Your request will be acknowledged within five working days. You will be informed of the outcome of your child's assessment in the first week in May.

Following the assessment, a report will go to the Executive Director of Education, Education Services. If your child is ready for school we will invite you to register your child at your local educational establishment, provided a place is available. Children who should attend school by virtue of their birth date will have a prior claim to a place at the school. Placing requests are not eligible for children who are not of school age therefore you can only submit an early entry request to your child's local school. Where there is no space in the local school the Council will place in the nearest school that has spaces in primary one.

If your child is not ready for school, you will be advised accordingly and sent a copy of the assessment report.

#### **REVIEW OF DECISION**

If your application is turned down, you have no right of appeal. You can of course ask that the Council reviews this decision and this request should be put in writing to the Executive Director of Education, Education Services. Your case may be strengthened if you identify the reasons for the review.

#### **MORE INFORMATION**

If you need more information on Early Entry to school, contact Education Services on 0141 287 7477, alternatively you can write to the address below.

#### **PLEASE NOTE: What we will do with your information**

Glasgow City Council is registered under the Data Protection Act 1998. The Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purpose with public bodies, including neighbouring Councils or other organisations, which handle public funds.

The information which you provide on this form will be processed by Glasgow City Council, which is the data controller for the purposes of the Data Protection Act 1998. The personal data that you provide will be used to deal with your correspondence and to let you know what the outcome of this is. The Council will not use your personal data for any other purpose and will not disclose the personal information that you provide to any outside person or organisation except where required to do so by law or with your own consent.

**Education Services**  
**Glasgow City Council**  
City Chambers  
40 John Street  
Merchant City  
GLASGOW  
G1 1JL

130118/508SC



# Early Entry Application Form

PLEASE USE BLACK INK AND BLOCK LETTERS

**1** Please complete this form and send it to: Executive Director of Education, Education Services, Glasgow City Council, City Chambers, 40 John Street, GLASGOW G1 1JL no later than 28th February.

## 2 PARENT/CARER DETAILS

Title

Forename

Surname

Flat/Apartment Number (if applicable)

House Number

Street Name

City/Town

Postcode

Phone

Mobile

Email

## 3 CHILD/YOUNG PERSON DETAILS

Forename

Surname

Date of Birth

Gender

MALE

FEMALE

## 4 EARLY YEARS/NURSERY EDUCATION DETAILS

Does your child attend Nursery?

YES

NO

If YES, name of Nursery?

## 5 REQUESTED EDUCATIONAL ESTABLISHMENT DETAILS (CATCHMENT SCHOOL)

Name of Requested Educational Establishment

Address

Postcode

Reason(s), if any, for seeking an early entry request

**Please note:** While it is not necessary to provide reasons to justify your request, this can be of advantage to you should there be more applications than places available in the school of your choice. If there is not sufficient space available on this form, please attach a separate sheet of paper.

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

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