



**EDUCATION, PEOPLE &  
BUSINESS DIRECTORATE**

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December 2022

**TRANSFER ARRANGEMENTS  
PRIMARY TO SECONDARY EDUCATION 2023/2024**

Dear Parent/Carer

Your child is due to transfer from primary to secondary education at the beginning of the new school session in August 2023.

Further to the implementation of the Council's consultation on School Admissions and Transfer Arrangements from primary to secondary in August 2020, parents residing within the area of East Dunbartonshire are required to complete an online application to register for S1 at their preferred catchment secondary school. You will be required to provide evidence of residency within the delineated catchment area of the secondary school during the online application. The evidence should include: Council Tax bill, a recent utility bill within 3 months, Child Benefit Statement or bank statement showing Child Benefit is paid to you.

The link to the Admissions Policy is attached: <https://www.eastdunbarton.gov.uk/residents/schools-early-years-and-learning/school-catchments/admissions-policy-transfer-arrangements>

You can check the catchment school for your address by using 'find my nearest' on our website - <https://www.eastdunbarton.gov.uk/residents/schools-and-learning/school-catchments/school-catchment-areas>

The online registration form will be available on our website week commencing 5 December 2022. All applications are required to be submitted by Friday 13 January 2023. I have attached the link to our webpages where you can find the relevant information and the registration form:

<https://www.eastdunbarton.gov.uk/residents/schools-early-years-and-learning/secondary-school-registration>

<https://www.eastdunbarton.gov.uk/secondary-schools>

**Please note: If your child attends the current primary school by means of a placing request, you must register your child at your catchment secondary school. You must do this prior to submitting a placing request. This will ensure that there is a place for your child in the event that your placing request is not accepted.**



### **Placing Requests**

Under Section 28A of the Education (Scotland) Act 1980, you are entitled to make a placing request for your child to be placed in another school. The council has a duty to comply with that request except in certain circumstances as detailed on the guidelines.

The Placing Request application and guidelines is available on the East Dunbartonshire Council Website - <https://www.eastdunbarton.gov.uk/residents/schools-and-learning/school-catchments/school-placing-requests>. If you are unable to submit an online application, please contact Shared Services Education on 0300 123 4510 or email [sharedservices.education@eastdunbarton.gov.uk](mailto:sharedservices.education@eastdunbarton.gov.uk)

The closing date for School Placing Requests is **15 March 2023**. Any applications received after this date will be considered as a late application. Should your request be successful you will be required to meet all transport costs other than in exceptional circumstances.

Details of transition arrangements, including dates and times of parents meeting and inductions, will be issued in due course.

East Dunbartonshire Council is committed to safeguarding public funds and maintaining the highest standards of probity.

In order to fulfil this commitment, the Council has a zero tolerance approach to fraud and corruption. There is no acceptable level of fraud and corruption.

If you know of anybody who intends to or has used false information to obtain a school place, or any other council service, you can report this confidentially.

Online: [www.eastdunbarton.gov.uk/fraud](http://www.eastdunbarton.gov.uk/fraud)  
Email: [fraud@eastdunbarton.gov.uk](mailto:fraud@eastdunbarton.gov.uk)  
Phone: 0300 123 4510  
Writing: Corporate Fraud Team  
East Dunbartonshire Council  
William Patrick Library  
2-4 West High Street  
Kirkintilloch, G66 1AD

Yours sincerely

A handwritten signature in black ink that reads "Greg Bremner".

**GREG BREMNER**  
**Interim Chief Education Officer**