

Primary School Admission - Guidance Note

This document contains information about primary or infant school establishments that are run by West Lothian Council.

We update the information and guidance pack each year. Please complete one paper or on-line application form for each child.

If you want to send your child to an independent school, you can get information from the Scottish Council of Independent Schools (SCIS). Their website is <https://scis.org.uk>, or phone: 0131 556 2316.

If you want information on educating your child at home, please see the relevant section on the Parentzone website, at <https://education.gov.scot/parentzone/learning-at-home> or phone 0131 244 4330.

This document is available in Braille, Tape, Large Print and Community Languages.
Please contact **01506 280000**

1. Primary school contact details

School Name (RC=Roman Catholic)	Phone	Address	West Lothian Council website - School details link (also found here is catchment information & a link to the school website)
Addiewell Primary School	01501 762794	Church Street, Addiewell, EH55 8PG	https://www.westlothian.gov.uk/article/31997/Addiewell-Primary-School
Armada Primary School	01501 730282	Academy Street, Armadale, EH48 3JD	https://www.westlothian.gov.uk/article/31998/Armada-Primary-School
Balbardie Primary School	01506 652155	Torphichen Street, Bathgate, EH48 4HL	https://www.westlothian.gov.uk/article/31999/Balbardie-Primary-School
Bankton Primary School	01506 413001	Kenilworth Rise, Dedridge, Livingston, EH54 6JL	https://www.westlothian.gov.uk/article/32000/Bankton-Primary-School
Bellsquarry Primary School	01506 410777	52 Calder Road, Bellsquarry, Livingston, EH54 9AD	https://www.westlothian.gov.uk/article/32001/Bellsquarry-Primary-School
Blackburn Primary School	01506 653481	Riddochhill Road, Blackburn, EH47 7HB	https://www.westlothian.gov.uk/article/32002/Blackburn-Primary-School
Blackridge	01501	Main Street, Blackridge,	https://www.westlothian.gov.uk/article/32003/Blackridge

Primary School	751223	EH48 3RJ	dge-Primary-School
School Name (RC=Roman Catholic)	Phone	Address	West Lothian Council website - School details link (also found here is catchment information & a link to the school website)
Boghall Primary School	01506 283222	Elizabeth Drive, Bathgate, EH48 1JB	https://www.westlothian.gov.uk/article/32004/Boghall-Primary-School
Bridgend Primary School	01506 834204	Auldhill Road, Bridgend, EH49 6NZ	https://www.westlothian.gov.uk/article/32005/Bridgend-Primary-School
Broxburn Primary School	01506 852018	School Road, Off West Main Street, Broxburn, EH52 5RP	https://www.westlothian.gov.uk/article/32006/Broxburn-Primary-School
Calderwood Primary School	01506 280060	1 Nethershiel Road, East Calder, EH53 0GU	https://www.westlothian.gov.uk/article/70303/Calderwood-Primary-School
Carmondean Primary School	01506 432492	Knightsridge Road West, Livingston, EH54 8PX	https://www.westlothian.gov.uk/article/32007/Carmondean-Primary-School
Croftmalloch Primary School	01501 740506	Raeburn Crescent, Whitburn, EH47 8HQ	https://www.westlothian.gov.uk/article/32008/Croftmalloch-Primary-School
Deans Primary School	01506 411208	Deans South, Deans, Livingston, EH54 8DB	https://www.westlothian.gov.uk/article/32009/Deans-Primary-School
Dechmont Infant School	01506 811264	69 Main Street, Dechmont, EH52 6LJ	https://www.westlothian.gov.uk/article/32010/Dechmont-Infant-School
Dedridge Primary School	01506 412830	Dedridge East, Livingston, EH54 6JQ	https://www.westlothian.gov.uk/article/32011/Dedridge-Primary-School
East Calder Primary School	01506 880810	9 Langton Road, East Calder, EH53 0BL	https://www.westlothian.gov.uk/article/32012/East-Calder-Primary-School
Eastertoun Primary School	01501 730462	13 Manse Avenue, Armadale, EH48 3HS	https://www.westlothian.gov.uk/article/32013/Eastertoun-Primary-School
Falla Hill Primary School	01501 770210	Harthill Road, Fauldhouse, EH47 9HS	https://www.westlothian.gov.uk/article/32014/Falla-Hill-Primary-School
Greenrigg Primary School	01501 751334	Polkemmet Road, Harthill, ML7 5RF	https://www.westlothian.gov.uk/article/32015/Greenrigg-Primary-School
Harrysmuir Primary School	01506 280034	Willowbank, Ladywell, Livingston, EH54 6HW	https://www.westlothian.gov.uk/article/32016/Harrysmuir-Primary-School
Holy Family RC Primary School	01506 280390	1 Linlithgow Road, Winchburgh, EH52 6FY	https://www.westlothian.gov.uk/article/32017/Holy-Family-RC-Primary-School
Howden St Andrew's RC Primary School	01506 283790	Kingsport Avenue, Livingston, EH54 6BA	https://www.westlothian.gov.uk/article/32018/Howden-St-Andrews-RC-Primary-School
Kirkhill Primary School	01506 853821	Rashierigg, Broxburn, EH52 6AW	https://www.westlothian.gov.uk/article/32019/Kirkhill-Primary-School
Kirknewton Primary School	01506 284200	21 Station Road, Kirknewton, EH27 8BJ	https://www.westlothian.gov.uk/article/32020/Kirknewton-Primary-School
Knightsridge Primary School	01506 280610	Davidson Way, Livingston, EH54 8HG	https://www.westlothian.gov.uk/article/32021/Knightsridge-Primary-School
Letham Primary School	01506 432012	Forth Drive, Craigshill, Livingston, EH54 5LZ	https://www.westlothian.gov.uk/article/32022/Letham-Primary-School
Linlithgow Bridge Primary School	01506 671428	East Mill Road, Linlithgow, EH49 7PB	https://www.westlothian.gov.uk/article/32023/Linlithgow-Bridge-Primary-School
Linlithgow Primary	01506	Preston Road, Linlithgow,	https://www.westlothian.gov.uk/article/32024/Linlithgow-Primary-School

School	842686	EH49 6HB	ow-Primary-School
School Name (RC=Roman Catholic)	Phone	Address	West Lothian Council website - School details link (also found here is catchment information & a link to the school website)
Livingston Village Primary School	01506 429620	Kirkton Road North, Livingston Village, EH54 7EQ	https://www.westlothian.gov.uk/article/32025/Livingston-Village-Primary-School
Longridge Primary School	01501 284860	School Road, Longridge, EH47 8AG	https://www.westlothian.gov.uk/article/32026/Longridge-Primary-School
Low Port Primary School	01506 842060	Blackness Road, Linlithgow, EH49 7HZ	https://www.westlothian.gov.uk/article/32027/Low-Port-Primary-School
Meldrum Primary School	01506 280990	Westwood Park, Deans, Livingston, EH54 8NW	https://www.westlothian.gov.uk/article/32028/Meldrum-Primary-School
Mid Calder Primary School	01506 882092	Mid Calder, Livingston, EH53 0RR	https://www.westlothian.gov.uk/article/32029/Mid-Calder-Primary-School
Murrayfield Primary School	01506 653400	Catherine Terrace, Blackburn, EH47 7DX	https://www.westlothian.gov.uk/article/32030/Murrayfield-Primary-School
Our Lady of Lourdes RC Primary School	01506 283820	Hopefield Road, Blackburn, EH47 7HZ	https://www.westlothian.gov.uk/article/32031/Our-Lady-Of-Lourdes-RC-Primary-School
Our Lady's RC Primary School	01501 762265	79 Main Street, Stoneyburn, EH47 8BY	https://www.westlothian.gov.uk/article/32032/Our-Lady-s-RC-Primary-School
Parkhead Primary School	01506 871404	Harburn Road, West Calder, EH55 8AH	https://www.westlothian.gov.uk/article/32033/Parkhead-Primary-School
Peel Primary School	01506 414892	Garden Place, Livingston, EH54 6RA	https://www.westlothian.gov.uk/article/32034/Peel-Primary-School
Polkemmet Primary School	01501 740319	The Avenue, Whitburn, EH47 0BX	https://www.westlothian.gov.uk/article/32035/Polkemmet-Primary-School
Pumpherstons & Uphall Station Community Primary School	01506 280995	37 Drumshoreland Road, Pumpherston, EH53 0LF	https://www.westlothian.gov.uk/article/32036/Pumpherstons-Uphall-Station-Community-Primary-School
Riverside Primary School	01506 432248	1 Almondbank, The Mall, Craigshill, Livingston, EH54 5EJ	https://www.westlothian.gov.uk/article/32037/Riverside-Primary-School
Seafeld Primary School	01506 652916	Cousland Terrace, Seafeld, EH47 7BL	https://www.westlothian.gov.uk/article/32038/Seafeld-Primary-School
Simpson Primary School	01506 656371	Leyland Road, Bathgate, EH48 2TH	https://www.westlothian.gov.uk/article/32039/Simpson-Primary-School
Southdale Primary School	01506 284300	Southdale Way, Armadale, EH48 3PR	https://www.westlothian.gov.uk/article/32040/Southdale-Primary-School
Springfield Primary School	01506 284754	141 Springfield Road, Linlithgow, EH49 7SN	https://www.westlothian.gov.uk/article/32041/Springfield-Primary-School
St Anthony's RC Primary School	01501 731668	87B South Street, Armadale, EH48 3EU	https://www.westlothian.gov.uk/article/32042/St-Anthonys-RC-Primary-School
St Columba's RC Primary School	01506 653822	Philip Avenue, Bathgate, EH48 1NQ	https://www.westlothian.gov.uk/article/32043/St-Columba-s-RC-Primary-School
St John Ogilvie RC Primary School	01506 412560	Harburn Avenue, Livingston, EH54 8NQ	https://www.westlothian.gov.uk/article/32044/St-John-Ogilvie-RC-Primary-School
St John the Baptist	01501	Lanrigg Avenue, Fauldhouse,	https://www.westlothian.gov.uk/article/32045/St-

RC Primary School	770232	EH47 9JR	John-The-Baptist-RC-Primary-School
School Name (RC=Roman Catholic)	Phone	Address	West Lothian Council website - School details link (also found here is catchment information & a link to the school website)
St Joseph's RC Primary School Linlithgow	01506 842578	Preston Road, Linlithgow, EH49 6HB	https://www.westlothian.gov.uk/article/32046/St-Joseph-s-RC-Primary-School-Linlithgow
St Joseph's RC Primary School Whitburn	01501 740452	Gateside Road, Whitburn, EH47 0NJ	https://www.westlothian.gov.uk/article/32047/St-Joseph-s-RC-Primary-School-Whitburn
St Mary's RC Primary School Bathgate	01506 652511	Whitburn Road, Bathgate, EH48 2RD	https://www.westlothian.gov.uk/article/32048/St-Mary-s-RC-Primary-School-Bathgate
St Mary's RC Primary School Polbeth	01506 871520	10 Polbeth Road, West Calder, EH55 8SR	https://www.westlothian.gov.uk/article/32049/St-Mary-s-RC-Primary-School-Polbeth
St Nicholas RC Primary School	01506 853509	189B West Main Street, Broxburn, EH52 5LH	https://www.westlothian.gov.uk/article/32050/St-Nicholas-RC-Primary-School
St Ninian's RC Primary School	01506 414612	Douglas Rise, Livingston, EH54 6JH	https://www.westlothian.gov.uk/article/32051/St-Ninian-s-RC-Primary-School
St Paul's RC Primary School	01506 881665	32 Templar Road, East Calder, EH53 0FU	https://www.westlothian.gov.uk/article/32052/St-Paul-s-RC-Primary-School
St Thomas' RC Primary School	01501 762794	Church Street, Addiewell, EH55 8PG	https://www.westlothian.gov.uk/article/32053/St-Thomas-RC-Primary-School
Stoneyburn Primary School	01501 762253	2 Main Street, Stoneyburn, EH47 8BA	https://www.westlothian.gov.uk/article/32054/Stoneyburn-Primary-School
Toronto Primary School	01506 431461	Howden East Road, Livingston, EH54 6BN	https://www.westlothian.gov.uk/article/32055/Toronto-Primary-School
Torphichen Primary School	01506 284750	The Loan, Torphichen, EH48 4NF	https://www.westlothian.gov.uk/article/32056/Torphichen-Primary-School
Uphall Primary School	01506 852516	25 Crossgreen Drive, Uphall, EH52 6DS	https://www.westlothian.gov.uk/article/32057/Uphall-Primary-School
Westfield Primary School	01506 634019	Lomond View, Westfield, EH48 3DE	https://www.westlothian.gov.uk/article/32058/Westfield-Primary-School
Whitdale Primary School	01501 749975	55A Whitdalehead Road, Whitburn, EH47 8JU	https://www.westlothian.gov.uk/article/32059/Whitdale-Primary-School
Williamston Primary School	01506 280071	Bankton Lane, Livingston, EH54 9DQ	https://www.westlothian.gov.uk/article/32060/Williamston-Primary-School
Winchburgh Primary School	01506 890202	Glendevon Park, Winchburgh, EH52 6UE	https://www.westlothian.gov.uk/article/32061/Winchburgh-Primary-School
Windyknowe Primary School	01506 652083	Windyknowe Crescent, Bathgate, EH48 2BT	https://www.westlothian.gov.uk/article/32062/Windyknowe-Primary-School
Woodmuir Primary School	01506 283337	Woodmuir Place, Breich, EH55 8JP	https://www.westlothian.gov.uk/article/32063/Woodmuir-Primary-School

2. Useful contacts and further information

The Scottish Government : Address - St Andrew's House, Regent Road, Edinburgh, EH1 3DG :
Website – www.gov.scot : E-mail ceu@gov.scot : Telephone 0300 244 4000

Education Scotland : Address – Denholm house, Almondvale Business Park, Almondvale Way, Livingston, EH54 6GA : Website - <https://education.gov.scot/parentzone> : E-mail - Enquiries@educationscotland.gov.scot : Telephone – 0131 244 4330

West Lothian Council (WLC) : Address - West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF :
Website – <https://westlothian.gov.uk> : Telephone : 01506 280000

Helpful Direct Links of WLC website

Education : <https://westlothian.gov.uk/education>

To find a school :- <https://westlothian.gov.uk/article/31836/Find-a-School-or-Nursery>

Term Date Information :- <https://westlothian.gov.uk/schoolholidays>

Information about Applying for Primary School (including section on 'Additional Support needs') :
<https://westlothian.gov.uk/article/32388/Applying-for-a-place-in-a-West-Lothian-Council-Primary-School>

On-line Application for Primary School : - <https://westlothian.gov.uk/primaryapplication>

E-mail queries for **Pupil Placement** to : – pupilplacement@westlothian.gov.uk

E-mail queries for **School Transport** to : – Publictransport@westlothian.gov.uk

3. Privacy Notice – Primary School Application

West Lothian Council collects and uses personal information about staff, pupils, parents or carers and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that West Lothian Council complies with its statutory obligations.

Who is collecting this information?

The request for this information is by West Lothian Council, Education – Learning, Policy and Resources Service.

How will we use the information?

The information collected in this form will allow us to forward plan educational provision and/or to allocate an educational place to your child in West Lothian in terms of our legal duty.

How will we store this information?

The information will be stored in a secure database.

Who will we share it with?

The information you provide will be used in the planning and provision of an educational place for your child, including any council managed travel requirements. This information will be shared with the relevant educational establishment at the point when a place has been allocated.

In order to carry out our legal duty under the Education (Scotland) Act 1980 to provide an appropriate education for all children and also to protect the health and welfare of young people under the Children (Scotland) Act 1995, we share pupil information with Education staff in West Lothian as well as with relevant services when required which may include: -

- The Scottish Qualifications Authority (SQA) and Scottish National Standards Assessments (SNSA) for the purposes of assessment and qualifications.
- The suite of Learning Tools (Glow) receives pupil name and class information to allow secure account management throughout the time your child is in school in West Lothian.
- Lothian NHS Board for the purposes of NHS Immunisation and Screening Programmes.
- Police Scotland, in the case of any safeguarding requirements.

How long will we keep it for?

After your child begins primary school, the information will be kept under Data Protection law for a further 7 academic years.

Your Rights

How can you see the information we hold?

You have a right to request your information and in some cases ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

How to make changes to your information

It is important the information we hold is correct, if you need to make any changes, please e-mail PupilPlacement@WestLothian.gov.uk or fill in the on-line form at <https://www.westlothian.gov.uk/ADDINFOPUPILPLACEMENT> or phone 01506 280000 and ask for Education Customer Support Team.

Who to contact if you need to make a complaint

If you wish to complain about the way your information is held or processed, you can do so by e-mailing EducationCustomerServices@WestLothian.gov.uk or by phoning 01506 280000 and asking for Education Customer Support Team.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or send an e-mail to DataProtectionOfficer@westlothian.gov.uk. More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office, available on-line at <https://ico.org.uk/>.