

Secondary School Admission - Guidance Note

This document contains information about secondary 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 for Independent Schools (SCIS) at www.scis.org.uk or phone 0131 556 2316.

If you want information on home education, please see the relevant section on the Parentzone website at www.education.gov.scot/parentzone or phone 0131 244 4330.

This document is available in Braille, Tape, Large Print and Community Languages.

Please contact **01506 280000**

1. Secondary 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)
Armada Academy	01506 282145	West Main Street, Armada, EH48 3LY	https://www.westlothian.gov.uk/article/32131/Armada-Academy
Bathgate Academy	01506 280900	Edinburgh Road, Bathgate, EH48 1LF	https://www.westlothian.gov.uk/article/32132/Bathgate-Academy
Broxburn Academy	01506 282300	Cardross Road, Broxburn, EH52 6AG	https://www.westlothian.gov.uk/article/32133/Broxburn-Academy
Deans Community High School	01506 282155	Eastwood Park, Livingston, EH54 8PS	https://www.westlothian.gov.uk/article/32134/Deans-Community-High-School
Inveralmond Community High School	01506 280700	Willowbank, Livingston, EH54 6HW	https://www.westlothian.gov.uk/article/32135/Inveralmond-Community-High-School
Linlithgow Academy	01506 280180	Braehead Road, Linlithgow, EH49 6EH	https://www.westlothian.gov.uk/article/32137/Linlithgow-Academy
Sinclair Academy RC	TBC	Expected opening Aug 2023 with S1 only	TBC
St Kentigern's Academy RC	01506 656404	60 West main Street, Blackburn, EH47 7LX	https://www.westlothian.gov.uk/article/32138/St-Kentigern-s-Academy
St Margaret's Academy RC	01506 497104	Howden South Road, Livingston, EH54 6AT	https://www.westlothian.gov.uk/article/32139/St-Margaret-s-RC-Academy
The James Young High School	01506 280500	Quentin Rise, Livingston, EH54 6NE	https://www.westlothian.gov.uk/article/32136/The-James-Young-High-School
West Calder High School	01506 284950	Limefield Lane, West Calder, EH55 8BF	https://www.westlothian.gov.uk/article/32140/West-Calder-High-School
Whitburn Academy	01501 740675	Shanks Road, Whitburn, EH47 0HL	https://www.westlothian.gov.uk/article/32141/Whitburn-Academy
Winchburgh Academy	01506 280440	Linlithgow Road, Winchburgh, EH52 6FY	https://www.westlothian.gov.uk/article/74985/Winchburgh-Academy

2. Useful contacts and other 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 – www.westlothian.gov.uk : Telephone : 01506 280000

Helpful Direct Links of WLC website

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

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

Term Date Information :- <https://www.westlothian.gov.uk/article/64843/School-Terms-and-Holidays->

Information about Applying for Secondary School : - <https://www.westlothian.gov.uk/article/32389/Applying-for-a-place-in-a-West-Lothian-Council-secondary-school>

On-line Application for Secondary School : - <https://www.westlothian.gov.uk/secondaryapplication>

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

E-mail queries for **Additional Support Needs Service** to : – ASNManager@westlothian.gov.uk

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

3. Privacy Notice – Secondary 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 secondary school, the information will be kept under Data Protection law for a further 6 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/ADDINFOFUPILPLACEMENT> 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/> .