

# Education

## Placing Request Application



I wish to make a placing request for the following pupil:

Pupil's Surname: \_\_\_\_\_ Pupil's Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Present School Stage and/or Class: \_\_\_\_\_

Pupil's Address: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_  
(Please give title (eg Mr/Mrs/Miss/Ms/Dr) along with full name)

Address: (if different from above) \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Requested School: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_

Present School: \_\_\_\_\_

Reason for Placing Request: \_\_\_\_\_

*Please complete if applicable*

### 1 Family members attending the Requested School -

Name (s) \_\_\_\_\_ Class(es): \_\_\_\_\_

### 2 Additional Support Needs. *If your child has additional support needs please give brief details below.*

If you have any queries about this application please contact **Angus Council, Access Line, Telephone: 08452 777 778**

The information you have provided on this form [and from supporting evidence – where applicable] will be used by Angus Council (the “data controller” for the purposes of Data Protection Act 1998) in order to process your Placing Request Application. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

#### Declaration

I confirm that the information I have provided is correct and to the best of my knowledge and authorise Angus council to use my information for the above purposes.

I understand that I will be responsible for the arrangement and cost of transport for the pupil to and from the requested school.

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return to Angus Council, Education Department, Angus House, Orchardbank Business Park, Forfar, DD8 1AE.

#### FOR OFFICIAL USE ONLY

Priority : \_\_\_\_\_ Start Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Designated School: \_\_\_\_\_

# PLACING IN SCHOOLS

*Primary and Secondary*



Every Angus Council school, both primary and secondary, is assigned a geographical area usually referred to as the school's 'delineated area', or sometimes called the 'catchment area'. Parents of children whose 5<sup>th</sup> birthday falls after the first day of the school session but on or before the last day in the following February can delay enrolment until the start of the next school session in August.

Places within each school are normally offered to pupils who live within that delineated area. However, parents also have the right to request a place for their child in another school of their own choosing and this request will usually be granted, except in a number of particular circumstances. (More information about these circumstances, which are laid down in the Education [Scotland] Act 1980, can be found in the Scottish Government Education Department booklet 'Choosing a School'.)

One of the most common reasons why a Placing Request has to be refused is when there are not enough places available in the school. In such cases, applications for admission to the school are prioritised on the following basis:

- Priority 1:** *Children whose home address is within the school's delineated area*
- Priority 2:** *Children whose address is outside the delineated area but who have a brother or sister already attending the school. (This can sometimes include another relative who lives permanently at the same address)*
- Priority 3:** *Children whose home address is not within the school's delineated area and who do not have a brother or sister already attending the school*

If the number of spaces available in a school means that within any one category only *some* Placing Requests have to be refused, applications from children whose address is within Angus will receive first priority. After that, priority is decided by the single factor of distance from home to school. This means that children who live nearest to the requested school will be given priority.

In the case of **St Thomas'** and **St Margaret's** Roman Catholic Primary Schools **only**, the above priorities apply but within any one category priority will be given to pupils who have been baptised into the Roman Catholic Faith. This will be confirmed by inspection of the Baptismal Certificate.

**Parents who have made successful Placing Requests for their children to attend a school other than the school serving their area have to make their own home to school transport arrangements for their children.**

Children may be placed in additionally resourced schools or classes when their additional support needs cannot be met in their local school. The decision to make such a placement will be taken after assessment involving parents, teachers, school medical officer and educational psychologist.