School Placing Request Application

Parent/Carer Checklist

(please tick when completed)

☐ I have completed Section 1 of Placing Request Application Form

☐ I have contacted the Requested School and made an appointment to speak with the Head Teacher or other nominated staff member (not applicable when a placing request is being made for a child starting P1 or S1 at the beginning of the session in August, unless child is currently attending an outwith Angus setting)

☐ I have signed and dated the Application Form prior to passing to the Head Teacher of the Requested School

☐ I have read and understood that if my request is successful I am fully responsible for the arrangement and cost of transport for my child to and from school

☐ I have read the Priorities and Transport statement attached to this document and confirm my acceptance

Name: ________________________________

Signed: _______________________________ Date: ___________
Making a Placing Request

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 5th 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:

- **Entitlement:** Children whose home address is within the school’s delineated area

- **Priority 1:** 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 2:** 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. Please note that a number of places will be retained in each school for children who may move into the catchment area over the course of the year. The number of spaces reserved is dependent on the number of classes in the school and can vary from 5 in a school with less than 5 classes up to 14 for a large two stream school.

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 for the duration of the placing request.

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.
PEOPLE DIRECTORATE
School Placing Request Application

(this form should only be completed if you reside outwith the catchment area for the school you wish to apply to)

ALL COMPLETED APPLICATION FORMS SHOULD BE TAKEN TO THE REQUESTED SCHOOL

SECTION 1
(Details about the Child/Parent/Requested School)

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

<table>
<thead>
<tr>
<th>Child’s Surname:</th>
<th>Child’s Forename:</th>
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Child’s Date of Birth: ____/____/____  Gender: M/F (delete as approp.)  Stage Applying for: P____/S____

Child’s Home Address (inc. Postcode):

<table>
<thead>
<tr>
<th>Name of Parent/Carer child lives with: (title &amp; full name)</th>
<th>Relationship to child:</th>
</tr>
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</table>

Telephone Number:  Mobile Number:  E-mail Address:

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<thead>
<tr>
<th>Child’s current Nursery/School:</th>
<th>Requested School:</th>
<th>Requested Start Date: <strong><strong>/</strong></strong>/____</th>
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Reason for making a Placing Request: (e.g. Sibling at School, Childcare, Additional Support Needs, Bullying): (this should also be discussed with the Head Teacher of Requested School)

<table>
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<tr>
<th>Name of Sibling:</th>
<th>Current Stage:</th>
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The council is the ‘Data Controller’ of the personal data you provide to us. The information gathered on this form is used to process admission of your child into school and to update contact details should we need to contact you regarding your child. We use personal information so that we can provide public services, carry out our statutory functions and to meet our legal obligations in accordance with the Education (Scotland) Act 1980. We collect information via enrolment forms, annual data check forms, secure file transfers and information provided by previous early years providers, schools and other local authorities. Information may be shared with early years providers, schools within Angus, or other local authorities where your child has previously been enrolled. The information you provide is kept in accordance with the Angus Council Retention Policy. For further information please refer to the Council’s full privacy statement at www.angus.gov.uk/infogovernance/angus_council_full_privacy_statement

Declaration
I confirm that the information I have provided is correct to the best of my knowledge and understand that Angus Council will 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/Carer: _______________________________  Date: ___________________
SECTION 2
(To be Completed by Head Teacher of Requested School)

I confirm that I have met with the Parent/Carer of the child named in Section 1 of this form

1. Please detail below discussions/findings which have taken place between Head Teacher of Requested School and Head Teacher of Current School (if appropriate)
   i.e Attendance, Absence, Additional Support Needs, Bullying Issues or Other Concerns

2. Recommendations from Head Teacher of Requested School based upon current class size, timetabling and staffing issues and other findings

Completed By:

Name: ___________________________ Designation: ___________________________

Signature: ___________________________ Date: ___________________________

SECTION 3

TO BE COMPLETED BY HQ ONLY

Catchment School: _____________ Category: ______

Confirmed Start Date: _______________

Signed: ___________________________ Date: ______