**PLACING REQUEST APPLICATION FORM**

As a parent you have the right to ask for your child(ren) to be educated in a school other than the local school. **This applies only to primary and secondary schools and not to Early Learning and Childcare settings**. It is important that you have read the **Placing Request Guidance**which is available from your catchment school prior to completing this form. For quick and secure processing, we recommend that this form be completed and submitted online.

Requested School Pupil Year Group

2nd Choice School Application Date

 Date Placing Request to start – term times

**Parent / Guardian / Carer Details**

Title First Name Surname

**Current address If moving, please state new address**

House Name/Number House Name/Number

Street Street

Town Town

Area Area

Postcode Postcode

Home Tel No Home Tel No

Mobile No: Email address

 **Pupil 1 Details Pupil 2 Details Pupil 3 Details**

\*If you have a child in school, please select the appropriate school catchment.

Current School\* Current School\* Current School\*

 First Name First Name First Name

 Surname Surname Surname

 Date of Birth Date of Birth Date of Birth

 Current Year Current Year Current Year

 Gender M/F Gender M/F Gender M/F

 Pupil 1 Pupil 2 Pupil 3

Does your child have a Child’s Plan? (check box only if applicable) [ ]  [ ]  [ ]

Does your child have Co-ordinated Support Plan? (check box only if applicable) [ ]  [ ]  [ ]

Please SELECT if you wish to add details for additional children. Additional children can be added at the end of the form [ ]

Do you have any children currently attending the requested school? YES [ ]  NO [ ]

Full Name Date of Birth

Full Name Date of Birth

Full Name Date of Birth

Please state your reasons for making this placing request

[ ]  I declare that to the best of my knowledge and belief, all the information that I have given in connection with this application is full and correct in every respect. I understand that the giving of any false information or withholding of relevant information may result in the withdrawal of the offer of a place at my chosen school

[ ]  I confirm that I understand and agree to the notes and conditions as stated in the [Guidance](http://www.highland.gov.uk/schoolenrolment)

[ ]  I understand that the council may check the details provided by me on this form against records held by the council for the purposes of administering council tax and housing benefit.

Parents should then return this form by post to the appropriate Area Education and Learning Office:

For Schools in SOUTH *(covering Inverness, Nairn, Badenoch and Strathspey)* please submit to:

**Placing Requests - Business Support, South Area Education and Learning Office, Glenurquhart Road, Inverness IV3 5NX**

For Schools in MID *(covering Easter Ross, Mid Ross and Cromarty)*, please submit to:

**Placing Requests, Mid Area Education and Learning Office, County Buildings, Dingwall, IV15 9QN**

For Schools in WEST *(covering Lochaber, Skye and Lochalsh and Wester Ross)*, please submit to:

**Placing Requests, West Area Education and Learning Office, Camaghael Hostel, Camaghael, Fort William, PH33 7NE**

For Schools in NORTH *(covering Caithness and Sutherland)*, please submit to:

**Placing Requests, North Area Education and Learning Office, Drummuie, Golspie, Sutherland, KW10 6TA**

**Data Protection** – Please also see [Privacy Notice](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school) on Highland Council website.

The information you have provided on this form (and the supporting evidence - where applicable) will be used by Highland Council (the “data controller” for the purposes of data protection legislation) in order to process the admission of your child into Formal Education. 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. In order to improve service delivery, we routinely exchange information with NHS Highland.

**FOR AREA OFFICE USE ONLY**

Date and time Received Have the above details been processed? **YES** [ ]  **NO** [ ]

**To the Area Education & Learning Manager:**

Please view the application above and provide reasoning for your acceptance or refusal below and return by email to the appropriate Business Support team for processing.

Approved **YES** [ ]  **NO** [ ] Refusal Code

Additional Notes