

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 Years and Childcare settings.** It is important that you have read the associated [Placing Request Guidance](#) prior to completing this form. For quick and secure processing, we recommend that this form be completed and submitted online.

Requested School	<input type="text"/>	Pupil Year Group	<input type="text"/>
2 nd Choice School	<input type="text"/>	Application Date	<input type="text"/>
		Date Placing Request to start – term times	<input type="text"/>

Parent / Guardian / Carer Details

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
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Current address

House Name/Number	<input type="text"/>
Street	<input type="text"/>
Town	<input type="text"/>
Area	<input type="text"/>
Postcode	<input type="text"/>
Home Tel No	<input type="text"/>
Mobile No:	<input type="text"/>

If moving, please state new address

House Name/Number	<input type="text"/>
Street	<input type="text"/>
Town	<input type="text"/>
Area	<input type="text"/>
Postcode	<input type="text"/>
Home Tel No	<input type="text"/>
Email address	<input type="text"/>

Pupil 1 Details

Pupil 2 Details

Pupil 3 Details

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

Current School*	<input type="text"/>	Current School*	<input type="text"/>	Current School*	<input type="text"/>
First Name	<input type="text"/>	First Name	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>	Surname	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>	Date of Birth	<input type="text"/>
Current Year	<input type="text"/>	Current Year	<input type="text"/>	Current Year	<input type="text"/>
Gender M/F	<input type="text"/>	Gender M/F	<input type="text"/>	Gender M/F	<input type="text"/>

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

Does your child have Additional Support Needs (Individual Education Programme)?

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

Pupil 1
Date of Birth

Full Name

Pupil 2
Date of Birth

Full Name

Pupil 3
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](#)

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.

Please **save** a copy of this form to your computer.

Please then attach the document to an e-mail and send to the appropriate address below for processing.

For Schools in Inverness, Nairn, Badenoch and Strathspey please submit tocarelearningadmin@highland.gov.uk

For Schools in Easter Ross, Mid Ross and Cromarty please submit tocl.adminmid@highland.gov.uk

For Schools in Lochaber, Skye and Lochalsh and Wester Ross please submit tocllochaberadmin@highland.gov.uk

For Schools in Caithness and Sutherland please submit tocl.northadmin@highland.gov.uk

Alternatively you can **print** this form and return to your Area Education Office. For your nearest office please refer to the [Guidance](#).

Data Protection – Please also see [Privacy Notice](#) 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 OFFICE USE ONLY

Date and time Received

Have the above details been processed? YES NO

For the Attention of (Select Appropriate Area C&L Manager)

To the Area Care & Learning Manager:

Please view the application above, and provide reasoning for your acceptance or refusal below and return by e-mail to the appropriate Shared Business Support team for processing.

Approved YES NO

Refusal Code

Additional Notes