

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 school and not to pre-school or nursery. 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

Pupil Year Group

2nd Choice School

Application Date:

Date Placing Request to start - [term times](#)

Parent / Guardian Details

Title Forename Surname

Current Address:

House Name/Number

Street

Town

Area

Postcode

Home Tel No:

Mobile No:

If Moving, please state new address

House Name/Number

Street

Town

Area

Postcode

email address

Pupil 1 Details

Pupil 2 Details

Pupil 3 Details

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

Current School* Current School* Current School*

Forename Forename Forename

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 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: Date of Birth

Name: Date of Birth

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](#)

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 to carelearningadmin@highland.gov.uk

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

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

For Schools in Caithness and Sutherland please submit to cl.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](#).

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 the Data Protection Act 1998) 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

For the Attention of (Select Appropriate Area Education Manager)

To the Area Education 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