

Please read before completing this form:

- Please email your completed form to your requested school – you can find contact details at www.edinburgh.gov.uk/findyourschool.
- You must complete one form for each child you wish to request a place for.
- If requesting a place in your catchment school, please enclose copies of your most recent Council Tax demand notice and a current utility bill as proof of your address.
- **Do not use this form for children transferring from nursery to primary school, or from primary to secondary school – a separate form is used for this purpose.**

1. School details

Requested school:

Year stage requested: (i.e. P1-P7, S1-S6)

Intended start date:

2. Your child's details

Forename:

Home Address:

Surname:

Date of Birth:

Gender: Male

Female

Current or previous school attended:

3. Details of main parent(s)/carer(s) who live with child at above address

Title:
(i.e. Mr, Mrs)

Relationship:
(i.e. mother)

Title:
(i.e. Mr, Mrs)

Relationship:
(i.e. father)

Name:

Name:

Daytime Tel:

Daytime Tel:

E-mail:

E-mail:

4. Reasons for your application (if applicable)

Please explain the reasons for your request, if necessary. If you consider your child to have additional support needs, please give these details below. **Please note that you will need to enclose evidence of any additional support you tell us that your child is receiving e.g. a doctor's letter. Use on a separate sheet if necessary.**
For S3-S6 year stage requests, please give details of desired course choices and level, i.e. 'Higher English'.

How the City of Edinburgh Council will use and share your information

The Council will use the information you have provided to process your application for a school placement. To process your application, it may be necessary to check or share the details you have provided with other information held by the Council, or with other organisations, to prevent or detect fraud.

Information provided on this form may also be used to produce statistics for the purposes of research and planning. These may be shared with other organisations but only in an anonymised form. The Council will not share or use your personal data for any other reason unless we are required to do so by law. This form will be held on the pupil's school record.

5. Declaration

Please read the following carefully and tick the box to confirm you understand the information:

By making this request I accept that:

- The information given in this form, and any additional information provided, is true;
- Any place granted on the basis of false information will be withdrawn, even after a child has started school;
- If the requested school is a non-catchment school and my request is successful, there is no guarantee that a future request for a younger brother or sister will be successful;
- If the requested school is a non-catchment school and my request is successful, I will be responsible for all transport costs.

By ticking this box I confirm that I have read and understood this information.

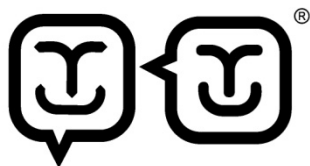
Date:

THIS SECTION FOR OFFICE USE ONLY

Date received:		Within catchment area?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date acknowledged:		Sibling(s) in attendance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Request Granted? <input type="checkbox"/>	Turned Down? <input type="checkbox"/>	Notes:				
Date decision issued:						

For requests turned down, please record grounds below:

<input type="checkbox"/> make it necessary for the authority to take an additional teacher into employment	<input type="checkbox"/> would prevent the education authority from retaining reserved places at the school or in relation to any particular stage of education at the school
<input type="checkbox"/> assuming that pupil numbers remain constant, make it necessary, at the commencement of a future stage of the child's primary education, for the authority to elect either to create an additional class (or an additional composite class) in the specified school or to take an additional teacher into employment at that school	
<input type="checkbox"/> give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school	
<input type="checkbox"/> be likely to be seriously detrimental to the educational well-being of pupils attending the school	<input type="checkbox"/> have the consequence that the capacity of the school would be exceeded in terms of pupil numbers
<input type="checkbox"/> be likely to be seriously detrimental to order and discipline in the school	<input type="checkbox"/> if the education normally provided at the specified school is not suited to the age, ability or aptitude of the child
<input type="checkbox"/> be seriously detrimental to the continuity of the child's education	<input type="checkbox"/> if the education authority have already required the child to discontinue his/her attendance at the specified school



HAPPY TO TRANSLATE

ترجمہ کے لئے حاضر آনندہر সঙ্গে انুবাদ करव

يسعدنا توفير الترجمة MOZEMY PRZETŁUMACZYĆ 很樂意翻譯

You can get this document on tape, in Braille, large print and various computer formats if you ask us.

Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 or ITS@edinburgh.gov.uk and quote reference number 16-0877.

ITS can also give information on community language translations. You can get more copies of this document by calling your local school.