# Education, Leisure and Housing

## Placing Request Application Form

### Primary 1 to S6



.P

**Please complete in BLOCK CAPITALS.**

#### Child’s Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full Name:** |  | | | | | |
| **Date of Birth:** |  | **Gender:** | Male. |  | Female. |  |
| **Are you completing a form for any other children?** | | | Yes. |  | No. |  |
| **Additional Children’s Names and Dates of Birth:** |  | | | | | |
|  | | | | | |
|  | | | | | |

#### Parent/Carer Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | **Full Name:** |  | | |
| **Address:** |  | | | | | |
|  | | | | | |
|  | | | | | |
| **Telephone Contacts:**  (in priority order.) | **1.** |  | | | **Postcode:** |  |
| **2.** |  | | | **Email:** |  |
| **3.** |  | | |

#### Requested School

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School Requested:** |  | | | | | | |
| **Catchment School:** |  | | | | | | |
| (This is the designated school for your child’s address, leave blank if unknown.) | | | | | | | |
| **For P1 applications**, **have you also submitted an admission form to the catchment school?** | | | | Yes. |  | No. |  |
| **Current School/Nursery:** | |  | | | | | |
| **Requested Start Date:** | |  | **Year/Stage on Start Date (e.g. P1):** | | |  | |

#### Additional Support Needs

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Does your child have any additional support need?** | | | | | | Yes. |  | No. |  | |
| **If yes, please specify:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Does your child have an individualised education programme (IEP) or a co-ordinated support plan (CSP)?** | | | | | | | | | | |
| **IEP:** | Yes. |  | No. |  | **CSP:** | Yes. |  | No. | |  |

#### Support with English Language – for children whose first language is not English

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is the first language of your child?** |  | | | |
| **Does your child need support with English language?** | Yes. |  | No. |  |

#### Reasons for Application

Please explain why you wish your child to attend requested school.

|  |
| --- |
|  |

#### Sibling(s) Attending School

Please give details of any brothers and sisters already attending the requested school.

|  |  |
| --- | --- |
| **Full Name:** | **Year/Stage on Requested Start Date:** |
|  |  |
|  |  |
|  |  |

#### Declaration

I declare that the information provided above is correct. I understand that failure to provide accurate information may result in my child’s application being refused. I understand that I will be responsible for the arrangement and cost of transport for my child to and from the requested school. (Transport is not provided for children attending a school out with their catchment area.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Parent/Carer:** |  | **Date:** |  |

Please complete and return this form by email to: [**education.leisure@orkney.gov.uk**](mailto:education.leisure@orkney.gov.uk)or send to Education Resources Manager, Education, Leisure and Housing, Council Offices, Kirkwall, KW15 1NY.

#### The Data Protection Act

The information on this form is processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1998.

#### For Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Received:** |  | **Reference:** |  |
| **Outcome:** |  | **Date Letter Sent:** |  |
| **Comments:** |  | | |