



Placing Request Application

ECS Official
Use only:
Category:

Please complete this form in ink using capital letters
and ensure that you sign the form on the reverse.

Please read 'A Guide for Parents/Carers and Young Persons on Placing Requests' before completing this application. A copy of this booklet can be downloaded from www.pkc.gov.uk/educationandlearning or is available from Education & Children's Services or any Perth & Kinross school. However if you wish a copy sent to you please tick box.

Details of child/young person for whom placing request is being made.

Surname _____ Date of Birth _____ Age _____
Forename (s) _____ Male/Female _____
Home Address _____

Is the placing request the result of a change of address? Yes No

Name and Address of School for which Placing Request is being made.

School _____

Year/Stage _____ Suggested Date of Entry _____
In School

If eligible to enrol at the catchment school please provide the name of this school.

School _____

Current/Previous Nursery, Primary or Secondary School Attended.

Current Nursery/School name _____

Telephone No _____ Dates from _____ To _____

Details of brothers and sisters who live in the parental home eligible to attend school/nursery

Forenames	Surname	Relationship	School Attended	Stage

P.T.O

Supporting Information

Any additional information relevant to your application (include separate sheet where necessary)

Details of Parent(s)/Carer(s)

Name _____	Name _____
Home Address _____	Home Address _____
_____	_____
Postcode _____	Postcode _____
Daytime telephone No _____	Daytime telephone No _____
Mobile Phone No _____	Mobile Phone No _____
Email address _____	Email address _____
Signature _____	Signature _____
Date _____	Date _____

Completed application forms should be returned to:
 Education & Children's Services, Perth & Kinross Council
 Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD
 Telephone: 01738 476200 Fax: 01738 476210
Data Protection Act 1998

The information provided by you and by relevant third parties will be used in assessing your application for a Placing Request. In terms of the Data Protection Act 1998 you are entitled to know what personal data information Perth & Kinross Council hold about you for a fee. Application should be made to the Executive Director (Education & Children's Services), Pullar House, Perth, PH1 5GD.

Education & Children's Services Official Use Only.

Placing Request for _____	Stage _____	Acknowledgement sent: Date:				
School presently attended _____						
Catchment school _____						
School contacted _____	Name of Contact _____					
School's comments _____						
<table border="1" style="display: inline-table; vertical-align: top;"><tr><td style="width: 40px; height: 20px;"></td><td style="width: 80px; text-align: center;">Granted</td></tr><tr><td style="width: 40px; height: 20px;"></td><td style="width: 80px; text-align: center;">Refused</td></tr></table>		Granted		Refused	Date effective from _____	Initials _____
	Granted					
	Refused					
	Reason _____	_____				

Entered on Database		EMS Updated	
Date _____	Initials _____	Date _____	Initials _____