



Category:
(ECS Use)

Placing Request Application

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 <http://www.pkc.gov.uk> 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 _____

Please provide the name of the catchment school for your home address.

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

Supporting Information

If your child has identified additional support needs or if there is any other information relevant to your application you wish to have considered please provide details here (include separate sheet if 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 _____

I/we understand that should this application be successful, I/we will take full responsibility for the arrangement and cost of transport to and from the school.

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 _____

	Granted	Date effective from	Initials
	Refused	Reason	

Entered on Database
 Date _____ Initials _____