

# Primary 1 (P1)

## Placing Request Application for a Non-Catchment School

August 2022 Intake



### Completing this form:

Please read the booklet "Information for parents and carers about enrolling their child in an East Lothian Council School" before completing this form. This is available on the East Lothian Council website at:

<http://www.eastlothian.gov.uk/schoolenrolandplacingrequests>

**Closing date is 31 December 2021**

Please complete in **BLOCK CAPITALS**. You can email your completed form to:

[schoolplacements@eastlothian.gov.uk](mailto:schoolplacements@eastlothian.gov.uk)

**Requested Primary School:** You may only request ONE school initially. If this request is granted the place at your catchment school will be allocated to another child. If this request is refused, a place will be reserved at your catchment school. You will also have the opportunity to apply for an alternative school.

|                         |  |
|-------------------------|--|
| <b>Requested School</b> |  |
|-------------------------|--|

### Child Details

|                     |  |
|---------------------|--|
| <b>Forename (s)</b> |  |
|---------------------|--|

|                |  |
|----------------|--|
| <b>Surname</b> |  |
|----------------|--|

|                                       |  |
|---------------------------------------|--|
| <b>Date of Birth<br/>(dd/mm/yyyy)</b> |  |
|---------------------------------------|--|

|   |  |
|---|--|
| <b>Current Nursery or<br/>Early Years Setting</b> |  |
|---|--|

### Parent(s)/Carer(s) with whom the child resides

|              |  |  |
|--------------|--|--|
| <b>Title</b> |  |  |
|--------------|--|--|

|                 |  |  |
|-----------------|--|--|
| <b>Forename</b> |  |  |
|-----------------|--|--|

|                |  |  |
|----------------|--|--|
| <b>Surname</b> |  |  |
|----------------|--|--|

|                                  |  |  |
|----------------------------------|--|--|
| <b>Relationship to<br/>Child</b> |  |  |
|----------------------------------|--|--|

|   |  |  |
|---|--|--|
| <b>Address (including<br/>postcode)</b> |  |  |
|---|--|--|

|                         |  |  |
|-------------------------|--|--|
| <b>Telephone (home)</b> |  |  |
|-------------------------|--|--|

|                           |  |  |
|---------------------------|--|--|
| <b>Telephone (mobile)</b> |  |  |
|---------------------------|--|--|

|                      |  |  |
|----------------------|--|--|
| <b>Email address</b> |  |  |
|----------------------|--|--|

Email Consent: One of the ways in which East Lothian Council likes to communicate with parents is via e-mail. If you are happy to receive correspondence in this way, please enter the email address above. Please note – once you have consented and provided email details above, those details move with the pupil record.

**Please note we will acknowledge receipt of this application by email.** If this is not suitable please indicate below and a letter will be issued by post.

PLEASE ISSUE AN ACKNOWLEDGEMENT LETTER BY POST

**Siblings continuing at requested primary school in August 2022** - Please note a sibling attending the nursery class is not taken into account.

|                       |  |                    |  |
|-----------------------|--|--------------------|--|
| <b>Sibling 1 Name</b> |  | <b>Stage/Class</b> |  |
| <b>Sibling 2 Name</b> |  | <b>Stage/Class</b> |  |
| <b>Sibling 3 Name</b> |  | <b>Stage/Class</b> |  |

**Additional Information:** Please provide details of any additional information that you wish to be considered with your application. It is in your interest to include all relevant information you wish to be considered in support of this request. You should not wait until the refusal of a placing request before providing this information. Please continue on a separate document if required.

**Declaration:** Please read the following carefully and sign below to confirm that you have read and understood this information. By making this placing request I accept that:

- I have read and understood the "Information for parents and carers about enrolling their child in an East Lothian Council School" ;
- 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 the child has started school;
- If my placing request is successful, there is no guarantee that a future request for a younger sibling is successful;
- If my placing request is successful, a place will no longer be reserved at my catchment school;
- If my placing request is successful, I will be responsible for all transport costs.

|                              |  |             |  |
|------------------------------|--|-------------|--|
| <b>Signed (Parent/Carer)</b> |  | <b>Date</b> |  |
|------------------------------|--|-------------|--|

**Data Protection** We are using the information you have provided in order to process your placing request.

You have given your consent to us processing your personal information.

The information may be shared with other East Lothian Council departments to allow us to verify information.

We will keep your personal data for 3 years.

For more information about how and why we use your personal data, please visit [www.eastlothian.gov.uk/pupilplacement](http://www.eastlothian.gov.uk/pupilplacement)

|                            |        |
|----------------------------|--------|
| <b>For Office use only</b> |        |
| <b>Date Received</b>       |        |
| <b>Requested School</b>    |        |
| <b>Catchment School</b>    |        |
| <b>Siblings</b>            | Yes/No |
| <b>Date Acknowledged</b>   |        |
| <b>Date Granted</b>        |        |
| <b>Date Refused</b>        |        |