

**Secondary 1 (S1)
Placing Request Application for a Non-Catchment School
August 2024 Intake**



Completing this form:

Please read the booklet "Information for parents and carers about enrolling their child in a 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 2023

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

schoolplacements@eastlothian.gov.uk or send to: School Placements, Education Business Unit, East Lothian Council, Education & Children's Services, John Muir House, Haddington, EH41 3HA

Requested Secondary 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.

| | |
|-------------------------|--|
| Requested School | |
|-------------------------|--|

Child Details

| | |
|-----------------------------------|--|
| Forename (s) | |
| Surname | |
| Date of Birth (dd/mm/yyyy) | |
| Current Primary School | |

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

| | | |
|-------------------------------------|--|--|
| Title | | |
| Forename | | |
| Surname | | |
| Relationship to Child | | |
| Address (including postcode) | | |
| Telephone (home) | | |
| Telephone (mobile) | | |
| Email address | | |

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.

| Siblings continuing at requested secondary school in August 2024 | | | |
|--|--|-------------|--|
| Sibling 1 Name | | Stage/Class | |
| Sibling 2 Name | | Stage/Class | |
| Sibling 3 Name | | Stage/Class | |

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.

| | | | |
|-----------------------|--|------|--|
| Signed (Parent/Carer) | | Date | |
|-----------------------|--|------|--|

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

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