



Education &  
Children's Services

# Placing Request Application

Category:  
(ECS Use)

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/schools](http://www.pkc.gov.uk/schools) or is available from Education & Children's Services or any Perth & Kinross school.

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

Surname \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
Forename (s) \_\_\_\_\_ Male/Female \_\_\_\_\_  
Home Address \_\_\_\_\_  
Postcode \_\_\_\_\_

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

## 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

*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 (continue on separate sheet if necessary). Please note that it may be necessary to allow time for appropriate Transition Planning.*

## 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 email: [ECSSchools@pkc.gov.uk](mailto:ECSSchools@pkc.gov.uk)

### HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council in assessing your placing request application.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933

## 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 \_\_\_\_\_

	<b>Granted</b>	Date effective from _____	Initials _____
	<b>Refused</b>	Reason _____	_____

Entered on Database  
Date \_\_\_\_\_ Initials \_\_\_\_\_