



Education & Children's Services
Improving Lives Together
Ambition | Compassion | Integrity



Leaflet 8: Placing Requests

Most children attend their local catchment school. The benefits of this include:

- They develop friendships with local children
- Schools have good links within their local communities
- Children are often able to walk or cycle promoting a healthy lifestyle
- Local nurseries and schools are experienced in meeting a wider range of children's additional support needs
- Families often feel a stronger connection with their local community through the wider life of the school

A visit to your local school is recommended to look around and discuss the needs of your child and how they can be met. If your child is already attending their local school, you may request a review of their needs through a Child's Plan meeting (see leaflet 4: What is a Child or Young Person's Plan meeting).

The Local Authority has a duty to arrange and provide transport for children who live beyond 2 miles from their catchment Primary school or 3 miles from their catchment Secondary school. If a placing request is granted, you must accept full responsibility for all costs and arrangements for transporting your child to and from school.

You have the right to submit a [placing request](#) for your child to attend any Local Authority school. This can be completed online. Further information is available on the Council website.

If your child has additional support needs, you can also make a [placing request](#) to any enhanced support provision, including a specialist school or an independent special school. See the Council website for further information.

If the mainstream school you wish to make a placing request is out-with Perth and Kinross you need to make contact with the Local Authority where the school is located.

What other options do I have?

You can request that the Local Authority supports a review of your child's needs in their local or current school. This can be requested through a discussion with the Head Teacher, who will involve the Inclusion Service.

Sometimes this results in an agreement that that your child's need are best met within a Local Authority Specialist or an Enhanced Provision base located within a mainstream school or within the Special School. In a few cases, there is a decision that the needs of a child are best met in an Independent Specialist School.

The request will be considered by the Inclusion Service panel with information from the current school and any other appropriate sources. The panel includes representation from Education, Health and Educational Psychology.

When can I make a placing request?

Mainstream placing requests for entry for the next school session

Placing Requests are only necessary where a parent does not wish their child to attend their catchment school. Each year parents are advised through adverts in local media about the timescales for making placing requests for starting in primary and secondary schools in August of that year. The deadline for Primary 1 registration and Primary 7 transfer is 15 March and Perth & Kinross Council Education & Children's Services must respond to these no later than 30 April.

For all other placing requests, Perth & Kinross Council's Education & Children's Services has two months to respond from the date that the written request is received.

What do I need to consider?

- A visit to the catchment school to look around and ask any questions you have
- If a placing request is granted you must accept full responsibility for all costs and arrangements for transporting your child to and from school
- If the Local Authority places a child through the Inclusion Service panel process and this is out-with their catchment area then transport may be provided
- Placing requests will only be granted if there is a place available
- Places within Specialist and Enhanced Provisions and the Special School are only allocated through the Inclusion Service panel process
- A young person, age 16 and over and still attending school, has a right to make a placing request.

Further information can be obtained through this guide:

[http://www.pkc.gov.uk/media/10347/A-guide-for-parents-carers-and-young-persons-on-Placing-Requests/pdf/2016369_placing_request_guide CLIENT](http://www.pkc.gov.uk/media/10347/A-guide-for-parents-carers-and-young-persons-on-Placing-Requests/pdf/2016369_placing_request_guide_CLIENT)

Application forms can be downloaded from the council website

www.pkc.gov.uk/education+and+learning or can be obtained from Education and Children's Services, Perth and Kinross Council, 2 High Street, PERTH, PH1 50.J, tel 01738 476200, or from any Perth and Kinross Council school by emailing ECSSchools@pkc.gov.uk

What can I do if my mainstream Placing Request is refused?

The Education Authority does not have to grant your choice of school. Where it is necessary to refuse the placing request, parents or carers will be notified of the decision in writing along with the reasons for refusal and information regarding your options for appealing the decision.

Details of Perth & Kinross Council's Appeals Procedure will also be made available to you.

If you decide that you wish to appeal against the decision of Education & Children's Services, you should do so in writing within 28 days of receiving the refusal letter to:

The Clerk, Perth & Kinross Education Appeal Committee, c/o 2 High Street, PERTH, PH1 50.J • Tel 01738 475127 or by email to committee@pkc.gov.uk

What can I do if my ASN Placing Request is refused?

The Additional Support Needs Tribunals for Scotland consider appeals (references) made by parents and young people against decisions of Education Authorities regarding the provision of educational support.

Additional Support Needs Tribunal for Scotland (ASNTS), 4th Floor, 1 Atlantic Quay, 45 Robertson Street, Glasgow, G2 8JB

Telephone : 0141 302 5860

Email : asntsadmin@scotcourtribunals.gov.uk

Web Address : <https://www.asntscotland.gov.uk/>

Further information can be found at the Enquire website <http://enquire.org.uk/>

or by contacting the Enquire Helpline 0345 123 2303

Further information is available from:

- Staff in the school or Early Learning and Childcare(ELC) setting who know your child
- The Inclusion Service in Perth and Kinross Council
(ASN@pkc.gov.uk or Customer Service Centre 01738 475000)
- Getting It Right <https://www.gov.scot/policies/girfec/principles-and-values/>
- Enquire Helpline on 0845 123 2303, www.enquire.org.uk or info@enquire.org.uk
- <http://www.legislation.gov.uk/asp/2009/7/contents>
- Other leaflets in this series - link