



APPLICATION FOR A PLACING REQUEST

1. APPLICANT

Name of Parent or Guardian: _____

Address: _____

Post Code: _____ Tel. No: _____

I wish to make a placing request in respect of:

2. CHILD/CHILDREN

Forename(s)	Surname	Stage in School eg. P1	Date of Birth
1.			
2.			
3.			
4.			

ADDRESS IF DIFFERENT TO THAT OF APPLICANT

Address: _____

Post Code: _____ Tel. No: _____

3. SCHOOL DETAILS

School for which placing request is being made: _____

If presently in attendance at school, or now ready for enrolment at a local school, please give name of school*

Date from which placement is to begin. _____

*Please note that your child should be enrolled at his/her catchment school regardless of whether a placing request is being submitted.



NOTES

INFORMATION FOR PARENTS ON PLACING REQUESTS

Please read these notes carefully before completing the application form. If you have any queries please contact the Facilities, Schools and Welfare Team who will be happy to help you. Clackmannanshire Council, as Education Authority, has delegated to the Head of Education the authority to deal with placing requests on its behalf.

It should be noted that if a Placing Request is being submitted for a new entrant to school ie. a P1 pupil, **you must still enrol your child at his/her catchment school.**

In some circumstances, a parent or guardian may be asked to attend a meeting to discuss a request.

Please note that the attendance of a sibling or siblings at the requested school may not guarantee a place for subsequent children.

A placing request must be granted unless any of the following circumstances apply:-

- (a) If placing the child in a specific school would:-
 - (i) make it necessary for the Council to take an additional teacher into employment;
 - (ii) give rise to significant expenditure on extending or otherwise altering the accommodation and/or facilities provided in connection with the school;
 - (iii) be seriously detrimental to the continuity of the child's education;
 - (iv) be likely to be seriously detrimental to order and discipline the school or the educational well-being of pupils there;
 - (v) assuming that pupil numbers remain constant, make it necessary, at the commencement of a future stage of the child's primary education, for the authority to elect either to create an additional class (or an additional composite class) in the specific school or to take an additional teacher into employment at that school; or
 - (vi) though neither of the tests set out in sub-paragraphs (i) and (ii) above is satisfied, have the consequence that the capacity of the school would be exceeded in terms of pupil numbers.
 - (b) if the education normally provided at the specific school is not suited to the age, ability or aptitude of the child;
 - (c) if the Council have already required the child to discontinue his/her attendance at the specified school;
 - (d) if, where the specified school is a special school, the child does not have additional support needs requiring the education of special facilities normally provided at the school;
- or
- (e) if the specified school is a single sex school (within the meaning given to that expression by Section 26 of the Sex Discrimination Act 1975) and the child is not the sex admitted or taken (under that Section) to be admitted to the school.

In the case of a placing request relating to a recorded child, the following ground for refusal is added to those listed above:-

- (f) (i) the specified school is not a public school;

- (ii) the Council are unable to make provision for the additional support needs of the child in a school under their management;
- (iia) it is not reasonable, having regard both to the respective suitability and to the respective cost (including necessary incidental expenses) of the provision for the additional support needs of the child in the specified school and in the school under the Council's management, to place the child in the specified school; and
- (iii) The Council have offered to place the child in the school referred to in sub-paragraph (ii) above.

Under Section 33, 3A and 3C of Education (Scotland) Act 1996 the Council is able to refuse placing requests made in respect of children living outwith the catchment area in order to reserve places for families likely to move into the catchment area.

In cases where there are a larger number of requests for places than can be granted, the available places will be allocated by the Head of Schools and Quality Improvement:-

- a) first priority will be given to children with siblings enrolled in the school. If there are fewer places than requests in respect of children with siblings enrolled in the school, a ballot will be held as detailed below.
- b) if vacant places remain after all children with siblings enrolled in the school have been accommodated, the Head of Education will consider any special circumstances which might indicate that placement in the requested school would be significantly to the advantage of the child and about which Clackmannanshire Council has been notified at the time of application. Where special circumstances are notified, the Head of Education may request reports from the Council's Psychological Service, the School Medical Service and other professionals.

Where, in the opinion of the Head of Education, some or all of the requests of equal priority, a ballot shall be held of all requests that have been submitted by 15th March. The Head of Education will administer the ballot, to which all affected parents will be invited to attest to the fairness of the procedure.

If a parent or guardian has not received written notification of the Council's decision by 30th April in the case of requests received on or before 15th March, or within two months of receipt in other cases, the request is deemed to have been refused.

Transport is not normally provided for children attending a school outwith their zoned area. However, you can apply for a concessionary seat on any existing transport but should note that this can be withdrawn at any time without any notice being given. A School Transport Application Form will be sent to you if your request is approved and should be completed and returned to the Travel and Transport Team, Education Services, 4th Floor, Kilncraigs, Greenside Street, Alloa, FK10 1EB. Telephone 01259 452499.

If a placing request is to be refused a parent or guardian may request an informal meeting with an officer of the Council in order to have the position explained.

If a request is refused the parent or guardian has the right to refer the decision of the Council to the Education Appeal Committee. The right of appeal does not, however, apply to any decision of a Council on a request to place a child in a nursery class.

Any appeal should be made to the Head of Legal Services, Greenfield, Alloa, FK10 2AD and should take the form of a letter stating that a placing request has been refused and that it is proposed to appeal.

An appeal must be made within 28 days of receipt of the refusal, or, in the case of a deemed refusal, within 28 days of either 30th April or the expiry of two months following the date of receipt of the request, as the case may be.

Only one appeal will be considered in any twelve month period. If appealing, no other placing request will be allowed as only one 'live' placing request can be considered at any time.

If no appeal has been lodged, the Authority will assume that its decision has been accepted.

If you wish further information, including information with respect to other schools in Clackmannanshire and the Clackmannanshire Council's placing arrangements, please contact Facilities, Schools and Welfare Team, Education Services, 4th Floor, Kilncraigs, Alloa, FK10 1EB. Tel: 01259 452499. Email: fswsupport@clacks.gov.uk.

PLEASE RETAIN THESE NOTES FOR FUTURE REFERENCE