

ADMISSIONS

Falkirk Council's Admissions Policy document, which details how placing requests are administered, is available from all schools, Libraries, One Stop Shops and Education Services.

This document is also available to view on the website – www.falkirk.gov.uk

Please note that completed Placing Request forms will not be accepted at any school. Any Placing Request applications should be completed and returned directly to:

Education Services
McLaren House
Marchmont Avenue
Polmont
Falkirk Council
FK2 0NZ

For further information please call Education Services on:
01324 506619 or 506608



Placing Request Application Form

Primary and Secondary Placing Requests



Falkirk Council
Education Services



Falkirk Council
Education Services

Education Services
McLaren House
Marchmont Avenue
Polmont
Falkirk Council
FK2 0NZ

PLACING REQUESTS

Your child will normally attend the local denominational or non-denominational primary school (regardless of religion) and transfer from it (after Primary 7) to its associated secondary school. Details of catchment areas and boundaries can be obtained from McLaren House, the relevant school, or through the Falkirk Council website on www.falkirk.gov.uk where a postcode search is available in the home page under Local Information.

As a parent, however, you have the right to make a Placing Request for your child(ren) to be educated in a school other than your local catchment school.

PRIMARY 1 AND SECONDARY 1 PLACING REQUESTS

Primary 1 and Secondary 1 placing requests can only be accepted for the next school session following publication of an advert in the local press in early December (normally the 1st Thursday) and by the 15th March each year for consideration and response by no later than the 30th April.

Any Placing Request received after the 15th March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests and will be dealt with after 30th April.

Primary 1 children must also be enrolled at their catchment area school on the appropriate enrolment form whilst awaiting the outcome of their Placing Request application.



If the Placing Request is granted, the child's enrolment at their catchment school will automatically be withdrawn by Education Services.

If more placing requests are made for admission to a particular school than places available, these requests will be prioritised according to Falkirk Council's Admissions Policy (see section entitled Priority) and accepted or refused accordingly.

MID SESSION TRANSFERS

You may make a Placing Request at any time during a school session. If your child is experiencing problems at school, you are advised to discuss the matter with the Headteacher prior to making a Placing Request.

Every effort is made to meet parental wishes, but it is not always possible to grant each Placing Request to a particular school. Placing requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school is able to meet the number of placing requests at that school. Education Services can also reserve places in a class for future catchment pupils they expect to move into the area in future years.

You should note that although one sibling may previously have had a successful Placing Request application previously, there can be no guarantee that another sibling will also have a successful Placing Request into the same school. A parent could therefore end up with two children at different schools.

To make a Placing Request, the attached Application Form should be completed by the child's parent/carer (one for each child involved) and returned to Education Services at the address shown overleaf. For mid session transfers parents/carers will be notified of the outcome of their request within 8 weeks of receipt and for Primary 1 and Secondary 1 Placing Requests, by the 30th April if received by the 15th of March.



If your Placing Request is successful, you will be asked to contact the school to establish arrangements for enrolment. For mid session transfers the place must be taken up within two months of receiving the offer.

Additional Placing Request forms are available from Education Services at McLaren House, all schools, libraries, One Stop Shops and can be downloaded from the website – www.falkirk.gov.uk

TRANSPORT

If a Placing Request is successful, the parent/carer will be responsible for the safety and transportation costs of their child to and from their chosen school.

PRIORITY

Placing requests will be prioritised in the following order:

- a) Denomination of the child and school
- b) Multiple sets of siblings of the same age e.g. twins, triplets
- c) Number of siblings already at specified school
- d) Ages of siblings already at specified school
- e) Attendance at Nursery class of specified school
- f) Date and time of receipt of the Placing Request application form by Education Services
- g) Ballot

REASONS FOR REFUSING A PLACING REQUEST

The Authority may refuse a Placing Request where granting it would, amongst other reasons:

- 1) Make it necessary for the Authority to take additional teaching staff into employment;
- 2) Give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school;
- 3) Be seriously detrimental to the continuity of the child's education;
- 4) Be likely to be seriously detrimental to order and discipline in the school;
- 5) Be likely to be seriously detrimental to the educational well-being of pupils attending the school;
- 6) Assuming that 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 specified school or to take an additional teacher into employment.

APPEALS PROCEDURE

If your application for a Placing Request is not granted you will be given the refusal reasons in writing together with information on the procedure should you wish to appeal.



REASONS CONTINUED:



Falkirk Council
Education Services

Placing Request Application Form

PLACING REQUEST REF. NO:

Placing Request Application Form

Pupil's Details

Forename _____ Date of Birth _____

Surname _____ Gender (M/F) _____

Parent/Legal Guardian

Title _____

Forename _____ Surname _____

Is the child resident in Falkirk? Yes No

Please state current address _____
If moving, please state new address _____

Postcode _____ Postcode _____

Tel. No _____ Date of moving _____

Mobile No. _____

Requested School (first choice) _____

Present School / Nursery _____ Present Stage at School _____

Catchment School _____ Requested Stage _____

Second choice School _____ Preferred Start Date _____

Is your child in enhanced provision? Yes No

Does your child have additional support needs? (children with additional support needs may, for instance, have an individualised Educational Programme). Yes No

Does your child have a Co-ordinated Support Plan? Yes No

If you are applying for a place at a denominational school, please indicate whether you are a member of that denomination. Yes No

If yes, please give Baptismal date _____

Is your child a twin, triplet etc.? Yes No

If this Placing request is successful, please provide details of other children still attending the requested school when your child takes up a place? Yes No

If yes, please give names and year stage

Name: _____ Year/Stage: _____

Name: _____ Year/Stage: _____

Name: _____ Year/Stage: _____

Please state your reasons for making this placing request

If required please provide additional information overleaf

Declaration by Parent or Guardian (Please read before signing)

I declare that to the best of my knowledge and belief, all the information that I have given in connection with this application is full and correct in every respect. I understand that the giving of any false information or withholding of relevant information may result in the withdrawal of the offer of a place at my chosen school.

I understand the Council does not provide transport for pupils attending schools on a placing request. Yes No

Signed: _____ (Parent/Carer)

Date: _____

FOR OFFICE USE ONLY

Date Received: _____ Time Received: _____