

FALKIRK COUNCIL



Information For Parents Placing Request Application

PLACING REQUESTS

Your child will normally attend the local non-denominational or denominational primary school if baptised RC and transfer from it (after Primary 7) to its associated secondary school. Details of catchment areas and boundaries can be obtained from Children's Services, the relevant school, or through the Falkirk Council [website](http://www.falkirk.gov.uk) on www.falkirk.gov.uk where a postcode search is available in the home page under Local Information.

You must submit a Placing request if you wish your child to:

- Attend a school that is not their catchment school
- Attend a denominational school if child is not baptised RC
- Transfer from a non-denominational school to a denominational school, or vice versa

PRIMARY 1 AND SECONDARY 1 PLACING REQUESTS

Primary 1 and Secondary 1 placing requests can only be accepted for the next school session from the 1st Thursday in December. A decision on placing requests received on or before the 15th March will be sent no later than the 30th April.

Applications received after the 15th March will be notified of the outcome within 8 weeks.

Children starting in Primary 1 next session must enrol at their catchment area school 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 If the placing request is granted, the child's enrolment at their catchment school will automatically be withdrawn by Children's Services.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 if there are enough places remaining in the class after all catchment children have enrolled and if staffing and accommodation at the school is able to meet the number of placing requests at that school. Children's Services can also reserve places in a class for future catchment pupils they expect to move into the area in the coming year.

You should note that although one sibling may previously have had a successful placing request application, 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 children at different schools.

The approval of a primary school placing request does not guarantee acceptance of the pupil into the associated secondary school, for which another placing request will be required.

To make a placing request, complete the Application Form attached (one for each child) and send to Children's Services at the address shown overleaf. Notification of the outcome of your request(s) will be made within 8 weeks of receipt and thereafter places must be taken up within 8 weeks.

PRIORITY

Placing requests will be prioritised in the following order:

- a) Denomination of the child and school where relevant
- 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) Child attending the nursery class at the specified primary school or attending a feeder primary school for the specified secondary school
- f) Date and time of receipt of the placing request application form by Children's Services
- g) Ballot

If your placing request is successful, you will be asked to contact the school to establish arrangements for enrolment.

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.
- 7) Prevent the education authority from retaining reserved places required to accommodate pupils likely to become resident in catchment area.

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.

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.

PLEASE RETURN THE ATTACHED FORM TO:

Forward Planning Officer, Children's Services, Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE
(Please note that completed Placing Request forms will not be accepted at any school.)

For further information please call Children's Services on 01324 506608

ADMISSIONS

Falkirk Council's Admissions Policy document, which details how placing requests are administered, is available from all schools, Libraries, One Stop Shops and our website at www.falkirk.gov.uk

Falkirk Council may check the details recorded against other information held by the us, and may share these with other local authorities, to verify the accuracy of the information provided and to prevent or detect fraud.

Falkirk Council's Privacy Notice for schools and education can be viewed at:

<https://www.falkirk.gov.uk/privacy/schools-education>