

### **What is a Placing Request?**

Normally your child will attend the local catchment school. The school itself can provide details of the catchment area it serves, or you can find details online [here](http://www.moray.gov.uk/moray_services/page_68608.html):  
[http://www.moray.gov.uk/moray\\_services/page\\_68608.html](http://www.moray.gov.uk/moray_services/page_68608.html)

You have the right to request that your child attends a school other than the local catchment school. This is called a **Placing Request**.

If you wish to make a placing request, you will be advised on how to apply to another school.

### **How do I make a Placing Request?**

#### **Register online**

Placing requests can now be completed online at [www.moray.gov.uk/registration](http://www.moray.gov.uk/registration). You'll just need to have scanned copies of your child's birth certificate, proof of address and/or baptismal certificate to upload and submit online.

#### **Register at school**

Paper forms are available from your local school. You must complete a separate copy of SR Forms 2 and 3 for each child. They must be returned with the child's birth certificate, proof of address and/or baptismal certificate.

Copies of these forms are also available from our Education & Social Care Department.

You need not give a reason for making a placing request. However if there are more requests than places available your reasons may assist those who must decide.

### **How are decisions made?**

Every effort will be made to try to meet placing requests, but it is not always possible. The responsibility for decisions on placing requests rests with a Senior Officer from Education and Social Care working to a set of clear guidelines. These guidelines are set out below:

Where there are more requests than places available in a school, priority will be given;

- **Category 1** - Where the particular needs of the pupil would be met by attendance at the school. Priority will be given to those who have severe and complex needs and would require access to an enhanced provision as determined following assessment by the Corporate Director (Education and Social Care), or his nominee.
- **Category 2** - In cases of Roman Catholic schools, priority for admission will be given to pupils who can demonstrate an affiliation to the Roman Catholic Church by means of a baptismal certificate.
- **Category 3** - Where the pupil's sibling or another child residing in the same household as the pupil attends Primary 1 – 6 at the Primary School (or Secondary 1-5 of the Secondary school). Competing requests will be graded according to the stage of education of the pupil already in attendance, with priority being given to those closest in age. A non-sibling child's residence in the same household will require to be established.
- **Category 4** - Where the pupil attended an associated Primary School (applicable only to placing requests for the first year of Secondary School).
- **Category 5** - Where the pupil's home is closer to the school than it is to the catchment area school (out-of-zone placing requests only).

**Category 6** - Where a specific educational course is available at the school and is not available at the pupil's catchment area school (Secondary School placing requests only).

**Category 7** - Where the pupil resides in the Moray Council area (placing requests only).

**Category 8** - When it is not possible to differentiate pupils' eligibility on the basis of criteria 1-7 above, places at all schools will be offered by reference to the distance between their normal place of residence and the school, with priority being given to those living in closest proximity to the school, distance being calculated by straight line method from school to home.

It should be noted that attendance at a Moray Council Nursery, at any school, does **not** give a child priority as a placing request entry to Primary 1 at that school, in terms of Category 3 above.

### **Why Requests are Sometimes Not Granted**

The authority may refuse a Placing Request:

- if granting it would make it necessary for the authority to take an additional teacher into employment;
- if granting it would give rise to significant expenditure on extending or altering the school's accommodation or facilities;
- though neither of the above tests is satisfied, if the consequence is that the capacity of the school would be exceeded, in terms of pupil numbers.
- if granting it would be seriously detrimental to the continuity of the child's education;
- if granting it would be likely to be seriously detrimental to order and discipline in the school;
- if granting it would be likely to be seriously detrimental to the educational well-being of pupils attending the school;
- if granting it would require the formulation of an additional class or the appointment of an additional teacher at a future stage of the child's education at Primary School;
- if placing a child in the specified school would prevent children moving into a new area during a session gaining a place in their local school;
- if the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;
- if the Education Authority has already required the child to discontinue his/her attendance at the specified school;
- if, where the specified school is a special school, the child does not have special educational needs requiring the education or special facilities normally provided at the school, or
- if the specified school is a single sex school (within the meaning given to that expressed by Section 26 of the Sex Discrimination Act 1975) and the child is not of the sex admitted or taken to be admitted to the school.

### **If my Placing Request is accepted will my child receive free transport?**

No. Where a child is enrolled as the result of a Placing Request in a school which is not the local school for your home address, the parent/guardian is totally responsible for making transport arrangements and for meeting all costs involved.

### **Transfer to Secondary School**

A Placing Request to have your child admitted to a particular Primary School does not guarantee admission to the Secondary School normally associated with that Primary School. If you live outside the delineated area of the Secondary School of your choice, you will be required to make a fresh Placing Request before your child leaves Primary School.

### **When should I make my Placing Request?**

Written or online applications for Placing Requests received by 15 March each year, for admission to school in August, will be decided upon first. These requests will be decided upon and you will be notified by 30 April. If your request is received on or after 16 March, it will be decided upon after requests made before 15 March have been decided and notified. Education and Social Care then has two months to give a decision from the date of the request.

### **Can I appeal against the refusal of my Placing Request?**

Yes, parents have the right of appeal against the decision to refuse a Placing Request. Your appeal must be in writing, within 28 days of receipt of the letter of refusal to:

The Clerk to the School Placing and Exclusion Appeals Committee  
Legal & Democratic Services  
Moray Council  
High Street  
ELGIN  
Moray  
IV30 1BX



## **EDUCATION & SOCIAL CARE**

## **INFORMATION FOR PARENTS**

## **SCHOOL PLACING REQUESTS**

Moray Council  
Education & Social Care  
High Street  
ELGIN  
IV30 1BX  
Tel. (01343) 563374