



Moray Council – Education & Social Care

School Placing Request



Use this form to make a placing request to a Moray school outwith your catchment area. Please note this is an application only at this stage and does not guarantee your child a place. Requests will only be granted once places have been given to children living within the catchment area.

Please ensure you have completed all pages of this form as any incomplete or missing information may result in a delay in processing your application

Please bring your child's birth certificate with you when you register your child at school.

Please bring your child's Roman Catholic baptismal certificate if you are registering at a Roman Catholic school (if your child is of Roman Catholic affiliation).

Please bring proof of your main residence with you when you register your child at school, e.g. driving licence, tax credit statements, council tax bill, utilities bill (dated within 3 months of today's date), MOD 1132, signed missives (if you are moving into a new property).

I reside outwith Moray ☐ Yes ☐ No

Child details

Forename Surname
Known as Date of birth / / Gender

Is your child Roman Catholic? Yes ☐ No ☐

Baptismal certificate details

Birth certificate details (District, Year and Entry number)

District number Year Entry no

Proof of residence details

Driving Licence ☐ Tax Credit Statement ☐ Council Tax Bill ☐
Utilities Bill ☐ MOD1132 ☐ Signed Missives ☐

Catchment School



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Please choose from one of the following:

Placing request type

Non-catchment school ☐ Moving to a new address ☐ Denominational (Roman Catholic) school ☐

1st choice school

2nd choice school

3rd choice school

Effective date Class/stage at entry (P1, P2, S1 etc)

Please list below any siblings of the above child at requested school(s)

Name	Relationship	School	Stage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for request

☐ My child has severe and complex additional support needs
(please give details below and name of lead professional)

☐ Other reason (please give details below)



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Main parent or carer details

Title	<input type="text"/>	Forename	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
City/Town	<input type="text"/>	Postcode	<input type="text"/>		
Telephone number	<input type="text"/>	Alternative number	<input type="text"/>		
Email address	<input type="text"/>				

Declaration

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

I declare that the information entered on this form to be correct and consent to the information being used for the purposes detailed above.

Signed _____ Dated _____

Please return this application to the Business Support Administration Manager, Education and Social Care, Moray Council, Council Headquarters, Elgin, IV30 1BX