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INVERCLYDE COUNCIL
EDUCATION, COMMUNITIES &
ORGANISATIONAL DEVELOPMENT

**Request to
remain in a
school after
moving out of
the catchment
area**

Inverclyde
council

INTRODUCTION

We understand that you have changed your address and now live outwith the catchment area for your child's current school.

A place should be available for your child in the School associated with your new address. If you wish for your child to remain within their current school, please complete the attached application form

You will receive a letter to confirm that this request can be granted. Please note that your request is, in effect, a **Placing Request**.

You should also be advised that you may be required to complete a further Placing Request if you wish your child to attend a Secondary School which is not associated with your new address.

To avoid any possible confusion, I must remind you that, if any transport costs are involved, you are required to meet these in full.

If you require further information, please contact the Customer Service Centre on 01475 717171.

Please complete the attached application form and return to either the school or

Inverclyde Council
Customer Service Centre
Municipal Buildings
Clyde Square
Greenock
Inverclyde PA15 1LY

Opening hours

Monday to Thursday 8.45am - 4.30pm Friday 8.45am - 3.45pm

REQUEST TO REMAIN APPLICATION

1 Name of Parent/Carer (Mr / Mrs / Miss / Ms)

Surname

Forename(s)

2 Old address

Town

Postcode

3 New address

Town

Postcode

4 Name of Child

Surname

Forename(s)

5 Sex

Male / Female *(please delete)*

6 Date of birth



7 Name of current School

Class

8 Declaration

In making this request I accept that:

- I am effectively making a Placing Request for my child.
- I understand that I may need to complete another Placing Request when my child transfers to secondary school.
- I understand that my child is not entitled to free school transport and that I am responsible for any costs involved.

Signature of parent/carer

Date

For Education HQ use only

Catchment School

HT contacted

Completed form should be returned to either the school or:
 Inverclyde Council, Customer Service Centre, Municipal Buildings, Clyde Square,
 Greenock, Inverclyde PA15 1LY
Opening hours Monday to Thursday 8.45am - 4.30pm Friday 8.45am - 3.45pm