

**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 out with the catchment area of 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, we must remind you that, if any transport costs are involved, you are required to meet these in full.

If you require any further information, please contact Education Services on 01475 712850 (option 1)

Please complete the attached application form and return to your child's school along with proof of your new address.

Request to Remain Application

1. Childs Details

Forename(s)

Surname

Date of Birth

Sex

Male/Female (Please delete)

2. Current School details

School Name:

Year/Stage

3. Your Details

Title

Mr / Mrs / Miss / Ms / Other _____ (Please delete)

Forename(s)

Surname

Email address

4. New Address Details

Address

Town

Post Code

5. Previous Address Details

Address

Town

Post Code

6. 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 that I am responsible for any costs involved.

Parent Signature

Date

FOR SCHOOL USE ONLY

PROOF OF ADDRESS PROVIDED: _____ INITIAL: _____

FOR EDUCATION USE ONLY

NEW CATCHMENT SCHOOL _____

LETTER SENT _____ INITIAL: _____