

ADMINISTRATION CHECKLIST (FOR SCHOOL OFFICE USE)

Pupil ID Number:

Proof	Yes	No	Checked By?	Date
Permanent Address confirmed				
Full Birth Certificate / TCAN / Child Benefit				
RC only: Baptismal Certificate				

Confirmation of Parent/Carer's Right to Enrol	Yes	No	Checked By?	Date
Is parent applying?				
If not parent, does applicant have proof of legal guardianship?				
If no proof of legal guardianship, what proof is there that applicant is child's carer?				
If no proof is available, contact ERW/SFDW/Social Work to confirm status. Person confirming Applicant's Status:				

Additional Steps

For any of the following circumstances, please send a scanned copy of the Placing Request form to the relevant contact:

Circumstance	Contact	Contacted by?	Date
ASN arriving from outwith Dundee	Education Support Officer ASN		
Arriving from outwith Dundee	Principal Officer (John Lannon)		
Looked After, arriving from outwith Dundee	Education Support Officer ASN and DEPS and Link Education Officer		
On Child Protection Register	Officer for Child Protection (John Lannon)		
Child's Main Language is not English	Accessibility and Inclusion Service – Bilingual Support		

Progress of Application							Completed By?	Date
Priority	1	2	3	4	5	6		
Entered onto Seemis								
Check School Roll for space at relevant stage								
Head Teacher - contact previous school for relevant information.								
If Head Teacher agrees request - issue Agree Letter								
If Head Teacher recommends refusal – email to Education Officer and update Seemis to 'Under Consideration'								
AIS informed of outcome of request, if applicable.								
Enrolled								
Withdrawn								
Additional Notes:								



SCHOOL PLACING REQUEST

I wish to make a Placing Request in respect of:

Child's Surname: _____

Child's Forename(s): _____

Male Female

Name of School in which you are requesting a place: _____

Most Recent School/Nursery attended: _____
(if outwith Dundee, more details are requested on next page)

Present School Stage: _____

1a. Does your child require any additional support with their learning that is different from the support other children receive? Yes No

1b. Does your child have any additional needs as a result of an assessed disability or illness? Yes No

1c. Please provide details of any additional support needs / assessed disability: _____

2a. Has a Children's Hearing decided that your child is Looked After at home? Yes No

2b. Has a Children's Hearing decided that your child is Looked After away from home? Yes No

2c. If you answered Yes to 2a or 2b, which Local Authority has responsibility for your child? _____

3a. Is your child on the Child Protection Register? Yes No

3b. If you answered Yes to 3a, please give the name of the lead Social Worker and their contact details.

4a. What is your child's main language? _____

4b. Does your child speak any other languages? _____

5a. Is there a professional whom we need to contact about this application? Yes No

5b. If yes, Name and Contact Details of the professional:

6. Please list the full name of any sibling/relatives who have been living as part of the family for at least 2 years at the same address and who are attending the school for which you are making a Placing Request. For P1 requests, the sibling/relative must be in P1-P6 and for new S1 requests, the sibling/relative must be in S1-S5

For pupils arriving from outwith Dundee, please provide this information about your child's most recently attended school:

School Name: _____

School Address: _____

School Telephone Number: _____

School Email Address: _____

Contact Name: _____

Name of Parent / Carer: _____

Date of Birth: _____

Nationality: _____

Relationship to Child: _____

Address: _____

Postcode _____

Telephone Number: _____

DECLARATION:

- I declare that the information I have given on this form is correct and complete.
- I understand that Dundee City Council will check the information I have given on this application.
- I understand that if I give false information or withhold information my placing application may be cancelled and, if necessary, further action will be taken against me, which may include prosecution.
- I understand that relevant information may be passed on to third parties within the Local Authority
- I understand that I will be responsible for the arrangement and cost of transport for the pupil to and from school.

Signature of Parent/Carer: _____

Date: _____

GENERAL DATA PROTECTION REGULATIONS 2018

Privacy Statement

In order for us to provide services to you as a Local Authority, we need you to give us your personal information. To deliver our services, to meet our legal obligations and protect public funds we need to collect, store, use, share and dispose of personal information. This is known as data processing. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

We collect and use different categories of personal information, depending on the service we provide to you. Further details on how we use your data with this form can be found on our website www.dundee.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement. Alternatively ask the school for a copy.