

## Placement Request Form School Year 2020-21

**BEFORE COMPLETING THIS PLACEMENT REQUEST PLEASE NOTE:**

- YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS YOUR CHILD IS ENROLLED AT HIS OR HER CATCHMENT SCHOOL.
- IF YOUR PLACEMENT REQUEST IS GRANTED, PARENT(S) / CARER(S) WILL BE RESPONSIBLE FOR ALL TRAVEL COSTS

**SECTION A (To be completed by Parent(s) / Carer(s) and returned to Headteacher)**

<b>APPLICATION FOR PLACEMENT TO:</b>	
<b>CATCHMENT SCHOOL FOR HOME ADDRESS:</b>	
<b>CURRENT SCHOOL (if different from above)</b>	
<b>CHILD'S NAME:</b>	
<b>DATE OF BIRTH:</b>	
<b>PARENT(S) / CARER(S):</b>	
<b>ADDRESS</b>	
<b>TEL / MOBILE NO:</b>	
<b>EMAIL:</b>	
<b>REASON FOR THIS REQUEST:</b>	
<b>DOES YOUR CHILD CURRENTLY RECEIVE ADDITIONAL SUPPORT FOR:</b>	<b>ISSUES WITH LEARNING:</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <b>ISSUES WITH BEHAVIOUR:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>PLEASE PROVIDE DETAILS OF ANY SIBLINGS WHO ALREADY ATTEND REQUESTED SCHOOL:</b>	<b>NAME(S):</b> <b>DATE(S) OF BIRTH:</b> <b>DATE(S) OF ADMISSION:</b>
<b>PARENT / CARER SIGNATURE:</b>	
<b>DATE:</b>	

**SECTION B (To be completed by Headteacher and returned to Children & Young People's Services)**

<b>IS THERE A SPACE IN THE SCHOOL FOR THIS CHILD:</b>	Tick as appropriate: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>YEAR GROUP AT ENROLMENT</b>	
<b>SCHOOL SESSION:</b>	
<b>ANY FURTHER INFORMATION:</b>	
<b>CURRENT SCHOOL ROLL:</b>	
<b>RELEVANT CLASS: (LIKELY) COMPOSITION: NUMBER IN CLASS</b>	
<b>ADDITIONAL SUPPORT IDENTIFIED / RESOURCES</b>	
<b>SIGNATURE OF HEADTEACHER:</b>	
<b>DATE:</b>	

**PLEASE NOTE:  
APPLICATIONS FOR THE FOLLOWING SESSION SHOULD BE RETURNED NO LATER THAN  
28th FEBRUARY AND DECISIONS WILL BE CONFIRMED BY 27th APRIL**

**SECTION C (For Departmental Use Only)**

<b>ENROLLED AT CATCHMENT SCHOOL</b>	Tick as appropriate: Yes (send placement letter): <input type="checkbox"/> No (send reminder letter): <input type="checkbox"/>
<b>PLACEMENT REQUEST DECISION:</b>	Tick as appropriate: Approved: <input type="checkbox"/> Refused: <input type="checkbox"/> Pending: <input type="checkbox"/>
<b>QUALITY IMPROVEMENT MANAGER SIGNATURE:</b>	
<b>DATE:</b>	
<b>RECORDS UPDATED BY RELEVANT SCHOOLS TEAM (SIGN &amp; DATE)</b>	