



East Ayrshire
COUNCIL

Department of Educational
and Social Services

PLACING REQUEST APPLICATION FORM (form PC1)

To: Department of Educational and Social Services
Transport and School Support
Holmquarry House
Holmquarry Road
Kilmarnock
KA1 4EP

1. **Parent / Guardian Details**

Title: _____ Initial: _____ Surname: _____

Home address: _____

Town: _____ Post Code: _____

Tel No: _____

2. **Child Details**

Surname: _____

Forename(s): _____

Sex: MALE / FEMALE (please delete)

Date of Birth: / /

Does your child have additional support/medical/behavioural needs? YES / NO

If YES, please give details: _____

3. **School currently attended** (if Secondary School please state subjects chosen on reverse of form)

Stage: _____ Name of School: _____

Address: _____

4. **School Requested**

Name of School: _____

Address: _____

Reason(s), if any for seeking a placing request:

Note: while it is not necessary to give a reason, it could be an advantage if there were more requests than spaces available in the school you have chosen.

You should also be aware that if this request is granted then **you** are responsible for all transport arrangements and costs.

Please read the two statements below, delete whichever one does not apply and sign below.

- 1 I agree that, if granted, this placing request will take effect at the start of the next session
Or
2 Having considered the educational advice given against the mid-session transfer, I wish this request, if granted, to take effect at the first available opportunity.

Parent / Guardians name (print): _____

Parent / guardians signature: _____

Date: _____

DATA PROTECTION ACT 1998

Your information may be used by East Ayrshire Council for the purpose of the administration of placing requests and to confirm and update the Council's records held for this purpose.

SECONDARY SCHOOL PUPILS ONLY
SUBJECTS CHOSEN TO STUDY – (if possible please state level)