



Placing Request Application Form

PLEASE USE BLACK INK AND BLOCK LETTERS

Please refer to the [GCC Parental Guidance Document](#) for further information on submitting a Placing Request.

You are required to submit a separate placing request application for each child.

The completed application should be sent to the CBS Hub where it will then be processed. Application forms should not be handed in to your local school office Parents/Carers are responsible for ensuring application forms are posted to the CBS Hub.

Your completed application form should then be posted along with any relevant documentary evidence to:

Customer Business Services, City Chambers East, 40 John Street, Glasgow, G1 1JL Phone 0141 287 8000

1 REQUESTED SCHOOL DETAILS	
Please enter details for requested school: <input type="checkbox"/> PRIMARY SCHOOL PLACING REQUEST <input type="checkbox"/> SECONDARY SCHOOL PLACING REQUEST	
School Name	
School Address Postcode	
Have you any pending placing requests to any other establishment <input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>If YES, please provide the name(s) of the school(s)/establishment(s) in order of priority choice including this request</i>	
1.	
2.	
3.	
2 START DATE FOR REQUEST	
<input type="checkbox"/> START OF SESSION (AUGUST) <input type="checkbox"/> DURING TERM TIME	
3 PARENT/CARER DETAILS	
Title	Forename
Surname	
Flat/Apartment Number <i>(if applicable)</i>	
House Number	Street Name
City/Town	Postcode
Phone	Mobile
Email	
If your first spoken language is not English, please detail what language you speak	
4 CHILD/YOUNG PERSON DETAILS	
Forename	Date of Birth
Surname	Gender <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Is your child a United Kingdom citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	
5 CURRENT OR REGISTERED SCHOOL DETAILS	
Please enter details for current establishment or where registered for education below:	
<input type="checkbox"/> NEW START (NOT ATTENDING SCHOOL) <input type="checkbox"/> CURRENTLY ATTENDING SCHOOL	
Current or Registered School Name	
Current or Registered School Address Postcode	
Stage in School <i>(if appropriate, e.g. P1, S2)</i>	

If a child is due to start school in August they should be enrolled in their local catchment school prior to a placing request application being submitted

6 ADDITIONAL SUPPORT NEEDS

Do you consider your child to have additional support needs? YES NO

If you have answered YES to the above question, does your child have:

an Additional Support Plan? YES NO a Co-ordinated Support Plan? YES NO

a Co-ordinated Support Plan under consideration? YES NO

Please explain/give full details of your child's additional support needs

Do you consider your child to have any needs related to a disability? YES NO

Do you consider your child to have any accessibility needs/requirements? e.g. wheelchair user, visual impairment, hearing impairment etc. YES NO

Please explain/give full details of your child's accessibility issues

7 WHAT IS YOUR REASON FOR MAKING A PLACING REQUEST? (Please give full supporting information on section below)

Select reason(s) *Please tick at least one option below*

Additional Support Needs (ASN) <i>(Must include documentary evidence as outlined in the GCC Parental Guidance Document)</i>	Family circumstances <i>(Must include supporting documentation evidencing the reason for the request as outlined in the GCC Parental Guidance Document)</i>	
Religious ethos <i>(You also require to provide documentary evidence to support this along with your form e.g. Baptismal Certificate from the RC Church or a supporting letter as outlined in the GCC Parental Guidance Document)</i>	Crossing denominational sector <i>(As outlined in the GCC Parental Guidance Document - criteria point 5)</i>	
Siblings <i>(Brother/sister currently attending the school to which you are making this placing request)</i>		
Name	Stage	
Name	Stage	
Name	Stage	

Please provide supporting information in regard to the option(s) you have selected above

As outlined in the [GCC Parental Guidance Document](#), supporting evidence is essential along with your application form as this will assist with the decisions if there are more applications than available spaces. If this is not made available along with your application form then the next criteria chosen on the form will require to be used to prioritise the available spaces.



DECLARATION BY PARENT/CARER

I declare that I am entitled to apply for a placing request on behalf of my son/daughter(Please note a person between the ages of 16 and 18 is referred to as a young person. A parent can only make a placing request if the young person lacks capacity to apply on their own behalf. Please supply any relevant documentary information to confirm lack of capacity, with this form, if you are the parent of a young person and have ticked this box).

I declare that I am over 16 years old and entitled to apply for a placing request on my own behalf.

I have read and understood that if my placing request is successful, I am responsible for getting my child to school, as free school transport will not normally be provided as a result of a placing request.

I have read and understood that I must register my child at their catchment area school

I have read and understood that I accept that placing requests received by 15 March each year should receive a response by 30 April. Placing requests received after 15 March will be considered within 2 months I have read and understood that a separate form is required per child.

I understand if my placing request is granted the space at my catchment school will automatically be withdrawn.

I understand that if my placing request is granted and I then wish my child to attend the catchment school I am required to submit a fresh catchment enrolment application. On receipt of confirmation of my catchment school space I agree to withdraw my placing request in writing by email or post.

Signature of parent/carer or young person
Relationship to child

Date

Please refer to the top of this form for details of where to send your completed application.



School Placing Request Privacy statement

Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its chief office at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our data protection officer by post at this address, or by email at: dataprotection@glasgow.gov.uk, or by phone - 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your application for a Placing Request and grant if eligible. We also use your information to verify your identity where required, contact you by post, email or phone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website or you can request a hard copy from the contact address stated above.

Your rights under data protection law

Access to your information

You have the right to request a copy of the personal information about you that we hold.

Correcting your information

We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards

Deletion of your information

You have the right to ask us to delete personal information about you where:

Correcting your information

We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information

You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- You have validly objected to our use of your personal information - see Objecting to how we may use your information below.
- Our use of your personal information is contrary to law or our other legal obligations.
- Objecting to how we may use your information.
- You have the right at any time to require us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information.

The right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us in any of the ways set out above if you wish to exercise any of these rights.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By phone on 0303 123 1113 (local rate) or 01625 545745 or visit their website for more information.

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website.

Related content

Privacy

Related links

Information Commissioner's Office