

Choosing a school for your child

School admission applications and placing requests for session 2019-20

Applying for a P1 primary school place for your child

East Renfrewshire Council invites you to apply for a P1 catchment place for your child at your local primary school for school academic year 2019-2020.

You must apply for a place at your catchment school, even if you intend to make a placing request to another school; if you intend to educate your child privately or at home you should still inform your local catchment school of your intention.

You may choose to apply for a catchment place for your child in either the local denominational or non-denominational school.

For 2019 P1 catchment school applications, an online application form has been created. This form will allow you to submit your details via the online form prior to providing your documentary evidence to the school during a set week. This process will reduce the time it takes to complete your application. The application form will be available on the council website in due course and will be publicised once it is live. Further information, including the Council's School Admissions Policy and a list of the documentation you will be required to provide in support of your application, is also available on the council website. The online application form will close at 4pm on Friday 11 January 2019.

All applicants **must** visit the catchment primary school for which an application is being made between 1.45pm and 3.30pm, any day during the week of Monday 14 January to Friday 18 January 2019 to submit supporting documentary evidence. Applications can also be made at catchment schools during this week, if you are unable to apply online, and supporting documents should be provided at this time.

You should bring your child's birth certificate, your child benefit statement, the most recent copy of Council Tax Notice for your residence and mortgage statement or tenancy agreement. The school can also accept a driving licence, utility bill or bank statement (with transactions in the last 3 months) if you are not in receipt of child benefit. If your child is of Roman Catholic faith, as evidenced by a Roman Catholic Baptismal certificate, and are applying for a place in a Roman Catholic denominational school, you should also bring the certificate with you.

Placing requests

Most school children attend their local primary or secondary school, but parents can choose to apply for a place for their child in another school.

If you are interested in making a placing request for a school in East Renfrewshire and want to find out more, visit the council website at www.eastrenfrewshire.gov.uk/placingrequest where you can apply online or alternatively download the Placing Request Application Form. The web page also provides further information on the processing of placing requests including the criteria used for prioritising placing requests when there are more requests received than places available. If you require any advice regarding making a placing request, please contact the Education Department on 0141 577 3246.

If you want to make a placing request for your child for the school session beginning in August 2019 you should submit your completed application to the Education Department from 1 December 2018 and before 1 February 2019 by:

- applying online, via the Council's website;
- emailing a completed application form to: admissions@eastrenfrewshire.gov.uk;
- sending a completed paper copy of the application form to:

PLACING REQUESTS, East Renfrewshire Council Offices, Education Department, 211 Main Street, Barrhead, East Renfrewshire G78 1SY.

Applications received after 31 January 2019 will be treated as late applications.

If you are interested in finding out specific information about a particular school you should contact the school directly or visit the school's website.

East Renfrewshire Council will conduct checks to establish the accuracy of information supplied which may include visits to premises or surveillance in cases where it is necessary and proportionate to do so. Any attempts to obtain a place by deception may result in the rescinding of your application/placing request and the matter being passed to the Procurator Fiscal's office for consideration of criminal proceedings.

Mhairi Shaw
Director of Education