

Choosing a School for your Son or Daughter School Admission Applications and Placing Requests for Session 2017-18

A consultation on proposed new arrangements to school admissions, the transfer of pupils from primary to secondary school and placing requests, has recently concluded. If the proposed new arrangements are approved by Education Committee in late December, school admission, pupil transfers from primary to secondary and placing requests will be administered in line with the new arrangements from January 2017 and beyond. Please note that any placing request applications for school places in academic session 2017-18 submitted before January 2017 will be processed in line with the new policy if adopted; there will be no need to submit another application using the new placing request application form, available from January. An online facility for the submission of placing requests will be available from 20 December 2016 via the Council's website.

APPLYING FOR A PRIMARY SCHOOL PLACE FOR YOUR CHILD

East Renfrewshire Council has set up one week when you should apply for a catchment place for your son or daughter at your local East Renfrewshire primary school. You must apply for a place at your catchment school, even if you intend to make a placing request to another school or to defer your place and keep your son or daughter at home for another year.

If you intend to educate your child privately you should still inform your local catchment school of your intention.

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

If he or she is aged five between 1 March 2017 and the end of February 2018 you should go along to the primary school between 1.45 and 3.30 any day during the week of Monday 16 January to Friday 20 January 2017.

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 signed and independently witnessed residency/tenant agreement for at least 1 year. The school can also accept a driving licence, utility bill or bank statement (with transactions in the last 3 months) if you are no longer in receipt of child benefit.

PLACING REQUESTS

Most school children attend their local primary or secondary school, but parents can choose to apply for a place for their son or daughter 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 from 20 December 2016 or alternatively download a placing request form and information on the criteria used for prioritising placing requests where 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 3578.

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. If you want to make a placing request for your child for the school session beginning in August 2017 you should return your completed placing request form to the Education Department any time from 1 December 2016 and before 31 January 2017 by post to: PLACING REQUESTS, East Renfrewshire Council Offices, Education Department, 211 Main Street, Barrhead, East Renfrewshire G78 1SY or by email to: admissions@eastrenfrewshire.gov.uk

Online applications will be available from 20 December 2016, via the Council's website.

Applications received after 31 January 2017 will be treated as late applications.

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



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Please note following your allotted amends there will be a charge made for additional amends.