



REGISTRATION FOR EDUCATION

Parents can register their child in only one catchment school, either the denominational or the non-denominational school. If parents do not wish to attend either catchment school, a placing request application is required.

Name of School: _____

Pupil's Name: Forename(s): _____ Surname: _____

Sex: Male ☐ Female ☐

Date of birth:

<u>DAY</u>	<u>MONTH</u>	<u>YEAR</u>

Was your child premature? Yes ☐ No ☐

If yes, were they born between:

weeks 30-36 Yes ☐ No ☐

Below 30 Weeks Yes ☐ No ☐

below 30 weeks

Yes ☐ No ☐

Nursery the child currently attends: _____

Parent/Carer Details:-

Forename(s): _____ Surname: _____

Address: _____

Postcode: _____ email: _____

Telephone No: _____ Mobile No: _____

Does the child have an older sibling in the school? Yes ☐ No ☐

Sibling(s) Name: _____ Year Stage: _____

Residence of child: (If different from parent/carers)

Postcode: _____ Telephone No: _____

Parents/carers must provide satisfactory documentary evidence of the age of their child and that their family reside within the catchment area of the school. This evidence includes:

No.	Document	For Verification of	Received
1	Child's full Birth Certificate	Required to verify child's date of birth for allocation of correct year stage. Held for verification of who has parental rights.	
2	Most recent Council Tax Notice or if not currently resident in the property either a concluded missive or a signed and witnessed tenancy agreement/lease.	Required to verify that home address is within catchment area of the requested school. We will check the information provided with other Council departments and our audit colleagues and this may include visiting your home to confirm residence. We may also check your address again prior to a school term commencing and if we suspect fraud we may rescind your place and could refer the matter to the Procurator Fiscal.	
3	Child Benefit Statement. In the event that a Child Benefit Statement is not available, a Driving Licence or a Bank Statement/utility bill showing transactions over the most recent 3 months and the applicant's address may be accepted. Or If appropriate to current circumstances - Court Order / Looked After Child / Foster Carer document(s).	Verification of address of parent with whom the child is living with.	
4	Roman Catholic Baptismal Certificate (if applicable)	Verification of baptismal status. Only where a denominational school is oversubscribed this may be required for prioritisation purposes.	

The list above is not exhaustive and the Council retains the right to ask for further information.

Has the parent/carer been advised of his/her right to request to place the child in a school other than this one? Yes ☐ No ☐

Decision of Parent/Carer – Tick one as appropriate:

- ☐ Enrol in catchment school
- ☐ Making a placing request Which school is request being made to? _____
- ☐ Making an application for Gaelic Medium Education
- ☐ Deferring entry to school. Has parent made application to defer? Yes ☐ No ☐
(If deferring entry, please check if the parent has made an application to nursery. If the answer is no, parent should be advised to contact nursery and request an application as soon possible.)

Secondary Provision

Parents are advised that when registering at a primary school, there is no automatic guarantee of transfer from the primary school to the associated secondary school.

As part of the P7-S1 transition programme, all parents/carers of children in P7 who attend a Renfrewshire primary school will be advised of the designated catchment school to be allocated, based on the pupil's current home address and denomination of primary school currently attended.

Evidence of residency may be requested by Children's Services at any time, as part of the above allocation process.

Further information is available within the Council's Admissions to Schools and Placing Request Policy.

Data Protection

We need your details for the purposes of dealing with school registration and they will be used for the purposes of the Council's public functions. The Council may check your details with other information held and may share these with other Council services and other local authorities to check the accuracy of the information and to prevent or detect fraud or crime or to protect public funds.

Further information on how the Council handles your personal information can be found on: <http://www.renfrewshire.gov.uk/article/2201/privacy-policy>

Declaration

I confirm that I have read and understand the information provided above.

The information I have given is full and correct in every respect to the best of my knowledge. I acknowledge that if the information that I have submitted is found to be fraudulent my application will be rescinded and the Council could pass the matter to the Procurator Fiscal's Office.

If I change address I understand that I require to notify the school immediately.

I also confirm that I am aware that when transferring from primary to secondary school the granting of a placing request does not guarantee entry to the associated secondary school. The allocation of secondary placement will be dependent on my home address and denomination of primary school attended.

I have read and understood the statement on Data Protection.

Signature of Parent/Carer

Date
