

**Please provide a copy of the following when submitting this form**

- **birth certificate**
- **proof of address**

**Once completed you may email it to [admin@deanpark.edin.ch.uk](mailto:admin@deanpark.edin.ch.uk) or hand it into the office.**

## REQUEST FOR A SCHOOL PLACE

### Please read before completing this form:

- Please email your completed form to your requested school – you can find contact details at [www.edinburgh.gov.uk/findyourschool](http://www.edinburgh.gov.uk/findyourschool).
- You must complete one form for each child you wish to request a place for.
- If requesting a place in your catchment school, please provide your most recent Council Tax demand notice and a current utility bill as proof of your address.
- **Do not use this form for children starting P1 or S1 before term begins in August – a separate form is used for this purpose.**

### 1. School details – check your catchment school first at [www.edinburgh.gov.uk/catchmentmaps](http://www.edinburgh.gov.uk/catchmentmaps)

Requested school:

Year stage requested: (i.e. P1-P7, S1-S6)

Intended start date:

### 2. Your child's details

Forename:

Home Address:

Surname:

Date of Birth:

Sex: Male ☐

Female ☐

Postcode:

Current or previous school attended:

### 3. Details of main parent(s)/carer(s) who live with child at above address

Title:  
(i.e. Mr, Mrs)

Relationship:  
(i.e. mother)

Title:  
(i.e. Mr, Mrs)

Relationship:  
(i.e. father)

Name:

Name:

Daytime Tel:

Daytime Tel:

E-mail:

E-mail:

### 4. Reasons for your application (if applicable)

Please explain the reasons for your request, if necessary. Give details of any siblings already attending the requested school. If you consider your child to have additional support needs, please give these details below.

**Please note that you will need to enclose evidence of any additional support you tell us that your child is receiving e.g. a doctor's letter. Use on a separate sheet if necessary.**

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### Privacy statement

We, the City of Edinburgh Council, use the information you provide to process your application for a school place.

Where allowed by law, we may pass your information to organisations such as

- the Scottish Government
- SEEMIS
- Department for Work and Pensions
- HM Revenue and Customs

We may check information you have provided, or information about you that someone else has provided, with information we hold.

We may get information about you from third parties, or give them information to

- make sure the information is accurate
- prevent or detect crime
- protect public funds.

These third parties include

- government departments
- local authorities
- private-sector companies, such as banks and organisations that lend you money.

We use your information to research and plan how we operate our schools. The information may be shared externally for statistical analysis and this will be in an anonymised form.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law requires us to.

We may use your information to identify whether you are eligible for educational benefits, such as free school meals or clothing grants.

Your information will be held for a period of two years after the start of the school year to which the application relates.

We are the data controllers for the purposes of the General Data Protection Regulation.

Visit [www.edinburgh.gov.uk/privacy](http://www.edinburgh.gov.uk/privacy) to read our privacy policy for details.

### 5. Declaration

Please read the following carefully and tick the box to confirm you understand the information:

By making this request I accept that:

- The information given in this form, and any additional information provided, is true;
- Any place granted on the basis of false information will be withdrawn, even after a child has started school;
- If the requested school is a non-catchment school and my request is successful, there is no guarantee that a future request for a younger sibling will be successful;
- If the requested school is a non-catchment school and my request is successful, I will be responsible for all transport costs.

I confirm that I have read and understood this information. <input type="checkbox"/>			
Signature of Parent/Carer: (leave blank if filling in online)		Date:	

 <p><b>HAPPY TO TRANSLATE</b></p> <p>ترجمہ کے لئے حاضر    আনন্দের সঙ্গে অনুবাদ করব</p> <p>يسعدنا توفير الترجمة    MOŻEMY PRZETŁUMACZYĆ    很乐意翻譯</p>	<p>You can get this document on tape, in Braille, large print and various computer formats if you ask us.</p> <p>Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 or ITS@edinburgh.gov.uk and quote reference number <b>21-7169</b>.</p> <p>ITS can also give information on community language translations. You can get more copies of this document by calling your local school.</p>
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### NEXT SECTION FOR SCHOOL OFFICE USE ONLY

#### THIS SECTION FOR SCHOOL OFFICE USE ONLY

Date received:		Within catchment area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date acknowledged:		Sibling(s) in attendance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Request Granted? <input type="checkbox"/>	Turned Down? <input type="checkbox"/>	Notes:		
Date decision issued:				

#### For requests turned down, please record grounds below:

<input type="checkbox"/> make it necessary for the authority to take an additional teacher into employment	<input type="checkbox"/> would prevent the education authority from retaining reserved places at the school or in relation to any particular stage of education at the school
<input type="checkbox"/> assuming that pupil numbers remain constant, make it necessary, at the commencement of a future stage of the child's primary education, for the authority to elect either to create an additional class (or an additional composite class) in the specified school or to take an additional teacher into employment at that school	
<input type="checkbox"/> give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school	
<input type="checkbox"/> be likely to be seriously detrimental to the educational well-being of pupils attending the school	<input type="checkbox"/> have the consequence that the capacity of the school would be exceeded in terms of pupil numbers
<input type="checkbox"/> be likely to be seriously detrimental to order and discipline in the school	<input type="checkbox"/> if the education normally provided at the specified school is not suited to the age, ability or aptitude of the child
<input type="checkbox"/> be seriously detrimental to the continuity of the child's education	<input type="checkbox"/> if the education authority have already required the child to discontinue his/her attendance at the specified school