



Placing Request Guidance Information

PLEASE READ THE FOLLOWING GUIDANCE INFORMATION BEFORE COMPLETING THE APPLICATION FORM

HOW DO I MAKE A PLACING REQUEST?

To make a placing request to the school of your choice, you are required to complete the enclosed placing request form. **Please refer to this guidance note to assist with the completion of the form.** It is essential that where indicated you enclose the relevant documentation with your application.

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:

Glasgow City Council, CBS Hub, 2-16 Orr Street, Glasgow G40 2QH

GENERAL INFORMATION

It is the policy of Glasgow City Council to encourage parent/carer or young person to enrol children in their local school, known as the catchment school - as it allows children and young people to develop and learn with other children from their own community. For the purposes of this guidance note the term "*parent/carer*" also applies to a young person as defined under the Education (Scotland) Act 1980 as a person over school age who has not attained the age of eighteen years, unless the young person lacks capacity they would submit their own placing request.

Under the Education (Scotland) Act 1980 a parent/carer is entitled to make a placing request for a school of their choice. This must be considered by Glasgow City Council and unless there is a statutory ground to refuse then the placing request must be granted.

This guidance is to assist you in completing the Placing Request Application Form.

1. Placing requests are best made prior to a child starting school or a particular stage of school but can be made at any time during the school session.
2. If a child is due to start school in the forthcoming August, he or she should be registered in your **catchment** primary school before the end of the preceding January. Local advertisements issued in October and December each year provide details of this. Thereafter you are free to make a placing request to a school of your choice.
3. You are entitled to make a request for more than one school but Glasgow City Council is only required to consider your choice in the order of preference you have provided on the form.
4. A parent/carer seeking to transfer from one sector to the other, denominational (Roman Catholic) and non-denominational within the Glasgow City Council area are required to make a placing request. This is not required at P1 Entry Stage.
5. If the placing request is successful please note that the parent/carer will be responsible for home to school transport unless an application for transport due to "*exceptional circumstances*" is successful.
6. You must give accurate answers to the questions asked as failure to do so will entitle Glasgow City Council to reconsider any decision made in respect of the request.
7. You should note that by law where you appeal the refusal of your placing request to one school to the Education Appeal Committee, you cannot make another appeal within a calendar year.

TO WHAT SCHOOLS CAN I MAKE A REQUEST?

1. Any Mainstream School managed by Glasgow City Council;
2. Any Additional Support for Learning School or Unit managed by Glasgow City Council; and
3. An Independent Special School.
4. If however, you are resident outwith Glasgow City Council you can only make a request for a school managed by Glasgow City Council.

WHAT IF MY CHILD HAS ADDITIONAL SUPPORT NEEDS?

1. If you are resident in Glasgow you should simply tick the appropriate boxes on the form that make reference to additional support needs.
2. If you are resident outwith Glasgow and making a request for a school managed by Glasgow City Council you will be asked to provide evidence of the additional support your child receives. For example, your child might have an Additional Support Plan (this sometimes known as an Individual Educational Plan) or a Co-ordinated Support Plan (CSP).
3. If you are a Glasgow resident and you are making a placing request for an independent special school then you are advised to discuss this with an officer in Education Services before submitting the application form. You should be aware that Glasgow City Council has no control over the availability of spaces in such schools and in the first instance you should contact the school to establish that they would be able to accept your child. Please forward written confirmation from the school confirming availability of space.

Regardless of where you reside, if your child has additional support needs **you must give reasons** for making your request and this should be detailed on the form.

HOW DOES GLASGOW CITY COUNCIL DECIDE WHEN THERE ARE MORE PLACING REQUESTS THAN SPACES?

For placing requests for schools under its management, Glasgow City Council like every Council has the right to decide its own priorities for admission. The current priorities for Glasgow City Council are as follows:

1. A child/young person who has a medical condition who requires facilities or support **available only in the requested school**. All applications seeking to receive recognition under this category should be supported by documentary evidence from your family doctor and a local health practitioner. Please note: All medical documentation should be submitted to the Headteacher of the catchment school where presented to enrol.

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2. In relation only to denominational schools, it is essential that those parents/carers who can demonstrate or have declared an affinity with the religious ethos of the school provide documentary evidence of this in addition to ticking the box on the form. This may be for example, a copy of a Baptismal Certificate from the Roman Catholic Church or a supporting letter. If documentary evidence is not submitted with the application, the next criteria chosen on the form will require to be used to prioritise when there are more applications than spaces available.
3. If the child/young person has a sibling already in the chosen school and that a brother or sister will be attending the same school for the session the application is being made.
4. The child/young person is from a **single parent** household and for example, the proximity of the parent's/carer's place of work, in relation to the school applied for, would be advantageous for the care and wellbeing of the child or young person.
5. The distance between home and the requested school is calculated using Google Maps. Where required Glasgow City Council's GIS (Geographical Information System) may also be checked to verify any particular addresses where a more detailed distance analysis is necessary to assist with decision making.
6. The suitability in the parents'/carers' choice of school of particular teaching methods to meet the child's/young person's needs or the availability of subjects which he/she was previously studying.

Some schools may have specific criteria e.g. Glasgow School of Sport, Dance School of Scotland; these can be obtained by contacting the school directly.

Where the criteria are exhausted and there are still places available, then the method of allocating any further places is by ballot.

The above are in order of priority on the form and you should ensure that in addition to ticking the most applicable to you that you also provide as much supporting documentary evidence of this as possible. This is to assist prioritising when there are more applications than spaces available.

WHAT ARE THE TIMESCALES/WHAT HAPPENS AFTER I MAKE PLACING REQUESTS?

1. All placing requests will be acknowledged within five working days.
2. If your request is for your child to commence at P1 or S1 by the next August then the request must be made no later than **15 March** of the year in which you wish your child to attend.
3. If the request was made before the 15 March for P1/S1 then by **30 April** you will receive a decision letter from the Council either agreeing to the placing request or declining the request and giving statutory grounds for this refusal and information on how you can appeal this decision.
4. If you make a placing request during the school year for a school managed by this Council or an independent special school, you must receive a decision within **two months** of your application being received.
5. If the request has been refused in most cases you have 28 days from receipt of the decision letter to appeal to the Education Appeals Committee. Details of how this should be done will be provided in the letter. You can seek your own advice on how to prepare for that hearing.

However, if your placing request falls into one of the under-noted categories, you have two months from the receipt of the decision letter to make an appeal (called a reference) to the Additional Support Needs Tribunal for Scotland:

- i. Placing Request was for a special school.
- ii. The child or young person currently has a Co-ordinated Support Plan in place.
- iii. It has been proposed to establish whether a Co-ordinated Support Plan is required.
- iv. It has been established that the child or young person requires a Co-ordinated Support Plan but it has not been prepared.
- v. A decision that a Co-ordinated Support Plan is not required has been referred to the tribunal.

The Additional Support Needs Tribunals for Scotland is independent and a free Advocacy Service is available to assist you present your case at the hearing.

The Tribunal's website is www.asntscotland.gov.uk or you can contact their helpline on 0141 302 5860.

6. If your placing request has been refused and your appeal is unsuccessful, you can submit a further placing request application at a later date.
7. There are no waiting lists held for placing request applications.

WHERE CAN I OBTAIN FURTHER ADVICE?

You may wish to visit the Glasgow City Council website at www.glasgow.gov.uk/index.aspx?articleid=8624 for further information on Education Services Policies and Guidelines.

Enquire is the Scottish advice service for additional support for learning and their website is www.enquire.org.uk.

PRIVACY STATEMENT FOR SCHOOL PLACING REQUESTS

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 telephone 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 telephone 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 at www.glasgow.gov.uk/privacy. 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 at www.glasgow.gov.uk/rrds 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:
 - i. You consider that we no longer require the information for the purposes for which it was obtained
 - ii. You have validly objected to our use of your personal information – see Objecting to how we may use your information below
 - iii. 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. Visit their website for more information at <https://ico.org.uk/concerns>.

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.uk/complaints.

More information:

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy.

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.



Placing Request Application Form

PLEASE USE BLACK INK AND BLOCK LETTERS

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:
Glasgow City Council, CBS Hub, 2-16 Orr Street, Glasgow G40 2QH**

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	

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	

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

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>	

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 REASONS FOR REQUEST (Please give full supporting information on section below)

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

Medical grounds of child <i>(refer to Guidance prior to ticking)</i> <i>(Documentary evidence must be provided with this form)</i>	<input type="checkbox"/>	Single Parent Household <i>(refer to Guidance prior to ticking)</i>	<input type="checkbox"/>
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. Please refer to Guidance prior to ticking)</i>	<input type="checkbox"/>	Distance	<input type="checkbox"/>
		Suitability of particular teaching methods	<input type="checkbox"/>
Siblings <i>(brother/sister currently attending the school to which you are making this placing request)</i>	<input type="checkbox"/>	Other reason <i>(please enter details below)</i>	
		Name	Stage
		Name	Stage
Name	Stage	No reason given	<input type="checkbox"/>

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

As indicated in the Guidance Information, 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.

8 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 the statement made on Transport Costs noted in the Guidance Information – Point 5 General Information Section

Signature of parent/carer or young person _____ Date _____

Relationship to child _____

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