



Comhairle nan Eilean Siar

Education, Skills and Children's Services Department

Secondary School Placing Request Application

❖ Parent/Guardian's Details:

Title (Mr/Mrs/Miss/Ms etc)	Surname	Forename/s
Telephone No / Mobile No	Home Address (including Postcode)	

❖ Child's Details:

Surname	
Forename	
Gender	Male / Female (please delete as appropriate)
Date of Birth	

❖ Entry to Secondary School:

1. Name of the designated secondary school for your home address:
2. Name of the primary school your child currently attends:
3. School to which placing request is sought:

❖ Placing request during Secondary Education:

1. Name of the school your child currently attends:
2. His/Her class or stage:
3. School to which placing request is sought:

Reasons for Request: (optional)

❖ Please indicate if your child has additional support needs, and, if so, give brief details:

Declaration by Parent/Guardian:

I understand that Parents are required to meet additional transport costs arising as a result of a placing request.

Please read the two statements below, delete whichever one does not apply and sign below.

A I agree that, if granted, this placing request will take effect at the start of next session

OR

B Having considered the educational advice given with regard to mid-session transfer/admission, I wish this placing request, if granted, to take effect at the first available opportunity.

Signature of Parent/Guardian: Date:

NB: If there is insufficient space on this form, please use an additional sheet.

Please return the completed form to:

Louise Smith,
Principal Officer, Staffing
Department of Education, Skills and Children's Services
Comhairle nan Eilean Siar
Sandwick Road,
Stornoway HS1 2BW