

ADMINISTRATION CHECKLIST (FOR SCHOOL OFFICE USE)



Pupil ID Number _____

	Date	Checked By Whom?
Proof		
Permanent Address confirmed	Yes No	
Full Birth Certificate / TCAN / Child Benefit	Yes No	
RC only: Baptismal Certificate	Yes No	

Confirmation of Parent / Carer's Right to Enroll		
Is Parent applying?	Yes No	
If not parent, does applicant have proof of legal guardianship?	Yes No	
If no proof of legal guardianship, what proof is there that the applicant is the child's carer?		
<i>If no proof is available, contact ERS / SFDW / Social Work part of Children and families service to confirm status</i>	Person Confirming Applicant's Carer Status: Date:	

Pupils born outwith EU		
<i>If answer to any of these is No, contact Dundee House for Advice</i>		
Child's Passport seen?	Yes No	
Child's Visa or Entry Clearance Certificate seen?	Yes No	
Parent's Passport shown?	Yes No	
Parent's Visa or Entry Clearance Certificate seen?	Yes No	
Contact with UK Border Agency?		
Reply from UKBA:		

Additional Steps			
<i>For any of the following circumstances please, send a scanned copy of the Placing Request form to inform the relevant contact:</i>			
Circumstance	Contact	Date	Contacted By Whom?
Additional Support Needs arriving from outwith Dundee	Education Support Officer (ASN)		
Arriving from outwith Dundee	John Lannon, Principal Education Officer, Strategy and Performance Team		
Looked After and arriving from outwith	Education Support Officer (ASN), DEPS & link Education Officer		
On Child Protection Register	John Lannon, Principal Education Officer, Strategy and Performance Team		
Child's Main Language is not English	PT Bilingual Pupil Support Service		

Progress of Application							Date	By Whom?
Priority	1	2	3	4	5	6		
Entered onto Seemis								
Check School Roll for space at relevant stage								
Head Teacher - contact previous school for relevant information.								
If Head Teacher agrees request - issue Agree Letter								
If Head Teacher recommends refusal - refer to the school's link Education Officer.								
Refusal Letter sent (on instruction of link Education Officer) or Agree Letter sent								
Inform BPSS of outcome of request, if applicable.								
Enrolled			Withdrawn					
Any Additional Notes:								

DUNDEE CITY COUNCIL – CHILDREN AND FAMILIES SERVICE
SCHOOL PLACEMENT REQUEST

I wish to make a Placing Request in respect of:

Tick appropriate box
 Male Female

Surname of child _____

Forename of child _____ D.O.B. _____

Name of school in which you are requesting a place _____

Most recent nursery / school attended* _____
**If school is outwith Dundee, more details are requested on next page*

Present stage (if in school) _____

1a. Does your child require any additional support with their learning that is different from the support other children receive? Yes No

1b. Does your child have any additional needs as a result of an assessed disability or illness? Yes No

Please provide details of additional support needs / assessed disability

2a. Has a Children's Hearing decided your child is looked after at home? Yes No

2b. Has a Children's Hearing decided your child is looked after away from home? Yes No

2c. If you answered 'yes' to either 2a or 2b of the above, which local authority has responsibility for your child?

3a. Is your child on the Child Protection Register? Yes No

3b. If yes, please give the name of the lead Social Worker and contact details:

4a. What is your child's main language? _____

4b. Does your child speak any other language? _____

5a. Is there a professional we need to contact about this application? Yes No

5b. Name and contact details of professional: _____

6. Please list the full name of any sibling/relatives living as part of the family for at least 2 years, at the same address attending the school for which you are making a Placing Request. For P1 requests, the sibling/relative must be in P1-P6 and for new S1 requests, the sibling/relative must be in S1-S5

Name of parent/carers _____ D.O.B. _____

Relationship to child _____

Nationality of parent /carer _____

Address _____

Postcode _____

Telephone number _____

Parent/Carer Email address _____

For pupils arriving from outwith Dundee, please provide this additional information about your child's most recently attended school

School address: _____

School telephone number: _____

Contact name: _____

School e-mail address: _____

For pupils arriving from outwith Dundee and who are not UK nationals, please provide this additional information

Pupil's nationality: _____

Pupil's passport number: _____

Parent/carers' passport number: _____

**DATA PROTECTION ACT 1998
YOUR PERSONAL DATA**

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to allow the Children and Families Service of Dundee City Council to carry out all its duties, obligations and responsibilities in terms of the Education (Scotland) Act 1980 and other relevant Acts and Regulations. The information you have provided on this form (and from supporting evidence - where applicable) will be used by Dundee City Council (the "data controller" for the purposes of Data Protection Act 1998) in order to process your Placing Request Application. The information will be held securely by the Council and will be treated as confidential except where the law permits it be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law. Information may also be shared with the NHS for the purposes of child health services

DECLARATION:

I confirm that the information I have provided is correct and to the best of my knowledge and authorise Dundee City Council to use my information for the above purposes. I understand that I will be responsible for the arrangement and cost of transport for the pupil to and from school.

Signature of parent/carers: _____

Date: _____