



Office Use Only

Placing Request Application Form

Please complete in **BLOCK CAPITALS** and return this form by email to: **placingrequest@aberdeenshire.gov.uk** or send via post to Aberdeenshire Council, Learning Estates Team, Gordon House, Blackhall Road, Inverurie AB51 3WA.

Date Stamp			
Ref.			
Outcome	Accepted	Refused	Initial & Date
Date Letter Sent			

Child's Details

Full Name			
Date of Birth			
Address			
		Postcode	

Requested School

School Requested	First Choice		
	Second Choice		
Zoned School (This is the designated school for your child's address, leave blank if unknown)			
Current School / Nursery			
Requested Start Date		Year Group on start date (e.g. P1)	

Parent / Carer Details

Title	Mr Mrs Miss Ms Dr (please circle)	Full Name		
Same address as child		Yes / No		
Address if different from above				
Telephone contacts (in priority order)	1		Email	
	2			
	3			
Are you completing an additional form for any other children?		Yes / No		
Children's Names				

Sibling(s) attending requested school

Please give details of any brothers and sisters already attending the requested school

Full Name	Stage/ Year on requested start date

Additional Support Needs

Does your child have any additional support need?	Yes / No		
If yes, please specify:			
Does your child have an individualised education programme or a co-ordinated support plan?			
IEP	Yes / No	CSP	Yes / No

Support with English Language – for children whose first language is not English

What is the first language of your child?	
Does your child need support with English language	

Reasons for Application

You are not required to give a reason but, if you don't, and there are more out of zone placing requests for the school of your choice than there are available pupil spaces, this may affect our ability to grant you a place.

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Declaration

I declare that I am the parent or legal guardian for the child above and the information provided is correct. I understand that failure to provide accurate information may result in my child's application being refused. I understand that I will be responsible for the arrangement and any cost of transport for my child to and from the requested school. (Transport is not normally provided for children attending a school out with their zoned area. However, you can apply for a seat on any existing transport but should note that this can be withdrawn at any time without any notice being given.)

The Data Protection Act

I have read and understood the attached Privacy Notice detailing the legal basis, retention period and my rights in relation to the data being collected.

Signature of Parent/ Carer:		Date:	
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From mountain to sea

Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.
The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.
[Email: dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- Inform Placing Request Process as defined in the Out of Zone Placing Request Policy 2015

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data
Performance of a Contract	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Out of Zone Request cannot be processed by Learning Estates Team.

Your information will be shared with the following recipients or categories of recipient:
The school requested, current school/zoned school listed in the application and the Quality Improvement Officer of the school requested will be informed.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

N/A

The retention period for the data is:

3 years from completion of School session applied for.

The following automated decision-making, including profiling, will be undertaken:

N/A

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.