



Education Resources
Executive Director – Tony McDaid

Request to Remain Application

Request to Remain

If you move house during the school session you can transfer your child at any time of the year to the catchment school for your address or, your child can stay at the school that he or she has been going to.

Please fill in the attached form and return to the school your child is **currently** attending if you would like your child to continue attending the school he/she has been going to.

A tear off slip confirming that Education Resources has processed your request will be returned to you in due course.

However, if you choose for your child to remain at the school he or she has been going to we will not provide free school transport.

Transferring to secondary school

Your catchment secondary school will also be decided by where you live and your chosen denomination. We will expect your child to transfer to your catchment secondary school in the same denominational sector. If you want your child to go to another secondary school, you will need to make a placing request in their last year at primary school (P7).

You should also note that your decision here may affect your choice of secondary school. **The secondary school will be decided by your address and not the associated primary.**

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For further information or to enquire about having this information supplied in an alternative format or language, please contact 01698 454102 or email Edsuppserv.helpline@southlanarkshire.gov.uk

Request to Remain

1.	Your first name	
	Your surname	
2.	Your home address	
	Post code	
	Telephone number	
3.	Your child's first name	
	Your child's surname	
	Your child's date of birth	
4.	Please complete this section	
	School you wish your child to remain at:	
	Name of school	
	Address	
	Post code	
	Class/stage	
	Your catchment school:	
	Name of school	
	Address	
	Post code	

In submitting a request to remain application it is important to note the following:

- a) Children who attend school on a request to remain are not entitled to free school transport
- b) The designated secondary school for a child is determined by the home address and not the primary school.
- c) There is no guarantee that a placing request for a younger brother/sister will be successful

Signature of parent*

Date

*'parent' includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to, or has care of a child

Please send the completed form to the school your child is currently attending

For school use only

Date received by school

Date details updated on Click & Go

Date passed to Support Services,
Education Resources, Almada Street,
Hamilton, ML3 OAE

For HQ use only

Date received by Support Services

Date entered on placing request system

Entered by

✂

I can confirm that request to remain documentation has been completed and recorded at Support Services, Council Offices, Hamilton for

Name of Pupil

Address

School

Date
