



## Children & Young People's Services

### Information for Parents: Admission to the Authority's Schools

## 1. The Golden Rule

If you want your child to attend your nearest primary school (known as your catchment school) you will need to speak to the school's headteacher during enrolment week to ensure a place is available.

Enrolment week takes place in November each year, and is widely advertised. Evidence will be required that you live in the catchment area of the school in which you wish to enrol your child. In most cases, a place will be available and the headteacher will give you details on start dates, uniforms and a copy of the school's handbook.

In the very unlikely event that the school is full you may be directed to the nearest alternative school with places.

If you wish your child to attend any school other than your catchment school you will need to make a placement request. A placement request is a written request to place your child at a school which you have requested. Details of how to make placement requests are given below and overleaf.

If your child has Additional Support Needs – please go to Section 9 of this guide.

## 2. The Education Authority's Duty

As the Education authority, our duty in respect of admissions can be summarised as:

- To provide suitable education opportunities
- To give parents and pupils basic information on schools (detailed information is available directly from schools)
- To give parents information on admission arrangements for children to the authority's schools
- To advise parents of their right to make placement requests
- To accept requests from parents for placement requests (although the authority has the right to refuse a request within certain parameters)
- To advise parents of their rights to appeal if a placement request is refused.

## 3. How to Make a Placement Request

To make a placement request you should apply directly to your preferred school. But at the same time you are requested to let your catchment school know that you are making a placement request. They will then 'reserve' a space for your child just in case your placement request has to be refused.

You can make a placement request at any time, at any stage of your child's education and at any point in the school year without regard to where you or your child lives.

This placement request should be made in writing using a placement request form which can be obtained from any school or from council headquarters. The form includes a section where you can state your reasons for your choice of school; this will be helpful in deciding how to allocate places in the event of the school being full or unsuitable for your child.

Once a young person reaches school leaving age, they are entitled to make a placement request for themselves.

## 4. Decision on a Placement Request

A decision on any placement request made between the start of the enrolment period (as advertised) and the 11th March will be notified to parents before the 29th April of that year. A decision on any request outside this period will be made within two months (excluding school holidays) from receipt of the request.

Whenever possible we will agree to placement requests, however, in some circumstances this may not be possible and the placement request will be refused.

We will inform you in writing of our decision and if your placement request is refused, you will be given the reasons for this decision.

If we have not informed you of the decision in writing within the above stated timescale, the authority will be deemed to have refused the placement request. If this happens, you have the right to appeal.

## **5. Attendance at a non-catchment Early Learning & Childcare Setting (ELC).**

As there is no catchment areas for ELC, parents are able to send their child to any setting that is convenient for them. However attending an ELC place at a Primary School outside your child's school catchment community will not give priority or guarantee a place in that school in Primary 1.

## **6. Transferring from Primary to Secondary School**

Parents of a child who is to transfer from primary education to secondary education in August will receive the details of the relevant secondary school from their primary headteacher. Each school will also arrange a transition programme to assist pupils through the transfer from primary to secondary education. Admission to a primary school, outwith a pupil's home catchment area, does not confer rights or priority status to transfer from the placement request school to its catchment secondary school. Should any parent wish their child to continue education at a secondary school outwith their home catchment area, then the appropriate placement request must be made in line with the standard admissions process for secondary schools.

## **7. Grounds for Refusal**

The grounds for refusal are governed by legislation and the council's approved admissions policy. A copy of this policy can be downloaded from the council website: [www.scotborders.gov.uk](http://www.scotborders.gov.uk).

A place may be refused if one or more of the following factors are relevant:

- a. If placed the child in the school would:
  - Make it necessary for the authority to take an additional teacher into employment
  - Give rise to significant expenditure on extending or otherwise altering the accommodation at, or facilities provided in conjunction with, the school (If refusing a placement request on this basis we will consider our legal obligation under the Disability Discrimination Act 1995 to make 'reasonable adjustments' to school buildings to ensure that physical access is possible for children with disabilities)
  - Be seriously detrimental to the continuity of the child's education
  - Be likely to be seriously detrimental to order and discipline in the school
  - Be likely to be seriously detrimental to the educational wellbeing of pupils attending the school.
  - Make it necessary (assuming that pupil numbers remain constant) at the commencement of a future stage of the child's primary education, for the authority to create either an additional class or incur additional expenditure
  - Breach the appropriate normal maximum class size as defined in the Conditions of Service for Teaching Staff, which form part of the council's contract of employment with an individual teacher
  - If as a consequence of acceptance, the capacity of the school would be exceeded in terms of pupil numbers.
- b. If the education normally provided at the school is not suited to the age, ability or aptitude of the child
- c. If the education authority has already required the child to discontinue his/her attendance at the school
- d. If the child in question, is resident outwith the school's catchment area, and the acceptance of that child would entail using one of the places reserved for pupils moving into the catchment area on a permanent basis
- e. The educational desirability of creating additional composite classes, particularly in mid-session
- f. In addition to the above, there are other reasons for refusal specified in Section 8 if your child has additional support needs.

## 8. Does a parent have the right to appeal

If you are not satisfied with the decision, you may refer to the Council's Appeals Committee. Details of this procedure can be obtained from the Clerk to the Council (address details are on the back page of this leaflet).

If you are unhappy with the decision of the Appeals Committee you have a right of appeal to the Sheriff Court. Alternatively you may complain in writing to the Scottish Public Service Ombudsman.

If you wish, you may authorise someone else to complain on your behalf, such as an MSP, your local councillor or another person whom you consider suitable to represent your interests.

Your complaint will only be investigated if the Ombudsman is satisfied that, in the circumstances of your case, it is not reasonable to expect you to take court proceedings.

The Ombudsman only usually investigates complaints if notified within a year of the event or within a year of you becoming aware of the event. If you are not sure whether your complaint is one that the Ombudsman can look at, or if you wish to raise other questions, you can contact the Ombudsman office: Tel: 0800 377 7330, Fax: 0800 377 7331 or [Email ask@spsso.org.uk](mailto:ask@spsso.org.uk).

## 9. Children with Additional Support Needs

If your child has additional support needs and you decide that you do not want to send them to the local catchment area school or the particular school that the education authority is recommending, then you can make a placement request for your child to attend a different school.

A placement request for a pupil with additional support needs may be made to the following types of school:

- any local authority school or centre in Scotland
- any special school in England, Wales or Northern Ireland (provided the managers of the school are willing to accept the pupil)
- any independent or grant-aided special school in Scotland (provided the managers of the school are willing to accept the pupil).

You cannot request a place to any independent or grant-aided school that is not a special school.

### Reasons a placement request can be refused for a child with Additional Support Needs.

Where a placement request is made, the education authority must grant the request, unless one or more grounds for refusal, as specified in Section 6 above apply. In addition, grounds for refusal in relation to children and young people with additional support needs include:

- placing your child there would cause the education authority to breach its duty to provide mainstream education
- where the school is a special school but your child does not have the additional support needs that require the specialist education or facilities normally provided there
- where the school is not a local authority school in Scotland and the authority is able to meet the pupil's needs in a different school having regard to the respective cost and suitability of both schools it is not reasonable to send the pupil to the parent's choice of school and the authority has offered a place at a different school.

### How to make a placement request for a child with Additional Support Needs

- If your chosen school is an education authority-run school in Scotland, you make your request, in writing, to the education authority in which your chosen school is located.

- If your chosen school is an independent or grant-aided special school, you must first make sure that the managers are willing to offer your child a place there. Then you make your request, in writing, to your own education authority – the one that covers the area in which you or your child normally resides.
- This procedure is the same regardless of whether the school is in Scotland, England, Wales or Northern Ireland (or outwith the UK).
- Mediation for children attending a school through a placement request should be provided by the education authority in which you live. However, the education authority in which your child attends school may choose to provide this service for you should you require it.

### **Appealing against a refusal for a child with additional support needs**

You can appeal against a decision to refuse your placement request. You must appeal to the council's appeal committee unless:

- your child has a co-ordinated support plan
- the education authority has decided that your child needs a co-ordinated support plan
- you are appealing against the education authority's refusal to prepare a co-ordinated support plan.

If any of these apply, then you must make your appeal to the Additional Support Needs (ASN) Tribunal (Details about the ASN Tribunal can be found at [www.asntscotland.gov.uk](http://www.asntscotland.gov.uk) and on the council's web-site at [www.scotborders.gov.uk](http://www.scotborders.gov.uk))

## **10. School Transport**

At Scottish Borders Council the following categories of pupils qualify for an entitlement to free school transport:

- Primary school pupils who live more than 2 miles from their catchment school.
- Secondary pupils who live more than 3 miles from their catchment school.

Pupils who attend an alternative school to their catchment school, known as a placing request have no entitlement to free school transport.

If your child has Additional Support Needs, making a placement request can and will affect the availability of transport to school. If your child is educated in any school managed by another local authority as a result of a placement request, the home education authority does not have a duty to transport them to school. It has a discretionary power to make transport available but is not legally obliged to do so. It is important that you consider this when making a placement request.

## **11. Priorities for Admission**

### **Catchment School**

In the event of there being more requests than the school can accommodate the following priority order will be used to allocate places:

**For children wishing to attend their catchment school priorities will be for:**

- a. Pupils who ordinarily reside within the school's catchment area
- b. Children who live the furthest distance from an alternative school (distance from the school will be measured by the School Transport Team within Technical Services)
- c. Recommendations from Integrated Children's Services In the Scottish Borders or Health Board personnel
- d. Children with siblings already attending the school
- e. If all other factors are equal a ballot will be used to determine places

## Placement Request

For children who wish to attend a school through a placement request priorities will be for:

- a. Children with siblings currently attending the requested school
- b. Where there is availability of specially resourced classes or support staff at the requested school for a child with Additional Support Needs
- c. If a pupil has suffered bullying and/or racial harassment (robust evidence will be required to support this)
- d. If pupil has medical reasons certified by the authority's retained NHS paediatrician
- e. If the nature of the parents' employment has a direct effect on the pupil's placement request
- f. The availability or link to after-school care provision

## Denominational Schools

For children wishing to attend a denominational (Catholic) school but are not resident in one of the four catchment areas for denominational schools in the Borders priorities will be for:

1. Catholic pupil
2. Certified medical, social or emotional reasons
3. Children with siblings already attending the school
4. Children living furthest from their nearest alternative school.
5. Pupils having been refused a place at their local catchment school because it is at capacity
6. Non-Roman Catholic parents who can demonstrate an affinity with the aims, philosophy and/or religious beliefs of the school

## 12. Further Information

Further information on admissions to any of the authority's schools is available from your local headteacher or from the schools section at council headquarters. Another excellent general source of information for parents is the Scottish Executive's parent zone website: [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

Information about services for children with Additional Support Needs in the Scottish Borders is available from the address below.

To make an appeal against a refusal of a placement request you should contact the Clerk to the Council at the address below:

Scottish Borders Council  
Council Headquarters Newtown St Boswells  
Melrose TD6 0SA  
Tel: 01835 824000  
[www.scotborders.gov.uk](http://www.scotborders.gov.uk)

Published by Scottish Borders Council, Children & Young People's Services, Council Headquarters, Newtown St. Boswells, Melrose, Scottish Borders TD6 0SA. Telephone: 01835 824000

## DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk), or by telephone – 0300 100 1800.

### Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland’s Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

### Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, EPS and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child’s data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

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.

## 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 will retain a copy of your child/ren's educational record up until they reach the age of 25.

## Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the headteacher of your school as soon as possible.

## Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website

<http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

## 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 our Data Protection Officer by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

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

You can visit their website for more information <https://ico.org.uk/make-a-complaint/>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website:

[https://www.scotborders.gov.uk/info/20016/have\\_your\\_say/155/make\\_a\\_complaint/1](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1)



# SCOTTISH BORDERS COUNCIL

ADMISSION FORM FOR \_\_\_\_\_ SCHOOL

**THIS FORM MUST BE COMPLETED FOR YOUR CATCHMENT AREA SCHOOL**

## DATA PROTECTION

Please note that the information provided on this form will be held on computer and in manual files for the purpose of registration and statistical analysis. This information may be passed to your own local authority if you do not reside within Scottish Borders Council boundaries. This information will be passed to relevant employees of Scottish Borders Council, and may be passed to NHS Borders for the purpose of arranging medical examinations.

To comply with legislation, Scottish Borders Council's Children & Young People's Services are trying to ensure that all parents or carers who are entitled to receive school information are given the opportunity to do so. To this end, where the child's parents are not residing together, it would be helpful if the parent or carer whom the child resides could provide the names and addresses of any other parties such as a natural parent who may be entitled to receive school information.

Please note that parties such as divorced parents or unmarried fathers shall only be refused access to information in limited circumstances. These include circumstances where to disclose information would in the opinion of the Children & Young People's Services cause significant distress or harm to the child or another person. The existence of Court Orders preventing access to information being given will also be taken into account.

## PLEASE COMPLETE IN BLOCK CAPITALS

Forename(s)	<input type="text"/>	Surname (as per birth certificate)	<input type="text"/>		
Known as	<input type="text"/>	Date of Birth	<input type="text"/>		
Sex M/F	<input type="text"/>	Admission Date	<input type="text"/>	Year Stage	<input type="text"/>
Child's Home Address	<input type="text"/>				
Postcode	<input type="text"/>	Home Tel No	<input type="text"/>		
Placement Request (i.e. outwith catchment area)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Position in Family (eg second child of 3: 2/3)	<input type="text"/>				
Name(s) and age(s) of siblings in school	<input type="text"/>				



### Previous School/Setting Attended

Local Authority Nursery	<input type="text"/>
Playgroup/Private Nursery/Childminder	<input type="text"/>
Previous School Name <i>(if applicable)</i>	<input type="text"/>
Previous School Address	<input type="text"/>
If school named above is not in Scotland please name any Scottish School previously attended (if any)	<input type="text"/>

### Parent(s)/Guardian(s) / Carer(s) living at child's home address

Relationship to child please tick one main contact	eg Mother Guardian/ Step-mother <input type="checkbox"/>	eg Father Guardian/ Step-father <input type="checkbox"/>
Title (Mr, Mrs, etc)	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Can be contacted in an emergency during the day	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Daytime Tel No	<input type="text"/>	<input type="text"/>
Mobile Tel No	<input type="text"/>	<input type="text"/>
Work email/home email	<input type="text"/>	<input type="text"/>

#### Other emergency contacts (excluding parents/guardians)

Give names, daytime telephone numbers & relationship to child, eg neighbour, aunt

### ADDITIONAL PARENTAL CONTACTS

For the purposes of the school record a child's parent is defined as his/her natural parent and includes guardian and any person who is liable to maintain or has parental responsibilities in relation to, or has care of a child or young person. It would be helpful if the parent or carer with whom the child resides could provide the names and addresses of any other parties such as a natural parent who may be entitled to receive school information.

Relationship to child please tick one main contact	eg Mother Guardian/ Step-mother <input type="checkbox"/>	eg Father Guardian/ Step-father <input type="checkbox"/>
Title (Mr, Mrs, etc)	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Can be contacted in an emergency during the day	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Daytime Tel No	<input type="text"/>	<input type="text"/>
Mobile Tel No	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Home/work email (please state)	<input type="text"/>	<input type="text"/>
Does the parent require to be on the school mailing list (for example, to receive copies of reports)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Medical Details

Practice Name  Tel No

Address

Does the child have any of the following medical conditions? Please tick the appropriate box(es) below

Epilepsy  Asthma  Anaphylaxis  Diabetes  Severe Allergies   
Migrane  Eczema  Dietary Requirements  Bladder Problems  Other (use box below)

Does the child have difficulty with any of the following? Please tick the appropriate box(es) below

Hearing  Vision  Co-ordination  Communication  Impaired mobility

Please provide details of other health needs, i.e. medication, type of allergy, etc.

## Child Health Information (for admission purposes only for those new to SBC)

Is your child registered with a dentist? Yes  No

Does your child have an additional support need (e.g. developmental delay, learning difficulty, long term illness that you wish us to be aware of) Yes  No

If yes, please give a brief description

Professional involved with your child you wish us to be aware of?

Service  Name

## National Identity (please tick one box which best describes your child's identity)

Scottish  English  Northern Irish  Welsh

British  Not Disclosed  Not Known  Other

## Religious Affiliation (please tick one box which best describes your child's religion)

Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Not Disclosed  Not known

None  Other



### Ethic Origin (please tick one box which best describes your child)

White - Scottish	<input type="checkbox"/>	Asian- Indian/British/Scottish	<input type="checkbox"/>	Caribbean or Black Caribbean/British/Scottish	<input type="checkbox"/>
White - Other British	<input type="checkbox"/>	Asian - Pakistani/British/Scottish	<input type="checkbox"/>	Mixed or multiple ethnic groups	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	Asian - Bangladeshi/British/Scottish	<input type="checkbox"/>	Caribbean or Black - Other	<input type="checkbox"/>
White - Gypsy/Traveler	<input type="checkbox"/>	Asian - Chinese/British/Scottish	<input type="checkbox"/>	Other - Arab	<input type="checkbox"/>
White - Polish	<input type="checkbox"/>	Asian - Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
White - Other	<input type="checkbox"/>	African - African/Scottish/British	<input type="checkbox"/>	Not Disclosed	<input type="checkbox"/>
		African - Other	<input type="checkbox"/>	Not Known	<input type="checkbox"/>

### Main Home Language and Additional Languages

English is the main **home** language (please tick) Yes  No   
Necessary for provision of 'English as a Foreign Language' Teaching

Please tell us the main **home** language spoken if not English

Please state all additional languages (including any form of Sign Language)

### Asylum Status (please tick if appropriate)

If applicable please tick one box which best describes your child. If you have ticked either of the boxes below, please provide the school with a copy of your passport and VISA.

Asylum Seeker  Refugee

### Armed Forces Please tick if a parent or carer is one of the following

Regular  Reserve  Veteran  Undisclosed

## DATA SHARING

Please note that from time to time your child's data may be shared with the following parties

- |   |  |
|---|--|
| 1 | The Scottish Government for examination, career guidance and monitoring purposes   |
| 2 | ParentPay, EPS and CRB to allow the school to offer cashless catering and to receive payment for school trips and events |
| 3 | Groupcall to allow the school to communicate with you  |
| 4 | The NHS for health monitoring  |
| 5 | Netmedia to enable the online arrangement of parents' evenings   |
| 6 | Internal Scottish Borders Council departments to allow the provision of catering and transport                           |
| 7 | Education Scotland for the provision of access to Glow Education site and provision of a Glow email account              |

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose



## PHOTOGRAPHS /VIDEO + MEDIA CONSENT

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways The Local Authority wishes to ensure that you are aware of, and understand, such possible use of your child's image and that you have consented.

**Please note that the permissions below will remain in force during your child's primary and secondary schooling unless you write to the school and change the permissions. If you have any queries or concerns about the questions below, please contact the Head teacher prior to signing and submitting this form.**

**Please indicate by ticking ✓ which of the following you consent to**

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 1. Your child being photographed / videoed by staff within school?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Your child being photographed /videoed by the media?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Your child being in a setting whereby other parties such as parents may include them in photographs or videos? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**If you have answered no to any of the above, the Local Authority may wish to discuss your concerns with you further to ensure that necessary adjustments are put in place to enable your child to participate in events etc.**

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 4. Your child's photograph / video or image being publicly displayed / released by Local Authority staff, or staff in the school? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Your child's name being publicly displayed /released by the Local Authority, or staff in the school?                           | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Your child's photograph/video or image being publicly displayed /released by the media?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Your child's name being publicly displayed /released by the media?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

## INTERNET RESPONSIBLE USER AGREEMENT

The School uses Internet resources as part of its curriculum. It is Council Policy not to allow unsupervised access to the Internet.

Do you consent to your son/daughter having Internet access in a supervised situation?

Please tick    YES     NO

I declare the information on this form to be correct to the best of my knowledge.

Signed (Parent/Guardian): ..... Date .....

Signature of Head Teacher: ..... Date .....

### For School/Office Use Only:

Admission Date		PPR Requested Date	
Birth Cert Seen (Sign)		PPR Received Date	
Stage on Entry		Date Record Transferred into Click & Go	
Scottish Candidate Number (SCN)		Bus Pass Applied For	
		Network Admin Informed	



You can get this document on audio CD, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

Scottish Borders Council | Headquarters | Newtown St Boswells  
MELROSE | TD6 0SA | Tel: 01835 825108