**Placing requests**
A placing request can be made at any time of the school session if a parent wishes their child to attend a school other than their local school. If your placing request has been refused you may appeal the decision in writing.

**Admission to School**
Children who will be 5 years old on or before the last day of February of the following year should be admitted to school.

**Early Entry** – It is open to parents to make a request for early entry for birthday falls after the last day of February of the following year.

**Deferred Entry** – For a child born between September and the following February parents may defer entry until the following August. However only those children born in January or February are legally entitled to a free pre-school place for an additional year.

**Delay Entry** – In exceptional circumstances with additional support needs may have a delayed entry to school with the support of the educational psychologist.

**Moving School**
When parents move residence to another catchment area, children of school age should be registered in the catchment school.

**Request to Remain** – parents may ask for their child to attend their current school. In such circumstances parents should complete the Request to Remain form.

**Managed Move** – where a school placement has ceased to meet the needs of the child and it has become necessary to consider an alternative placement, schools may agree to plan a Managed Move.

**P7/S1 Transfer**
Primary schools will inform parents of the secondary school zoned to the primary. Head Teachers will provide all P7 pupils with a P7/S1 transfer pack.

**P7/S1 Transfer** – Placing Request – Where a child is in their current primary school as a result of a placing request parents must complete an additional placing request if they live outside the catchment area of the secondary school.