

**School Name**  
School Address

Parent/Carer of:

Pupil's Name  
Pupil's Address

Date:

Dear

**REQUEST TO REMAIN IN SCHOOL: *INSERT SCHOOL NAME***

I understand you have recently changed/are about to change residence to an area outwith the catchment area of ***Insert current School Name*** School.

The local school for your new residence is ***insert name of catchment area school for new address.***

However, you have requested that your child remain in ***Insert current School Name.***

This request, which is in effect a placing request for ***insert pupil's name*** to continue to be educated in this school, can be granted.

You should, however, be aware that the education authority's policy on home to school transport regarding placing requests will apply in these circumstances. Transport costs relating to ***insert pupil's name*** continuing to attend this school will not normally be met by the education authority in terms of its policy and you will require to make appropriate arrangements and meet any associated costs yourself, unless exceptional circumstances are agreed to apply.

Should you wish to proceed with your request on the basis outlined above, ***insert pupil's name*** will be most welcome to remain in this school and I hope that they will enjoy a fulfilling future educational career with us.

Yours sincerely

HEAD TEACHER

**CC:** Chief Education Officer, East Dunbartonshire Council, Southbank House, 1  
Strathkelvin Place, Kirkintilloch, G66 1QX