

Children's Services Admissions Policy

Placing Request Form



Submitting Your Electronic Response using Desktop Email Application

Once you have completed the electronic form and selected "submit by email" , you will be asked to select one of the following options:

If you use any desktop email application, such as Microsoft Outlook please select "Default email application (Microsoft Outlook)".

1. This will automatically attach your response to a new email, pre-addressed to placingrequests@shetland.gov.uk and "Placing Request" in the subject box.
2. Select "send".
3. The email should be visible in your "Sent Items" and you should receive an acknowledgement email within two working days.

Submitting Your Electronic Response using Internet Email Services

If you use an internet email service, such as **Hotmail, Gmail or Yahoo** please follow the below instructions:

1. Once you have completed the electronic form, select File>Save As.
2. Select where you wish to save the document (i.e. Desktop or My Documents). The document should be named "Placing Request Form" and saved in .pdf format.
3. Open your email account, select send new mail.
4. Manually attach the saved document and type placingrequests@shetland.gov.uk into the "To" box.
5. Please enter "Placing Request" into the "Subject" box.
6. Select "send".
7. The email should be visible in your "Sent Items" and you should receive an acknowledgement email within two working days.

Should you have any problems submitting your electronic response, or if you do not receive an acknowledgement of receipt, please contact Katie Kent on 01595 74 4059 or kathleen.kent@shetland.gov.uk or print and post your response to:

Children's Services, Placing Requests, Hayfield House, Hayfield Lane, Lerwick, Shetland. ZE1 0QD

Children's Services Admissions Policy Placing Request Form



Shetland Islands Council Placing Request Form

Child Details

Surname: Forename(s):
Sex: Date of Birth:

Name of Parent / Carer

Title: Initial(s): Surname:
Home Address:
Town: Post Code:
Telephone No:

Name of Primary / Secondary School currently attending

Name of School: Stage:
Address:

Name of Primary / Secondary School requested

Name of School: Stage:
Address:

Start Date Requested:

Please state your reason(s) for making this placing request

Reason(s):

Signature of Parent/Carer: Date: