



Education Resources

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Parent/Carer Out of Catchment Area/Partner Site (PC-OCAPS) Request Form

It is recognised that in certain situations parents/carers may have valid reason for requesting their child attends a school other than the one in the catchment area in which the parent or carer resides or, for children moving from Year 6 to Year 7, other than the Secondary Partner Site for the child's current primary school.

If parents/carers wish to request a placement in a school outside their catchment area or other than their secondary partner site they will need to demonstrate why it would be unreasonably detrimental to the child's education to attend the allocated school. These are referred to as PC-OCAPS (Parent/Carer Out of Catchment Area/Partner Site) request; information on the circumstances within which such requests may be agreed is available at www.gov.gg/schooladmissions.

The completed form, along with any additional information a parent/carers may wish to include must be returned to the Administration & Procurement Manager at the address above. The PC-OCAPS Request Form may be submitted either in writing or by email.

IF COMPLETING BY HAND PLEASE WRITE IN BLOCK CAPITALS

PUPIL'S DETAILS

Pupil's Surname	Date of Birth
Pupil's First Name(s)	Gender Male Female
Current School (The school at which the pupil is currently registered)	Current School Year Group (e.g. Reception)
Name of Catchment Area School (for your address) or, if applicable, Partner Secondary Site	
Requested School (The school/site at which you are requesting a place)	

PARENT/CARER DETAILS

Title	Initials	Surname
Relationship To Child		
Current Address		
		Postcode
Home Tel. No.	Work Tel. No.	Mobile Tel. No.
Email:		

GROUNDS/REASONS FOR SUBMITTING REQUEST

Please indicate below your reasons for requesting an OCAPS placement, ensuring that all information and supporting documentation is disclosed, in order to be taken into consideration (i.e. *full names of siblings, supporting medical documentation*). *You may attach additional sheets/documentation.*

Data Protection- the States of Guernsey will process any personal data that you provide, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found on www.gov.gg/DP

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Date**Signature****For office use only:**

Date Request Form Received:

Date Acknowledgement Letter Sent:

NEW Reception	Y6 to Y7 transition	Change	Remain

Scanned:

Spreadsheet:

Filed: