



# How to apply for a secondary school place

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We are changing the way you apply for a school place, and you must now apply online.

You can apply for a school place at:

[www.aberdeencity.gov.uk/schoolapplications](http://www.aberdeencity.gov.uk/schoolapplications)

## Moving from a zoned primary school to a zoned secondary school

If you want your child to attend your zoned secondary school, you don't need to do anything as they will be enrolled automatically if they already attend their zoned primary school.

If your child attends an out-of-zone primary school, they will not be transferred automatically to the secondary school associated with it. Instead, they will be given a place at the secondary school zoned for your address. If you want your child to go to a different secondary school than the one you are zoned for, you will need to apply for a place.

## Moving to another secondary school

If you want your child to attend a secondary school other than the one zoned for your address, you must apply online for a place at the school of your choice. This is known as a placing request.

You have to do this whether your child is starting S1 or moving to a non-zoned school at any time.

If you want your child to start at a new school in August, you need to make the placing request by 15 March. If you want your child to start at a new school at any other time, you can make a placing request at any time and we will deal with it as soon as possible.

We assess placing requests using a priority system. Please see the website at [www.aberdeency.gov.uk/schoolapplications](http://www.aberdeency.gov.uk/schoolapplications) for more information.

## Apply for a school place online

Before you can apply online you will need to:

- Set up an account. This is so you can track the progress of your application.
- Get together proof of your address, your child's birth certificate, and any other information specific to your case. You can upload clear scans or photos of documents when you apply.

If you're unable to access the internet to apply online, or if you need any help with the application, you can visit your local library where the staff will be able to help you.

Young people over school leaving age with the capacity to do so need to apply for their own place, parents or guardians cannot do this on their behalf.

**For more information and to apply online,  
visit [www.aberdeency.gov.uk/schoolapplications](http://www.aberdeency.gov.uk/schoolapplications)**