



## SOS Placement Request/Amendment

Please complete this form if you would like to request places, amend your current places or provide notice to SOS

<b>Date of Request</b>		<b>Name</b>	
<b>Please contact me by phone / email to discuss further</b>		<b>Contact phone number / email address</b>	
<b>Child(ren) name(s)</b>			

**Please complete the relevant sections and tick boxes**

NEW REQUEST ENQUIRY – DATE PLACES REQUIRED FROM:-									
Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm

I would like to <b>GIVE NOTICE</b> that my Child(ren) will be leaving SOS – please tick sessions currently held									
Leaving Date (must be at least 4 weeks from date of request) _____									
Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm

CHANGE TO CURRENT PLACES – DATE REQUIRED FROM									
Current places									
Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm
I would like to <b>INCREASE SESSIONS</b> – tick additional sessions required									
Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm
NO LONGER REQUIRE these sessions									
Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm

Any Notes: -

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Office use only**

Date received		Date spoken to parent	
Placed on waiting list	Y/N	Date places available	
Start date for new request		Agreed leaving date	
Date of session changes			
Notes			