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**EDUCATION & CHILDREN'S  
SERVICES**

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To All Parent/Carers of  
nursery aged pupils

Shelagh McLean  
03451 555555 ext. 444229

Your Ref  
Our Ref: SMcL/AG

14 January 2022

Dear Parent/Carer

Primary One Enrolments – Online Application Process

Our online enrolment system for pupils due to start primary one in August 2022 will be live from Monday 17 January 2022. All parents/carers of any child eligible to start primary one in August 2022 should submit an enrolment application online at [www.fife.gov.uk/applyforaschoolplace](http://www.fife.gov.uk/applyforaschoolplace).

This straightforward system allows parents/carers to use the step-by-step form from a smart phone, personal computer or tablet. You will also be able to upload verification documents via the system too. These documents include:

- birth certificate of child
- council tax notification letter
- evidence of current address e.g. gas or electric bill, driving licence or benefits letter.

For any parent/carer who does not have access to a smartphone or personal computer, your catchment primary school can still email or post out a form and verification documents can be checked by the catchment school through a socially distanced appointment.

Before accessing the online form, you will need to set up a mygov.Scot “myaccount” at [www.mygov.scot/myaccount](http://www.mygov.scot/myaccount) if you do not already have one. Once you have set this account up, you will then be able to enrol your child(ren) or make a placing request using the online form. To help you create a mygov.Scot account we've made a short 'how to' video which you can watch at [www.fife.gov.uk/services/apply-for-it-online/apply-for-a-school-place/enrol-in-primary-school](http://www.fife.gov.uk/services/apply-for-it-online/apply-for-a-school-place/enrol-in-primary-school).

Any parents/carers who would like to request that their child attends a school outwith their catchment area, commonly known as a 'placing request application,' can also do this using the same online application process. Further information for parents/carers on

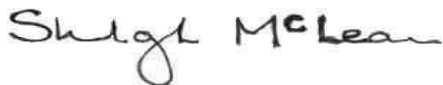
the process for managing placing requests can be found within the School Admissions Policy, listed within publications at <https://www.fife.gov.uk/services/apply-for-it-online/apply-for-a-school-place>.

The deadline to enrol your child(ren) for Primary one is 15 March 2022.

The deadline to apply for a placing request application is 15 March 2022.

We would, however, appreciate if you could apply online no later than 18 February 2022 to give school staff the opportunity to process all enrolments/placing requests as quickly as possible.

Yours faithfully,

A handwritten signature in black ink that reads "Shelagh McLean". The signature is written in a cursive style with a large initial 'S'.

Shelagh McLean  
Head of Education & Children's Services