

To all Parents/Carers of
nursery aged pupils

EDUCATION DIRECTORATE

Shelagh McLean
Head of Service
03451 555555 ext. 444229

Our Ref: SMcL/KL

6 January 2025

Dear Parent/Carer,

Primary One Enrolment – Online Application Process

Our online enrolment system for pupils due to start primary one in August 2025 is now open for applications. All parents/carers of any child eligible to start primary one in August 2025 should submit an enrolment application online at www.fife.gov.uk/applyforaschoolplace. Alternatively, you can access the online application form through scanning the following QR code:



The online system is available throughout the day and night.

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.

Before accessing the online form, you will need to set up a mygov.Scot “myaccount” at 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.

You can check your catchment school by inputting your address details at <https://www.fife.gov.uk/services/catchment-checker>.

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 scheduled appointment.

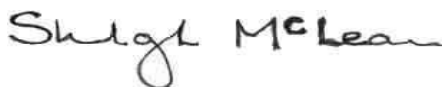
Any parents/carers who would like to request that their child attends a school outwith their catchment area, commonly known as a 'placing request application,' can do this using the same online application process. Further information for parents/carers on the process for managing placing requests can 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 9.00am on 17th March 2025.

The deadline to apply for a placing request application is 9.00am on 17th March 2025.

We would, however, appreciate if you could apply online at your earliest convenience 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 'S' and 'M'.

Shelagh McLean
Head of Service, Education