
**EDUCATION & CHILDREN'S
SERVICES**

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Your Ref
Our Ref: SMcL/AG

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To All Parent/Carers of P7 pupils

Dear Parent/Carer

Primary 7 to S1 Transition Process - New Online Application Process

I am writing to all parents/carers of our current Primary 7 pupils to advise you of a new enrolment process for commencing secondary school in August 2022.

At the Policy & Co-ordination Committee on 4 November 2021, elected members agreed to trial an online enrolment system for Primary 7 pupils due to start secondary school in August 2022. This system will be live at www.fife.gov.uk/schooladmissions on Tuesday 30 November 2021.

This system follows the same format as the online application form for nursery places and primary one online application forms, which were introduced in January 2021. The introduction of these online applications in January allowed the Education Service to respond during the Covid-19 pandemic to ensure the enrolment process continued.

Current pupil information from the primary school is sent to secondary schools and analysis is carried out on catchment school, older siblings already in secondary schools, foreign language undertaken and any additional support needs of the pupil. We have also included within the form sections of other information such as dietary requirements, permission for school trips to reduce paperwork issued to schools following their start in secondary school in August.

Following feedback from users of the nursery and primary online systems, we believe that this new process for future secondary school pupils will be much easier for parents to use and school staff to process/manage. Parents/carers will be able to access the new straightforward step-by-step form from your 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
- utility bills, such as gas, electric
- child tax credit form

Any parents who would like to request that their child attends a school outwith their catchment area, commonly known as a 'placing request application', will also be able to do this online using this form. The system will also check the postcode of the applicant and verify the catchment school. Each household address in Fife has 2 primary and 2 secondary catchment schools. These are listed on the system as "non-denominational" or denominational (Roman Catholic) schools. Parents can choose at either entry to Primary One or first year of secondary school whether they wish to choose the non-denominational or denominational school.

For any parent/carer unable to access a smartphone or personal computer arrangements can be made for their catchment school to post a hard copy of the form for completion. A socially distanced appointment can be arranged with your catchment secondary school, to enable staff to verify proof of identity documents as well as reviewing a paper enrolment form.

You can access the new form at www.fife.gov.uk/schooladmissions. You will also find links to our placing requests policy as well as our existing School Admissions policy on this page.


Before accessing the form, you will need to set up an account at **www.mygov.scot/myaccount** if you do not already have one. The majority of parents will have already set up an account for IPayimpact and Parents Portal, which is the same account required to access this P7 to S1 online enrolment system. Once you've 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 an account we've made a short 'how to' video which you can watch at www.fife.gov.uk/schooladmissions.

The deadline to enrol your child(ren) for S1 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 31 January 2022 to give school staff the opportunity to review all enrolments/placing request information as quickly as possible. Please note that the deadline for responding to placing requests remains as 30 April 2022.

Yours sincerely



Shelagh McLean
Head of Education & Children's Services