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**EDUCATION & CHILDREN'S SERVICES**

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Shelagh McLean  
03451 555555 ext. 444229

Your Ref  
Our Ref: SMcL/AG

10 January 2023

To All Parent/Carers of  
nursery aged pupils

Dear Parent/Carer

Primary One Enrolments – Online Application Process

Our online enrolment system for pupils due to start primary one in August 2023 is now open for applications. All parents/carers of any child eligible to start primary one in August 2023 should submit an enrolment application online at [www.fife.gov.uk/applyforaschoolplace](http://www.fife.gov.uk/applyforaschoolplace). The 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.

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.

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

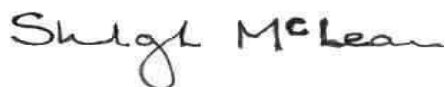
the process for managing placing requests can be found within the School Admissions Policy, listed within publications at <https://www.fife.gov.uk/services/apply-for-it-online/apply-for-a-school-place>.

The deadline to enrol your child(ren) for Primary one is 15 March 2023.

The deadline to apply for a placing request application is 15 March 2023.

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 initial 'S' and a distinct 'Mc' in the surname.

Shelagh McLean  
Head of Education & Children's Services