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Education and Families

Mr Paul McKeever
Head Teacher
Auchinloch Primary & Nursery Class
Fourth Ave
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Dear Parent/Carer

REGISTRATION OF INFANT BEGINNERS IN PRIMARY SCHOOL SESSION 2024/25

Children who attain the age of 5 years between 1 March 2024 and 28 February 2025 should be registered for education during the week commencing Monday 15 January 2024.

If you wish to register your child at Auchinloch Primary and you live within the designated catchment area, you can visit the school at the times noted below to complete the registration process.

Day	Date	Time
Monday	15 th January	Between 3.00pm – 4.00pm
Tuesday	16 th January	Between 9.15am – 10.00am
Wednesday	17 th January	Between 3.00pm – 4.00pm
Thursday	18 th January	Between 9.15am – 10.00am

Please phone the school to arrange an appointment if the times above are not convenient. We will do our best to arrange a suitable time for you to register your child.

Please ensure that you bring the following documents with you when you come to register your child as we will not be able to complete the registration process without them:

- **Your child's birth certificate**
- **A current council tax notice in your name**

Further information about the registration of children in schools can be obtained from any school or by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/primary-school-registration-p1>.

Information on submitting an early entry request can be obtained from any school or by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/early-entry>.

Information on submitting a placing request can be obtained by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/placing-requests>

Please note, placing request applications **must be completed online**.

Choosing a school booklet can also be downloaded from the Scottish Government website at www.scotland.gov.uk/Publications/2010/11/10093528/0

Parent/carers who wish to defer entry for their child to Primary School and who wish to apply for an additional year of part time pre-school education should register their child for school as described above and complete the deferred entry application form which can be obtained from the school. Enquiries regarding Deferred Entry should be directed to the school in the first instance.

Further information regarding your catchment school can be obtained by visiting <https://maps.northlanarkshire.gov.uk/public/inyourarea> and selecting school catchments.

You can find out if your child is eligible for free school transport by using the following link <https://maps.northlanarkshire.gov.uk/public/inyourarea>.

If your child is eligible for free transport, please visit <https://www.northlanarkshire.gov.uk/schools-and-learning/school-transport/free-school-transport> where you will be able review the relevant criteria, and complete and submit an online form.

If your child is not entitled to free school transport, and you would like to apply for a privilege place, please visit <https://www.northlanarkshire.gov.uk/schools-and-learning/school-transport/privilege-school-transport> where you will be able to review the relevant criteria, and complete and submit an online form.

If you have any questions about the registration process, please do not hesitate to contact the school.

Kind regards

Paul McKeever
Head Teacher