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**Education and Families**

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

**REGISTRATION OF INFANT BEGINNERS IN PRIMARY SCHOOL SESSION 2025/26**

Children who attain the age of 5 years between 1 March 2025 and 28 February 2026 should be registered for education during the week commencing Monday 13 January 2025.

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	13 <sup>th</sup> January	Between 3.15pm – 4.15pm
Tuesday	14 <sup>th</sup> January	Between 9.15am – 10.15am
Wednesday	15 <sup>th</sup> January	Between 3.15pm – 4.15pm
Thursday	16 <sup>th</sup> January	Between 9.15am – 10.15am

**Please phone the school to arrange an appointment if the times above are not convenient. We will always 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**

Information for parent/carers 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>.



**RESPECT KINDNESS HONESTY RESPONSIBILITY**



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 from any school or by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/placing-requests>  
Please note, placing request applications **must be completed online**. Applications should be submitted by **14<sup>th</sup> March 2025**.

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

Further information regarding your catchment school can be obtained by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-catchment-transport-eligibility> and selecting school catchments.

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