
Registration of Infant Beginners 2022

The process for Registration of Infant Beginners will be similar to last session and will support our COVID-19 mitigations in place. The online registration form has been updated and guidelines are below. A deadline of 24th January 2022 has been set for return of all forms.

Enrolment forms are available for parents/carers to complete online and email to individual schools. A guide with individual schools' enquiries email addresses has been sent to all schools/nurseries. Completed enrolment forms should be sent directly for schools to process by parents/carers with accompanying evidence. Placing Request forms are available on-line and can be emailed to ef.placingrequests@northlan.gov.uk

Transport forms are also available online and paper copies can be requested from ef.transport@northlan.gov.uk

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

Parents/carers who wish to make an early entry request should contact their catchment area school download an Early Entry request form and send to ef.placingrequests@northlan.gov.uk

Children who attain the age of 5 years between 1 March 2022 and 28 February 2023 should register for starting Primary 1 in August 2022.

Establishments should communicate to **all** parents/carers the process for enrolment along with the deadline of 24th January 2022. **Due to difficulties in the past, each child's birth certificate and proof of address in the form of the current council tax bill/utility bill must be produced.**

Registration and Enrolment Procedures

Schools should: -

- advertise the online registration process through individual school / nursery classes communication channels, including the enquiries email address for completed forms. Deadline of 24th January 2022, for completed applications along with supporting evidence. Supporting evidence can be scanned or a screen shot sent of child's birth certificate and council tax/utility bill. Please check each child's birth certificate to ensure that they are within the correct age group. If this is not the case, then the child cannot be registered for enrolment.
- arrange webex meetings or telephone calls for parents/carers to complete paperwork where necessary or where further discussion is needed to clarify information for the enrolment form, e.g. medical/allergy information.
- check the child's address on (School Transport Qualification) <https://maps.northlanarkshire.gov.uk/stqlite> which will confirm that they are within your school's catchment area. It will also indicate whether they would be eligible for free school transport.

If STQ shows the child is not within a school's catchment then contact the parent/carer and advise them of the options below: -

- re-submit form to catchment school

- submit a [placing request](#) (parent/carer should also register at their catchment school)
If the parent/carer indicates that a placing request is to be made, please respond using Appendix 1.
- enrol at Gaelic Medium provision at Condorrat Primary
If the parent/carer wishes to enrol for Gaelic Medium education, all enquiries should be directed to Mrs Price, Head teacher, Condorrat Primary School, tel. no. 01236 794826

➤ acknowledge all online forms received (exemplar in Appendix 2 for registering in catchment school, Appendix 1 for placing requests)

Please note that completed online Enrolment Forms should then be printed and filed (do not keep a digital copy for GDPR purposes). Birth certificates and proof of address should not be printed.

After the registration period the attached spreadsheet (Appendix 3) should be completed and returned to ef.placingrequests@northlan.gov.uk by Monday 7 February 2022. Please keep Contracts section informed of any subsequent amendments to these figures.

Appendix 1 – Example of Placing Request re-direct information

Dear Parent/Carer,

Thank you for your email indicating your intention to submit a placing request for our school/another school. Placing request forms are available from NLC's website:
<https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/placing-requests>

Forms are now online and should be returned to ef.placingrequests@northlan.gov.uk

Please note, that you will still need to register your child at your catchment school using the new online enrolment form indicating that you wish to make a placing request.

If you require further information, please contact us on (insert individual school details)

Kind regards

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Appendix 2 - Example of Acknowledgement for Registration of Infant Beginners (please adapt to suit each individual establishment)

Dear Parent/Carer,

Thank you for completing the online Registration of Infant Beginners for school session 2022/2023 for (insert name of school). We will be back in touch in due course once all information has been processed with further details about transition arrangements.

Please do not hesitate to contact the school on (insert individual school details) if you require further information and we look forward to welcoming you and your child to our school.

Kind regards

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Appendix 3 – Registration Collation – to be returned to contracts section by 7 February 2022.



Appendix 3.xlsx