**St. Barbara’s Primary School**

**Registration of Infant Beginners**

**August 2022**

Dear Parent,

Registration of Infant Beginners has now begun and will remain open until 24th January 2022.

**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.**

[Enrolment](https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/registration-of-infant-beginners) forms are available for parents/carers to complete online. A copy of the enrolment form has also been attached to this email along with a list of email addresses for all North Lanarkshire schools. Once completed, enrolment forms should be emailed directly to the school with the required supporting evidence. Supporting evidence can be scanned or a screen shot sent of your child’s birth certificate and your council tax/utility bill.

**We will not be able to register your child for school until we have a copy of their birth certificate and proof of your address in the form of a current council tax/utility bill.**

Please email completed forms and evidence to: enquiries-at-st-barbaras@northlan.org.uk

If you need help or assistance completing the registration form, please contact the school office on 01236 794840 and a member of staff will be happy to help.

If you wish to make a placing request to another school for your child, [Placing Request](https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/placing-requests) forms are available on-line and, once completed should be emailed to: [ef.placingrequests@northlan.gov.uk](mailto:ef.placingrequests@northlan.gov.uk)

**Please note, that if you are making a placing request to another school, 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.**

[Transport forms](https://www.northlanarkshire.gov.uk/schools-and-learning/school-transport/free-school-transport) are also available online and paper copies can be requested from: [ef.transport@northlan.gov.uk](mailto:ef.transport@northlan.gov.uk)

Parents/carers who wish to make an early entry request should contact their catchment area school download an [Early Entry request form](https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/early-entry) and send to: [ef.placingrequests@northlan.gov.uk](mailto:ef.placingrequests@northlan.gov.uk)

**Additional Information**

The ‘Choosing a School ‘booklet can be downloaded from the Scottish Government website: [www.scotland.gov.uk/Publications/2010/11/10093528/0](http://www.scotland.gov.uk/Publications/2010/11/10093528/0)

Clicking on the **blue underlined links** in this letter will take you to the relevant information on the North Lanarkshire website.

If you have any further questions, please do not hesitate to contact the school and we will be happy to help.