

Stepps Primary: *Growing Together, Learning Together, Achieving Together.*

Tel: 01236 632148
E-mail: enquiries-at-stepps@northlan.org.uk
Website: blogs.glowscotland.org.uk/nl/steppsprimary
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Education and Families

Mr Paul McKeever
Head Teacher
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www.northlanarkshire.gov.uk

Dear Parent/Carer,

Nursery Enrolment 2022

The admissions process for session 2022-2023 has started slightly earlier this year. All children aged three to five years old, as well as some two-year-olds, are entitled to 1140 hours of nursery provision. The focus is on flexibility for families, as well as an emphasis on quality and a strong connection with outdoor learning and learning through play. Stepps Primary Nursery Class will continue to operate as a term time nursery during 2022/2023, offering sessions from 8.45am - 2.45pm.

Eligibility for Entitlement

It can get a bit confusing working out when your child's free entitlement can start depending on when their birthday is. All children who will be 3 years of age before 1 March 2023 are entitled to a 1140 hours statutory funded place during session August 2022/2023:

- **Children who reach 3 years of age between 1 March 2022 and 16 August 2022 can take up their ELC placement from August 2022.**
- **Children reaching 3 years of age between 17 August 2022 and 28 February 2023 can take up their ELC placement the day after the child's 3rd birthday.**
- **Parents/carers of children applying to North Lanarkshire Council from another local authority should be guided by the Cross Boundary Protocol.**

Applying for an Early Learning and Childcare Placement

Children will normally attend an ELC establishment closest to their home but you can apply to any establishment, in accordance with the admissions policy, should you wish to do so.

Applications should be returned to your first choice of ELC provider by **Friday 11 February 2022.**



**RESPECT KINDNESS TRUST HONESTY
EFFORT FAIRNESS CONFIDENCE**



**LIVE
LEARN
WORK
INVEST
VISIT**

Application form and Guidance Notes

You will find a copy of the application form and guidance notes attached to this email.

The application form is interactive and can be completed on a computer. You may experience difficulties if you attempt to download and complete the form on a mobile device.

Documents You Will Need

- A copy (scanned/snapshot picture) of your child's birth certificate.
- Proof of address. If you don't have a council tax notice, you can print a copy via North Lanarkshire's [council tax portal](#). Please note it is now also possible to download a copy to your mobile device.

Supporting paperwork can be sent as a photo attachment for anyone who does not have access to a scanning facility.

Completed Applications

Completed applications and supporting paperwork should be emailed to the first choice provider. N.B. three choices must be provided. If your first choice is Stepps Primary Nursery Class, then your application should be returned to: enquiries-at-stepps@northlan.org.uk

The following link will provide access to all info detailed above. A link has also been added for the Council tax portal for parents to obtain a copy of their current council tax bill. [Early learning and childcare applications | North Lanarkshire Council](#)

Paper applications can still be accepted where parents/carers do not have access to IT. All paperwork including supporting paperwork should be returned in a sealed envelope to the first choice provider – once received the envelope should be dated.

If you have any questions about this process, please contact the school office on: 01236 632148.

Please remember that the closing date for applications is **Friday, 11 February 2022**.

Yours sincerely

Paul McKeever
Head Teacher