

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
Twitter: @SteppsPrimary
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Education and Families

Mr Paul McKeever
Head Teacher
Stepps Primary School
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www.northlanarkshire.gov.uk

Dear Parent/Carer

REGISTRATION OF INFANT BEGINNERS FOR 2022/2023 SCHOOL SESSION

Registration of Infant Beginners is now underway 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 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-stepps@northlan.org.uk

If you need help or assistance completing the registration form, please contact the school office on 01236 632148 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 forms are available on-line. Once completed, these should be emailed directly to: 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 are also available online and paper copies can be requested from: ef.transport@northlan.gov.uk



RESPECT KINDNESS TRUST HONESTY
EFFORT FAIRNESS CONFIDENCE



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VISIT

Additional Information

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

Information relating to Deferred Entry procedures can be found by visiting the following link: [Deferred entry to primary school | North Lanarkshire Council](#)

A copy of the school handbook can be found on our school website. Alternatively, a paper copy of the handbook can be requested by contacting the school office. [School Handbook | \(glowscotland.org.uk\)](#)

Parents/carers who wish to make an early entry request should contact the school and download an [Early Entry request form](#) Completed forms should be sent to ef.placingrequests@northlan.gov.uk

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.

Kind regards

Paul McKeever
Head Teacher