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Education and Families

Mr Paul McKeever
Head Teacher
Stepps Primary School
10 Blenheim Avenue
Stepps
G33 6FH
www.northlanarkshire.gov.uk

Dear Parent/Carer

REGISTRATION OF INFANT BEGINNERS IN PRIMARY SCHOOL SESSION 2023/24

Children who attain the age of 5 years between 1 March 2023 and 29 February 2024 should be registered for education during the week commencing Monday 16 January 2023.

If you wish to register your child at Stepps 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	16 th January	Between 9.30am – 10.30am
Tuesday	17 th January	Between 9.30am – 10.30am
Wednesday	18 th January	Between 3.30pm – 5.00pm
Thursday	19 th January	Between 9.30am – 11.00am

Please phone the school to arrange an appointment if the times above are not convenient.

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**

Further information 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>.

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>.



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Information on submitting a placing request can be obtained by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/placing-requests>

Please note, placing request applications **must be completed online**.

Choosing a school booklet can also be downloaded from the Scottish Government website at 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. Enquiries regarding Deferred Entry should be directed to the school in the first instance.

Further information regarding your catchment school can be obtained by visiting <https://maps.northlanarkshire.gov.uk/public/inyourarea> and selecting school catchments.

You can find out if your child is eligible for free school transport by using the following link <https://maps.northlanarkshire.gov.uk/public/inyourarea>.

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