

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



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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,

Nursery Enrolment 2023

The admissions process for session 2023-2024 has now started. 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 2023/2024, offering sessions from 8.45am - 2.45pm.

Eligibility for Entitlement

- All children who will be 3 years of age before 1 March 2024 are entitled to a 1140 hours statutory funded place during session 2023/2024.
- Children who reach 3 years of age between 1 March 2023 and 16 August 2023 can take up their ELC placement from August 2023.
- Children reaching 3 years of age between 17 August 2023 and 29 February 2024 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 10 March 2023.**

How to Apply

- The following link will take you to all the information you will need regarding the registration process link [Early learning and childcare applications | North Lanarkshire Council](#)
- Applications can be completed and **handed directly to your first choice setting** along with the necessary supporting paperwork.
- You may wish to email the application form directly to your first choice setting, supporting paperwork can be sent as a photo attachment if you do not have access to a scanning facility. If your first choice is Stepps



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Primary Nursery Class, then your application can be returned via email to: enquiries-at-stepps@northlan.org.uk

- Please ensure that you indicate three choices on your form.
- Paper applications can still be accepted where parents/carers do not have access to IT. Application forms can be collected from the school office.
- **You must provide a copy of your latest Council Tax bill.** Parents/carers unable to provide their current council tax bill can register with the Council Tax portal and obtain a copy [View and manage your council tax account online | North Lanarkshire Council](#)
- For UK Nationals, please ensure that you provide **a copy of your child's birth certificate**. For non UK Nationals, a copy of your child's passport/Identity Card should be provided.

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 10 March 2023**.

Yours sincerely

Paul McKeever
Head Teacher