

Primary 1 Enrolment Process for August 2021

Due to current Coronavirus restrictions, it has been necessary to review arrangements for enrolling pupils in Stirling Council schools. There will be no face to face enrolment process for pupils beginning Primary 1 in August 2021, due to Covid-19 restrictions the arrangements are as follows:

Parents/carers should complete online enrolment form on Stirling Council website <https://www.stirling.gov.uk>. Please note this year there is a requirement to upload copies of relevant documents. Schools should ensure they publicise as widely as possible the date by which they wish all online enrolments to be completed. It is suggested that this is no later than Friday 15th January to allow the necessary paperwork to be completed by schools and returned to the central team.

Any parent/carer requiring further help or advice in accessing the form should contact the school. Arrangements may have to be made for safe communication:

- Posting out paper form.
- Posting back or dropping into school postbox and quarantined in accordance with national guidance and school risk assessments.
- Telephone support to complete.

Schools should send an acknowledgment email to the parent/carer thanking them for submitting the enrolment form and supporting evidence online.

Schools should record which documents were submitted in the usual way and then delete the scanned documents.

Schools should direct prospective parents to the school or council website for the school handbook and may signpost parents to other relevant information e.g. virtual tour.