

**EAST LOTHIAN COUNCIL
EDUCATION & CHILDREN'S SERVICES**

PRIMARY ONE ENROLMENT AUGUST 2023 – INFORMATION FOR PARENTS/CARERS

Arrangements are now in place to enrol pupils to primary one (P1) for August 2023 across East Lothian schools. Full information can be found on our website: <https://www.eastlothian.gov.uk/p1-enrolment>

Any child whose fifth birthday falls between 1 March 2023 (born 1 March 2018) and the last day of February 2024 (born 28 February 2019) is eligible to start school in August 2023.

You should enrol your child online. The online P1 enrolment period will be live on our website from 7 November 2022 to 28 November 2022.

P1 enrolment arrangements for starting P1 in August 2023

If your child is age-eligible to start school in August 2023 and you live in the East Lothian Council area you should enrol your child for P1 in your catchment primary school using an online P1 enrolment form.

If you previously deferred your child's entry to P1 from August 2022 to August 2023, you should also enrol your child for P1 now.

- If your child attends a nursery class in an East Lothian primary school you must still submit an online P1 enrolment form for the catchment primary school.
- Every home address is located in a school catchment area and for some areas there is also a local Roman Catholic school. You can find catchment maps on our website here: https://www.eastlothian.gov.uk/downloads/download/12713/primary_school_catchments
- If you are unable to check your address on the catchment maps and require further clarification on your catchment school, you can email schoolplacements@eastlothian.gov.uk
- You must resident in East Lothian to enrol for a place in Primary 1. If you are moving address in the coming months, please email schoolplacements@eastlothian.gov.uk for further advice on the process you should follow.
- If you are applying for a Roman Catholic school, please note we can often receive more P1 enrolment applications than places available in the school and for that reason have asked you for some additional information when completing this form. Places will be confirmed before the end of April 2023.
- If you are applying for a place in all other schools, please note that no further action is required and a catchment place is automatically allocated following the submission of this online P1 enrolment form. Parents/carers do not receive any further confirmation of the catchment P1 place. In the unlikely situation of there being more P1 enrolment applications than places available in the school, we will contact those parents before the end of February 2023.

Non-catchment placing requests

Although most children attend their catchment school, parents may make an application for any other school under the management of East Lothian Council. This is called a non-catchment placing request.

If you intend to make a placing request, you should still submit an online P1 enrolment form for the catchment primary school. More information about making a non-catchment placing request can be found here:

<http://www.eastlothian.gov.uk/schoolenrolandplacingrequests>

Deferring entry to P1

If you want to defer your child's entry to P1 for a year, you should still submit an online P1 enrolment form for the catchment primary school at this point so that a place can be held for your child.

The process to defer entry to P1 takes place between January and March 2023 and is completed by both the parent/carer and the early years setting. Application information will be distributed to early years' settings in January 2023.

Completing the P1 online enrolment form

The form takes around 10 minutes to complete. Applications must be completed in one session. On successful completion of the online P1 enrolment form you will receive a confirmation email and a copy of your form.

Make sure you have these documents ready before you start, so you can upload them:

- an image or electronic copy of a **utility bill dated within the last 6 months**
- an image or electronic copy of **your child's birth certificate**. **This is not required if your child already attends an East Lothian Council nursery or a funded provider/childminder that is in partnership with East Lothian Council**
- an image or electronic copy of **your child's RC baptism certificate** (only for Roman Catholic school applications, if applicable)

We accept photographs or screenshots as long as we can see the whole document clearly.

The parental details and address provided on the P1 online enrolment form will be checked against the Council Tax record to verify residence within the primary school catchment area.

Advice and more information

If you have any questions email schoolplacements@eastlothian.gov.uk for advice.

Read more information on school enrolment and non-catchment placing requests in the School Enrolment booklet here:

<http://www.eastlothian.gov.uk/schoolenrolandplacingrequests>