

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

## ***PRIMARY ONE ENROLMENT AUGUST 2022 – INFORMATION FOR PARENTS/CARERS***

Arrangements are now in place to enrol pupils to primary one (P1) for August 2022 across East Lothian schools.

Any child whose fifth birthday falls between 1 March 2022 (born 1 March 2017) and the last day of February 2023 (born 28 February 2018) is eligible to start school in August 2022.

You can enrol your child online. It is not possible for parents/carers to visit their catchment school to enrol their child because coronavirus restrictions limiting the number of people entering school buildings are still in place.

### **P1 enrolment arrangements for starting P1 in August 2022**

If your child is age-eligible to start school in August 2022 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 2021 to August 2022, you must also enrol your child for P1 now.

The P1 enrolment period is from 8 November 2021 to 29 November 2021 - **the online P1 enrolment form will be live on our website from 9:00am on Monday 8 November.**

- 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](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](mailto:schoolplacements@eastlothian.gov.uk)
- If you are moving address in the coming months, please email [schoolplacements@eastlothian.gov.uk](mailto:schoolplacements@eastlothian.gov.uk) for further advice on the process you should follow.
- If you are already resident in the new housing developments at Craighall or Blindwells, or due to move into this area in the coming months, please email [schoolplacements@eastlothian.gov.uk](mailto:schoolplacements@eastlothian.gov.uk) for further advice.
- 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 2022.
- 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. 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 2022.

### **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 2022 and is completed by both the parent/carer and the early years setting. Application information will be distributed to early years' settings in January 2022.

### **Completing the P1 online enrolment form**

The form takes around 15 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 your most recent **Council Tax Assessment statement**
- 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.

**If you cannot find your most recent Council Tax statement and require another copy:**

Email [selfservice@eastlothian.gov.uk](mailto:selfservice@eastlothian.gov.uk) to sign up to ebilling.

Include the following in your email:

- say your email refers to P1 enrolment
- say you want to sign up for ebilling to get a copy of your Council Tax bill
- the full names of everyone registered to pay Council Tax at your property
- the full address including the postcode
- the email address you want your Council Tax bills sent to

Once your account has been verified you will get an up-to-date PDF copy of your bill, and all future bills will be sent to you by email.

**Advice and more information**

If you have any questions email [schoolplacements@eastlothian.gov.uk](mailto: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>