



Education Resources
Executive Director Tony McDaid
St Peter's Primary School
Head Teacher: **Miss CL Mullen**

22nd November 2023

Dear Parent/Carers,

I write to inform all parent/carers of children due to start Primary 1 in August 2024 that the online registration form will be available on the SLC website week beginning 8th January 2024.

Guidance for registration is detailed below.

- Parents residing within St. Peter's Primary School catchment area should complete the online registration form during week beginning 8th January 2024.
- Evidence of 2 proofs of residency and the child's full birth certificate will be required for the application process. These proofs of residency will also be required to be provided by email or post.
- The proofs of residency should be recent official documentation (within a 6 month time scale) confirming the permanent home address eg Council Tax statement, housing rent card, child benefit documentation etc).
- Contact will be made by school staff to parents of all registered children to discuss registration during Enrolment Week from the 15th to 19th of January 2024. This contact will be made by telephone.
- Please use the mapping system provided online to identify your catchment area.
- In the event that parents experience technical challenges in the completion of online registration, please contact the school on 01698 281277 to request further guidance.
- If a parent wishes to defer a decision to start school they should approach the child's current nursery establishment to discuss and complete a deferred entry application.
- If a parent wishes to submit a Placing Request Application, these forms are available on the SLC website – Education and Learning. Any relevant enquiries should be referred to edsuppserv.helpline@southlanarkshire.gov.uk. It is the responsibility of the parent to complete this process if they wish to make an application to attend another school. The **closing date for applications is 15 March**.
- Parents wishing to make an early entry request should contact the Early Years Helpline edsuppserv.helpline@southlanarkshire.gov.uk.

Highstonehall Road, Lighthstonehall, Hamilton ML3 8LU
Phone: 01698 281277 Fax: 01698 207494 Email: gw14stpeterspsoffice@glow.sch.uk



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- Please note the parent* is the only person who has the right to register the child for school - **parent** includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to, or has care of a child

The infant registration process will be advertised through the Council website, Twitter and Facebook as well as in our Nursery Centres and Classes. If you require further information please contact Support Services Helpdesk at edsuppserv.help@southlanarkshire.gov.uk

Please refer to the guidelines on the South Lanarkshire Council website to support you to complete the form.

Please note the new School Handbook for August 2024 will be made available on the school website www.st-peters-pri.s-lanark.sch.uk by Monday 15th January 2024.

We look forward to welcoming all children and their families to St. Peter's Primary School. If you have any questions, please do not hesitate to contact the school on 01698 281277 or by email to gw14stpeterspsoffice@glow.sch.uk. If emailing, please provide a return contact number.

Kind Regards

CL Mullen

Head Teacher

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