West Lothian Council School/Nursery – On-line forms

1. Open a web search engine for the internet. (do not use internet explorer)
2. In the address bar on the internet page, type (or copy and paste) the link address for the form you wish to complete.

Form you wish to complete	Link address
Nursery (ELC) as a 2 year old (Qualification Required)	https://my.westlothian.gov.uk/two-year-old-elc-application
Nursery (ELC) as a 3 or 4 year old	https://my.westlothian.gov.uk/elc-application
Additional Year (AY) of Nursery (ELC)	https://my.westlothian.gov.uk/p1-deferral-application
Primary	https://my.westlothian.gov.uk/primaryapplication
Secondary	https://my.westlothian.gov.uk/secondaryapplication
Additional Information form - to add information to a form already submitted	https://my.westlothian.gov.uk/additional-information-school-application

3. This will take you to the MyWestLothian page of the form you searched for

   a. If you already have a mygovscot account - Click on the LOGIN button, and go to 4.

   b. If you do not have a mygovscot account – Click on the SIGN UP button, follow instructions to register an account, and once registered follow instructions again.

4. Click on mygovscot myaccount LOG IN OR REGISTER WITH MYACCOUNT box, this will take you to the mygovscot account log in page.

5. Type in your 'Username' and 'Password', then click SIGN-IN

6. You will now see a page headed with the name of the form you wish to submit. Please read the information on this screen and click on the BEGIN button when ready to start filling in the form, go to 7. (if directed to a page stating Welcome to MyWestLothian Then go to 6a)

   a. Click on APPLY FOR IT, then Apply For Pre-School And School Places, then then name of the form you wish to complete, then the BEGIN button, go to 7.

7. Scroll down completing the information requested on each page and then at the bottom of each page, click on the NEXT button.

If this does not move you to the next page, then you have missed a field that is required, these will be indicated in Red. Complete required field and click on **NEXT** again.

The last page you will see a summary of your application, so you can check the information and use the back buttons to correct any errors. Once happy with summary type your name in the **Full name** box this is equivalent to you signing the form.

Then click the **SUBMIT** button.
A page will appear stating :

Thank You. Your form has been submitted. We will send you an acknowledgement letter once initial processing of your application is complete.

This is confirmation you have completed and sent the form to us, and you will also receive an e-mail to the address you detailed in the form, stating:

_____

From: pupilplacement
Sent: 02 March 2022 16:58
To:
Subject: nameofformcompleted School Application

Form Submission

Thank You for your nameofformcompleted School application for
ChildForename ChildSurname. Your form has been submitted. We
will send you an acknowledgement letter once initial processing of
your application is complete.

_____

Please keep this e-mail, as this is proof of submission and acknowledgement of receipt of your form at pupilplacement@westlothian.gov.uk .

If you do not receive a further letter (which thanks you for your application and confirms the school/nursery that your application is for, and advises in that particular application process when we will contact you next) or a decision letter within 4 weeks of the date on this e-mail. Then forward this e-mail with your query as it contains all the information we require to investigate thoroughly.

Please note: 'MyWestLothian' accounts are not managed by Education Customer Support Team (pupilplacement), any issues with not remembering login or password, or being locked out – you can click on the Need Help? **link in the bottom right of the sign in box or use the** **link to CAS Bot in the bottom right of the window.**