



Kelvin Grove Primary School

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@KG_Sydenham

11th September 2018

Dear Year 6 parents and carers,

Re: Secondary Transfer Meeting

Welcome back. It may seem that your children have only just started in year 6, but it is a really important time in the school calendar for children born between 1 September 2007 and 31 August 2008. The process of applying for secondary school has a very small window at this time of the year and must be completed online by the end of October.

Secondary schools in the local area and across London will be holding open days/evenings in the next few weeks and you, with your son/daughter, must complete an online application by **31st October 2018**.

We will be holding a meeting on **Thursday 20th September** from 6:00 pm to 7:00 pm, where we will show you a short presentation on the application process and will be there to answer any questions or concerns you might have about completing the process.

After this date we will hold two workshops in the school day to support parents who either do not have the IT capacity at home to complete the application or those who just feel that they would like some support. We also enclose a guide showing how to 'apply for your child's school place online'.

Further information can be found at Lewisham's admissions website

<https://www.lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-secondary-school/Pages/default.aspx>

It is really important that parents understand that if this process is not completed on time it will affect the choice of secondary school you can make.

I look forward to meeting with you then.

Yours sincerely

Ian Hyde
Headteacher



Headteacher: Ian Hyde
Deputy Headteachers: Louise Bryan, Tara Magee and Kris Clark