



COMPASSION, ACCEPTANCE, RESPONSIBILITY, FORGIVENESS, TRUST

**To the Parents and Carers of all Year 6 Children**

27<sup>th</sup> September 2018

Dear Parent/Carer,

**Re: Secondary School Transfer**

Please find with this letter a leaflet called 'Transfer to Secondary School September 2019' which gives parents a comprehensive guide to the various stages of the transition process for Kent schools. Please keep this leaflet in a safe place should you need to refer to it at a later date. You can find a copy of the 'Admission to Secondary School in Kent' booklet via the KCC website: [www.kent.gov.uk/secondaryadmissions](http://www.kent.gov.uk/secondaryadmissions). This booklet gives information about all Kent secondary schools and their open sessions as well as guidance regarding the secondary transfer process.

Parents can make their secondary school application either online at the above website address or by a paper SCAF which can be downloaded from the KCC website. The closing date for applications is Wednesday 31<sup>st</sup> October 2018. If you are a **Kent resident** you will need to complete this application form (irrespective of whether you wish your child to attend a Medway school or a Kent school). A Kent resident is someone who pays their Council Tax to Kent County Council.

If you are a **Medway resident** you will need to complete the Medway application form online at <http://www.medway.gov.uk/schoolsandeducation/applyforaschoolplace.aspx> (irrespective of whether you wish your child to attend a Kent or a Medway school). A Medway resident is someone who pays their Council Tax to Medway Council. The closing date for applications is also Wednesday 31<sup>st</sup> October 2018.

Please do not hesitate to contact the school office should you have any queries with the above.

Yours sincerely,

Michelle Grima  
**Headteacher**

Encs