



Westlands Primary School

A member of Swale Academies Trust



Head of School: Mrs V Pettett
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STP/ELB/Year 6/Secondary Transfer

25th September 2018

Dear Parents and Carers

We have received information from Kent County Council (KCC) regarding the 2018 Transfer to Secondary School Procedures. As you may be aware KCC no longer provide paper copies of the admissions to secondary school booklet or the application forms, however they are available online at:

<http://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places>

If you do not have internet access please speak to a member of our office team who will be able to assist you. The office also has paper copies of the application form should you wish to complete yours by hand and post it to KCC. In addition, if you require any support in completing the application form (either paper or electronic) our pastoral team will be happy to help you – please make an appointment with them to avoid busy periods.

All secondary applications MUST be submitted to KCC by Wednesday 31 October 2018.

We are required to notify KCC once your application has been completed. Please therefore notify the school office once you have completed your application form and sent it to KCC (either electronically or by post).

As part of this process secondary schools in the local area are holding open days/evenings as follows:

Westlands School 01795 477475

Open Evening on Thursday 4th October 6pm–8pm, with presentations at 6.30pm and 7pm.

Monday 8th – Friday 12th October 2018 – Open Mornings 8.45am, 10am and 11am (booking is essential)

Sittingbourne Community College 01795 472449

Open Evening on Thursday 27th September 2018 5pm–7pm.

Fulston Manor School 01795 475228

Open days on Wednesday 10th and Thursday 11th October 10am-12pm and 1pm–3pm.

Borden Grammar School 01795 424192

Open evening on Tuesday 9th October 6pm-8.15pm.

Open morning Friday 19th October 9.15am-10.15am.

Highsted Grammar School 01795 424223

Open evening on Thursday 4th October 4.30pm – 8pm.

Should you have any further questions please speak to your child's teacher.

Yours faithfully

Mr S Payne
Trust Head of School