



Dear Parents/Carers

We are delighted that a place has been made available for your child at Saint Martin's Catholic Academy for entry in Autumn Term 2023 and have been asked by the Governors to write to you with their formal offer.

We are waiting for the go ahead to use a new system for you to complete our admission form. As soon as we have this, we will make contact again with the link.

When the new system is in place, the email address you include on the admission form will be used to communicate any further transition information and documents to welcome your child to Saint Martin's. The receipt of a completed Admissions Form is treated by the school as the formal acceptance of a place.

If you wish to decline the allocated place, please call Mrs Trotman on 01455 214922 as soon as possible.

For planning purposes, please make a note that all pupils in Year 6 due to start with us in August will attend two transition days.

- Thursday 6th and Friday 7th July - 9:00am arrival/3:00pm collection, if they have a sibling, they are welcome to wait in the hall at the start and the end of the normal school day.
- Thursday 6th July you are invited to attend a Parent Information Evening starting at 6.30pm in the Hall.

As part of our outreach work, a pre-transition visit at your child's primary school has been arranged for larger schools. Visits to our feeder schools will be done between 27th and 31st March 2023.

If there are two or less students coming to us from your child's primary school, we arrange an additional pre-transition in school (at Saint Martin's) called 'small school's transition'. This is instead of the outreach school visit in April. This gives the Year 6 pupils an opportunity to meet other students who are in the same position, as well as to meet our wonderful staff. Small school's day will take place on Friday 23rd June 2023 (12:45 arrival/3:00pm collection).

To support your child with the transition to us, we have put everything you, the parents and pupils will need on our website.

<https://www.saint-martins.net/year-6-transition>

First day of term for our new Year 7 students is Thursday 31st August and Friday 1st September 2023. These days are for the new Year 7 cohort only. The rest of the school returns on Monday 4th September.

Miss Knights will oversee transition. Mrs Gillum will be our SENDCo from 5th June, and someone from her team will liaise directly with schools regarding any additional needs your child may have. Our Designated Safeguarding Lead is Mr Gray and his deputy is Mrs Abela.

In the meantime, please explore our website with your child to gain further insight in to school life.

Yours sincerely

Mr C Wright
Principal