Dear Colleague

TRANSFER TO SECONDARY SCHOOL 2016

Schools will be holding secondary transfer meetings this term for parents of Year 5 children. To assist headteachers with this process, please find the following documents attached.

- A guidance leaflet to be printed and distributed to parents at the meeting
- A schedule of the open evenings & selection tests to be distributed to parents at the meeting
- Procedure notes to help you answer any questions that may arise at your meeting
- A PowerPoint presentation that you may like to use as a prompt at your meeting
- The secondary transfer process timetable
- Form OBYR5 which should be completed and returned by Friday 26 June

Schools planning their parents’ evening after the deadlines for submission of selective test applications may wish to circulate the test schedule prior to their meeting. The procedure notes and PowerPoint presentation include a table showing the cut-off distances for 2 March 2015, which parents will find helpful.

The open evening timetable is correct as at today’s date but please urge parents to check for any changes when the secondary brochure is published in September.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Liz Ferrie
Admissions Team Manager