

﻿REAY PRIMARY SCHOOL

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**10th September 2020**

**Dear Parents/Carers of Year 6**

**Secondary school application process**

The deadline for you to submit your child’s secondary school application is Saturday 31st October 2020. We would therefore like to invite you to attend a Zoom meeting for the Secondary Transfer Information Session, which we hope will support you through the process. The session will be held on **Monday 21st September at 3:45pm.** If you are unable to attend this session, please inform the school office.

The completion of the secondary application requires parents/carers to access a computer connected to the internet and a scanner. In order to provide support for this, we are offering the use of our school scanner to all Year 6 parents/carers, along with support from members of the Senior Leadership Team via Zoom. If you would like this support, please make an appointment with the school office.

Please note that in order to confirm the name and address on the application form, you will need to provide at least one of the following documents from each group below:

**Group A**

* Current financial year's Council Tax letter or statement
* Copy of the tenancy agreement - if this is a new address, you will need to supply a letter from a solicitor confirming exchange of contracts or tenancy agreement
* Copy of a benefit letter no more than 12 months old

**Group B**

* Child Benefit Letter
* Recent Child’s Prescription
* Doctor’s note for child

**Group C**

* Current TV licence
* Copy of current utility bill (excluding mobile phone), no older than 3 months.
* Driving licence

Please do not hesitate to speak with us if you have any queries. In the mean time logon to Lambeth eAdmissions, the username and password that you used for the Reception intake will be the same. If you have forgotten these details, you will be able to reset them.

**Kind regards**

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**Kate Hartill**

**Deputy Head**