



Headteacher: Mrs J Callaway BA Hons QTS  
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29<sup>th</sup> January 2018

Dear Parents / Carers,



### Transfer from Pre-School to Reception September 2018

I am writing with regard to the arrangements for children transferring from our Pre-School to our Reception class in September 2018.

In allocating places in the Reception class, we always give priority to existing pupils of the school. We do, however, need to know which parents wish to take places allocated to our Pre-School children and which do not. We have already had a number of enquiries and statement of interest in next year's Reception class from external parents and we will need to be able to confirm for them whether we will have places to offer for September 2018 or not.

We shall, therefore, hold provisional places for all of our current Pre-School children until Friday 2<sup>nd</sup> March 2018. If you wish to confirm your child(ren)'s place(s) in Reception, I should be grateful if you would complete and return the attached reply slip no later than Monday 5<sup>th</sup> March 2018.

We ask parents who wish to reserve their child(ren)'s place(s) in Reception class September 2018 to sign an agreement that they will be liable for a term's fees in lieu in the event that the place is not taken up or notice of withdrawal is not given, before or on, the first day of the Autumn term 2018.

After Monday 5<sup>th</sup> March, we shall have to offer places to external children and we may no longer be able to guarantee places for current Pre-School children.

Should you have any questions regarding the above, please do not hesitate to contact me,

Yours sincerely

Mrs J Callaway  
Headteacher



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### Transfer from Pre-School to Reception September 2018

Child's Full Name: \_\_\_\_\_

I / we wish to confirm a place for the above named child for September 2018 in Reception class at Avalon School.

I / We accept that if we do not take up the confirmed place or provide Avalon School with notice of withdrawal by 5<sup>th</sup> September 2018, I / we will be liable for one academic term's fees in lieu.

Mother's Name \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this reply slip to the school office by  
Monday 5<sup>th</sup> March 2018**