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Principal Mr. N Watson

P7 Transfer to Post Primary School

19 January 2015

Dear Parent

Please find enclosed a sample copy of the official Transfer Form for transfer to post primary school. Forms must be completed and submitted to us at Forge Integrated Primary School by Wednesday 12th February 2015.

Also enclosed is a guidance note to assist you in completing the form.

Many Post Primary Schools have held or are currently holding their Open Days/Evenings. It is important to have a number of preferences stated so that you have alternative options available should your first preference application prove to be unsuccessful.

Those parents whose children have undergone tests for selective schools will receive results in early February 2015.

All parents have been issued with booklets for both BELB and SEELB Post Primary Schools and it is important that you look at the admissions criteria for the schools that you are considering and ensure that you use the time between now and the closing date to gather any required documentation for the schools to which you want to apply. This may include test results, evidence of address and in some cases letters certifying a child's status as eldest in the family.

A number of appointments will be available for parents to meet with Ms Mahon and me on Monday 2 February or Wednesday 4 February to discuss the transfer process and complete forms. Some parents who have previous experience of the process or who have clear preferences in mind may feel that such a meeting is unnecessary. If this is the case for you please contact us and we will send an original form home to you to complete and return to school. Please note that the original forms are carbon copy format so lean heavily!

Those parents who do wish to meet with us should contact the office by telephone or in person to arrange a time. As you will be aware Mrs Gamble is now on maternity leave and therefore Ms Mahon/Mr Watson will be handling the meetings for all P7 children. We will do our best to accommodate parents' preferred times we will have a limited number of slots and they will be allocated on a first come first served basis.

Please contact Lisa at the school office to book an appointment time. **NB: All Transfer forms must be signed and with us by 12th February 2015.**

Yours faithfully

Neville Watson
PRINCIPAL