



Headteacher: Mrs J Callaway BA Hons QTS
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14th January 2019

Dear Parents / Carers,



Transfer from Pre-School to Reception September 2019

I am writing with regard to the arrangements for children transferring from our Pre-School to our Reception class in September 2019.

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 2019 or not.

We shall, therefore, hold provisional places for all of our current Pre-School children until Friday 1st March 2019. 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 4th March 2019.

We ask parents who wish to reserve their child(ren)'s place(s) in Reception class September 2019 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 2019.

After Monday 4th 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 2019

Child's Full Name: _____

I / we wish to confirm a place for the above named child for September 2019 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 2nd September 2019, 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 4th March 2019**