

To the Parent/Guardian of a Year 8 pupil at Birkenshaw Middle School, Gomersal CE(C)Middle School, West End Middle School and Whitechapel Middle School

Dear Parent/Carer

In September 2012 your child will transfer to Year 9 in a High School. You should have received a copy of the **Secondary School Guide for Parents 2012-13**. This guide contains information about the transfer and admissions procedures that you need to follow.

The Guide for Parents is also available on the Kirklees website at the address below.

<http://www.kirklees.gov.uk/community/education-learning/admissions/admissions.shtml>

This is the normal transfer process that all Year 8 pupils in the Middle Schools in the Whitcliffe Mount family of schools follow every year.

It is very important that you make an application for a place for your child and express your preference for schools.

You can make an application on line. Please fill in the online application form on the website below.

<http://www.kirklees.gov.uk/community/education-learning/admissions/admissions.shtml>

Alternatively you can complete the printed Secondary Transfer Form (SCAF) at the back of the Guide for Parents and hand it to the head at your child's Middle School, before 31st October 2011.

Please do not hesitate to contact us if you have any queries.

Yours sincerely

School Admissions

schooladmissions@kirklees.gov.uk