



An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA
Head: Ms Beth Kobel
Head of Lower School: Mr Kevin Atkinson
www.preston-manor.com
Tel: 020 8385 4089 - Email: lowerschooladmin@preston-manor.com

Wednesday, 11th September 2019

Choosing A Secondary School for September 2020

Dear Parent/Carer,

As part of the transition process, we are hoping you will be choosing Preston Manor Upper School as the secondary school your child will transfer to. This will allow for a smooth transition giving you reassurance that your child will continue their journey through secondary school with the knowledge that the teachers across both schools will continue to support your child with their learning and pastorally.

As an all through school, your child is **guaranteed** a place at the upper school. You will **NOT** be required to complete the admissions form – just the slip below to confirm that you would like your child to have a place.

If you are **not** choosing Preston Manor Upper School as the secondary school for your child and complete the admissions form prioritising other schools, you will forfeit your guaranteed place. The place will then be offered to children from other schools who have placed Preston Manor School as their first school choice.

If you have put Preston Manor School as a second, third or fourth choice, you may need to be placed on a waiting list if the places have already been allocated. This means there is no guarantee that your child will be given a place to start in September.

To help you make your decision, please attend the open mornings [30th September and 1st October from 9-11am] and open evening [26th September from 6pm]. Alternatively, you can arrange a tour of the school at another time.

There will be a special open morning for the lower school parents. This is from 9-10am on Tuesday 17th September. This will give you the opportunity to see learning in progress and routines that your child will experience. If you have any questions about the transition process, please do not hesitate to speak to us.

Yours sincerely,

Qudsia Siddique and Guy Brougham
Deputy Heads of the Lower and Upper School

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- I would like my child to attend Preston Manor Upper School. I understand that this will guarantee my child's place for September 2020.
- I will not be choosing Preston Manor Upper School as the first choice of secondary school. I understand that my child will not have a guaranteed place at PMUS in September 2020.

Name of Child _____

Signed [Parent] _____

[Please return to Ms. Siddique by Monday 9th October.]

