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The Roots To Grow, The Wings To Fly

Head of School at Guillemont:
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Executive Headteacher: Mr P. Shakespeare

9th September 2026

Dear Parents and Carers,

Transfer to Guillemont Junior School – September 2027

We hope you have had a restful summer break and have settled back into your new term.

In order to have ample time to organise a smooth transfer of children between infant and junior schools, the liaison process between Guillemont and its partner schools begins this term. The Local Authority, **not Guillemont**, sends all parents and carers a letter giving details of how to apply online for a place at Guillemont. This letter will be sent via your child's current infant school. Once the letter arrives, parents and carers are asked to make an application for September 2027 by **midnight on Friday 15th January 2027**.

There are 90 Yr3 mainstream places available for 2027. A further 16 places are available across the whole school for children with an Education, Health and Care Plan admitted to the school's resourced provision for speech, language and communication needs (SLCN) and 8 places available across Key Stage 2 for children with an EHCP admitted to the resourced provision for autistic spectrum disorder (ASD).

Guillemont and local infant schools work closely together throughout the year to ensure continuity and progression in the education of the children who transfer. A full liaison programme and feeling of trust has been developed between our schools over previous years.

Once the admissions deadline has passed, admissions will be prioritised according to the admissions policy. A copy of the admissions policy is available on our website. All parents and carers are informed of the school place for their child on **Friday 16th April 2027**.

The Local Authority allows one application on which you rank your preferences; they do not allow multiple applications per child.

We would like to invite you to our **Year 2 Presentation Evening** on **Tuesday 22nd September 2026 at 7 pm**. During the evening you will hear about the school and curriculum, meet key staff, tour the Year 3 and Year 4 classrooms, and view work created by our current Year 3 pupils.

This event is intended for parents and carers only, as children will have the chance to visit during the open mornings. If childcare is difficult, a supervised classroom will be available where children can watch a film while you attend.

We are also holding **three open mornings** — **Monday 28th September, Thursday 1st October, and Friday 2nd October 2026** — between 9 am and 12 pm. Each day offers three sessions: 9:00–9:30 am, 10:30–11:00 am, and 11:00–11:30 am. Your child may accompany you on these mornings. Please report to reception on arrival.

You can book for the Presentation Evening and/or the open mornings via the following digital form:
<https://forms.gle/hXe8fodRyXLrTo9V7>

If you are unable to attend the Yr2 Presentation Evening or any of our open mornings, visits to the school on alternative days may also be possible; parents and carers should ring the school office to make an appointment.

We would be grateful if you could complete the form indicating the session you would like to attend. We will be limiting the number of families visiting at any one session to twenty and this will be split into two groups of ten. Please assume you have your chosen time slot unless we contact you. Please note we are unable to accommodate pushchairs on any of our visit days, however, they can be left in the reception area while you are being shown round.

If you are not able to fill in the digital form via the link above, please contact our school office via admin.guillemont@pags.co.uk or 01252 666846.

Please remember to take a look at our school website: <https://www.guillemont.org.uk/>

We are looking forward to the beginning of our partnership with you and your children.

Warmest regards,

P. Shakespeare

Paul Shakespeare
Executive Headteacher