

Dear parents/carers

I hope you have all had a good week. Everything we send home is added to our [Transition page](#) on the website so if you feel you have missed something then please have a look.

I do need to ask you to provide some information to us to start off. Some of you have spotted the links on the transition page and have started to send the information to us. Thank you. We will work our way through them and let you know they have been received. All documents should be emailed to admissions@theangmeringschool.co.uk

1. West Sussex County Council asks that you fill out an acceptance form and return it to us. This form is on the transition page. [Acceptance form](#) Please fill this out and email it back to me. If you need a copy printed out for you to fill out then please ask at our reception.
2. Please provide a copy of your current council tax statement for March 2026, as a proof of address to us. These will be sent out by the end of March by Arun District Council. If you could let me have these by Thursday 9th April please. I do need these by this deadline as we need to confirm to admissions that we have received it for your address.
3. ID: May I have a copy of your child's short form birth certificate **or** passport. Please take a photo and email it to me. A duplicate birth certificate can be obtained online from the [General Register Office](#). This can take up to 15 working days to be supplied. It is either or - I do not need both documents.

You are welcome to wait and send all 3 documents once you have your council tax. **I confirm we do need these 3 documents for all the EHCP students too.**

Should your child have asthma please complete an [Asthma Plan](#) form which is on the school website and return it to me. We can then add this information to our system. We will need a copy of any care plans you may have or court orders. Please email copies to me at the admissions email. admissions@theangmeringschool.co.uk

You will have also spotted on our transition page some links. One is a [transition data collection form](#) which we ask you to complete to ensure a smooth transition, ensuring we can

communicate with you and support your child's needs and also a [booking form for our two enrichment evenings](#) taking place to give students an opportunity to meet each other and school staff. These are Thursday 4th June and Wednesday 17th June so please put these dates in your diary. 5pm to 7pm. Students can come to either evening or both. It will be lovely to see them. On the 19th June we invite parents to join us from 6.15pm to 7pm for an opportunity to have a tea/coffee and meet other parents and staff while you wait to collect the students from their activities.

Any queries, please do let me know.

Best wishes

Fiona