

1st April 2022

Dear Y6 parents and carers

Every Friday Mr Liley sends home an update letter of what is happening in school to parents, see link below, which contains details of our new website. I will send these update letters each week to you now, every Friday, during term time.

[Update from Mr Liley 1st April 2022](#)

A reminder that all our information for [transition](#) is on our website so if you are worried you have missed something you can always check here.

Today was the deadline to complete your admissions form via our admissions software. Thank you to everyone who has been on line and completed this.

If any of you have not received your login and password from the email address admin@applicaa.com please check your spam. Let me know and I can reset your password and send it out again to you.

Could I please ask for any outstanding applications to be completed by the end of April. I will be happy to help if you have any issues.

We have to undertake an address validation exercise with parent/carers on behalf of West Sussex County Council. I have added a new section to your admission application form – “Validating Address Section”. If you have already completed your form, could I ask that you do log back on to ensure this new section is completed too. It will ask you to upload a copy of your recent Council tax account for 2022/2023, short form birth certificate or passport for the student and to complete and upload an [acceptance slip](#) for West Sussex which can be downloaded from our website. If you do have any issues uploading documents then please email them to me with your child’s name and I will upload them for you.

I hope you have a lovely weekend.

Best wishes

Fiona