



May 2024

Dear Parent/Carer,

Welcome to Appleton Academy – Inspire, Nurture, Develop!

Year 7 – September 2024

Congratulations and welcome to Appleton Academy. On Friday 1 March, you will have received a letter from Bradford Council School Admissions team advising the school allocated to your child(ren) for their secondary education.

I am delighted to confirm that your child has been offered a place at Appleton Academy, Exceed Academies Trust, as of September 2024. At Appleton Academy, we aim to help your child(ren) settle into their new school smoothly and for you as a parent/carer to feel fully supported through the transition process. The move to secondary school is a big change for any child and for you as a parent/carer and we have a number of processes and transition activities to help everyone to quickly feel part of our school community. We hope that the following information shared in this letter helps you to feel fully supported and to understand the next steps.

To finalise our admissions procedures, please complete the form below to accept the place at Appleton Academy. Please click on the link below and ensure the form is completed by **Friday 31 May 2024**.

Admissions Data Collection Form <https://forms.office.com/e/zE9pMF0BiJ>

We are delighted that Year 7 remains full so, if for any reason you do not wish to take up the place you have been offered, please let us know using the link above, as there are other students on our waiting list.

If you need any help in completing the form, please contact Debbie Marjerrison, Senior Administrator, via email on Debbie.marjerrison@appletonacademy.co.uk or by calling the Academy on 01274 600550.

Between now and the start of September we will be focusing on helping your child(ren) become fully prepared for the smooth transition from their primary school to Appleton Academy.

We will be liaising with your child's primary school to ensure a smooth and successful transition. All parents/carers will be invited to a face-to-face Parent/Carer information meeting in July 2024 (more details to follow). It is essential you attend on this evening as vital information will be shared.



Your child will attend Appleton Academy for National Transition Day on Wednesday 3 July 2024. Some students with additional needs may be invited to additional visits prior to and after the main transition day and we will write to you about this in due course.

We realise that some students may be the only child joining Appleton Academy from their primary school and that can be a worrying time for your child. As a result, they will be invited to an extra transition day on Tuesday 2 July 2024 so that they can make friends before the main transition day.

During the transition period your child will get to spend time with their new form group, get to know staff and enjoy some lessons in their new school. All new Year 7 students will attend the transition activities in July in their primary school uniform, so you do not need to purchase uniform prior to the summer holidays.

We look forward to a developing a long and successful partnership with all our new parents/carers. If you need to make us aware of changes in personal details or contact us, please send an email to info@appletonacademy.co.uk

Key People

It is important to us that you know who to contact should you need to speak to someone about your child(ren)'s transition to Appleton Academy. Below is a list of key people in school, and their role:

Mr J Kerrigan	Transition Lead
Mrs Wightman	Deputy Headteacher for Inclusion
Mr R Smith	SENDCO - Support for those with additional needs
Mrs D Marjerrison	Senior Administrator

To stay connected with current school news and events, please follow us on Twitter @AppletonAcademy and regularly check the school Transition page: <https://appletonacademy.co.uk/secondary/transition/> as we will be updating this regularly.

We really look forward to working with you throughout the transition process and to welcoming your child(ren) into Appleton Academy.

Yours sincerely

A handwritten signature in black ink that reads "Rachel Garlick".

Rachel Garlick
Head of Secondary

