

# HART MEMORIAL PRIMARY SCHOOL

Charles Street  
Portadown  
CRAIGAVON  
N. Ireland  
BT62 4BD



 Fax (02838) 332817  
15-1-19

Principal: **J Shipley**

## PRIMARY 7 TRANSFER TO SECONDARY SCHOOL

Dear Primary 7 parents,

Amazing as it may seem, it's almost time for your child to leave the Hart and move on to secondary school! I am sure it only feels like 5 minutes ago since they were in P1 and here they are, almost teenagers.

As with most things now, there is a clear procedure for us to follow for the transfer of your child from Primary to post-Primary education.

Today, you are receiving home with your child the following:

- The Transfer Form (3 sheets, write on the top one (green) – the other is carbon copy)
- Leaflet – 'Applying for a Post-Primary Place'
- Leaflet – 'Home to School Transport'

Some important points to consider:

- Consider carefully the **Admissions Criteria** of the schools for which you would like your child to be considered ([www.eani.org.uk/admissions](http://www.eani.org.uk/admissions))
- It is important and ultimately **your responsibility** to ensure that **all** relevant information regarding your child is on or attached to the Transfer Form
- It is strongly recommended that **both parents** sign the Transfer Form, even if the child lives with only one parent
- Filling in your **correct address** is critical as many secondary schools use address, distance or postcode in their admissions criteria
- List **at least 3 schools** in the space asking for your preferences, with your first choice written first
- If your child is entitled to **free school meals**, it is essential that you indicate this at the bottom of section B on the Transfer Form (tick box & *sign*), even if your child is not availing of this entitlement

If you require help in filling in the form, please send back the slip below with your child and we will arrange a meeting. Please note that primary schools may not recommend particular post primary schools – that is a parental decision.

Yours faithfully

J Shipley  
Principal

**I would like to meet with Miss Shipley for a Transfer meeting.**

If possible I would like my meeting to be arranged for a \_\_\_\_\_ (day of the week).

Signed: \_\_\_\_\_ Child's name: \_\_\_\_\_