

# St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan

Deputy Headteacher : Mrs S Bell

Chair of Governors : Mr Paul Lemaire



*Learning our faith, Living our faith, Loving our faith*

14<sup>th</sup> September 2023

Dear Parents / Carers of Year 6

As we commence a busy new term here at school it is lovely to see how well the children have settled into their new classes.

Over the coming weeks you will be undertaking your applications for secondary school transfers for your children. Please use the following links to familiarise yourselves with important dates and information relating to how you complete your secondary school transfer e-admission.

[Secondary School Transfer Important Dates 2023](#)

[LBH Secondary School Transfer Brochure 2023](#)

Please ensure that your e-admission is completed before the closing date and that any additional paperwork requested by individual schools is submitted *directly* to the relevant schools.

This is also the time of year when children in Year 6 will be sitting 11+ exams we would ask that you provide proof of any exam to the school office **before** the exam date to: [absence@stmichaelrc.hounslow.sch.uk](mailto:absence@stmichaelrc.hounslow.sch.uk). Only actual exam days will be authorised, without proof of exams being received any absences will be recorded as unauthorised.

This is an important year for your children here at St Michael and St Martin and we would urge you to try and keep their absence to a minimum throughout the year to ensure that they have the best chance of reaching their full potential. Absences mean that your child misses out on valuable learning time. This also results in teachers having to revisit lessons rather than moving forward for those children who are in regular attendance.

Thank you for your understanding in this matter.

Yours sincerely

**Mrs N Duggan**  
**Headteacher**

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