

To Year 6 Parents and Carers
Royal Borough of Kingston upon Thames schools

10 March 2025

Dear Parents and Carers,

REMINDER TO RESPOND TO YOUR OFFER TO TRANSFER TO SECONDARY SCHOOL BY 17 MARCH 2025

This letter is intended for parents and carers who live in the Royal Borough of Kingston, and received an offer on 3 March 2025 to transfer to a state-funded secondary school in September 2025.

Due to the high demand for secondary school places this year, it is very important that parents and carers respond to their offer by **Monday 17 March 2025** to let us know if they wish to accept or decline the school place. By accepting the offer you will guarantee your child's place at their allocated school. Your child will automatically be placed on the waiting list for any higher preferred schools, and you can request their waiting list position from Friday 28 March 2025.

If you have already responded to your offer, please ignore this letter. Your response is being processed and, if you have accepted the place, the next contact with you will be by your child's allocated school. If you still need to respond, please do this [via eAdmissions](#) if you applied online, or using the link included in your outcome email if you applied using the Google form.

If you have made alternative arrangements for your child's education, for example your child will attend an independent school from September, it is important to decline the offer you hold for a state-funded school. This will allow us to re-offer any vacant places to children on the waiting list as quickly as possible from Friday 28 March 2025.

We appreciate your cooperation with the response process, which will support us with providing certainty to families about their child's destination school for September.

Yours faithfully,

Samantha Scott
Head of School Admissions