



Stepney All Saints School

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Headteacher: Mr P Woods

5th June 2023

Dear parent / carer

I am writing to you with regard to your child who has a place in Year 7 at Stepney All Saints School for September 2023.

Induction forms

In preparation for your child joining our school there are a number of administrative tasks which must be completed. We need to have a range of key information for our school system including contact details, health conditions, special needs, etc. To this end, we emailed you last month with a request to complete some online forms.

1. Admission Form
2. Agreement and Consent Form
3. Language Survey
4. Medical and SEND form

The links to the forms were emailed to you on the address provided by the Local Education Authority e-admissions, this is to say the email you used when completing your e-admission form. If you have not received the email, please contact our Admissions Clerk, Arlene Mitchell admissions@stepneyallsaints.school

The deadline for the completion of the online forms was Friday 26th May 2023.

Confirmation of address and date of birth

It is a requirement the schools receive **proof of address** and **date of birth** documents for school admissions. This is an official requirement for all pupils attending secondary school. The following are acceptable:

1. Confirming student's date of birth

You must provide one of the following documents to confirm your child's date of birth:

- Birth certificate - Must be a full copy.
- Passport - Must be current.
- EU National Identity Card - Must be current.
- Prescription or medical letter - Must have the child's name and date of birth printed on it.

2. Confirming student's address

You must provide one of the following documents to confirm your child's name and address:

- Child Tax Credit Award or Universal Credit notice - Must be for current financial year. Please copy all pages of the letter to include the home address, parents name and child's details.
- Child Benefit letter - Must be for current financial year. All pages of the letter to include the home address and child's name.
- Child NHS registration card - Must show your child's name and address.
- Medical letter or prescription - Must not be more than 12 months old.
- Immigration documents - Must show address.
- Letter signed by social services if child is a looked after child - Must state the child and carer's name and address.
- Copy of your most recent Council Tax Statement of Reason (**not** council tax bill).
- Child bank /savings account in their name with address visible.
- NHS Prescription or NHS Hospital letter dated within the last year are also acceptable.

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Copies of the documents can be sent to the admission's clerk, Arlene Mitchell at Stepney All Saints either by post, email or handed in at reception.

Please note that for proof of address, if you are providing us with any financial papers e.g. child tax credit, saving account etc. you may wish to block out any financial information.

The deadline for the return of documents confirming address and date of birth was Friday 26th May 2023. Thank you to those of you who have already provided us with these documents.

Uniform

Uniform items are purchased on Parent Pay. An email has been sent to you with details, including your individual username, password and instructions about how to create a Parent Pay account for your child at Stepney All Saints. Please ensure that orders are placed by Friday 21st July to ensure that we can prepare your order ready for collection during the summer holiday. You will receive an email with your uniform collection appointment date and time which will take place from Monday 21st August. If you have any further questions regarding the purchase of uniform or uniform collection, please email uniform@stepneyallsaints.school.

We understand that the collection dates will be during the holiday period and some families may be away or unable to attend to collect their uniform items at their allotted time. In this case we will attempt to re-arrange your appointment so that you can collect the items prior to the start of school on the 5th September.

For the full uniform list and further information, please visit our school website - <https://stepneyallsaints.school/for-parents/school-rules-and-information/uniformequipment-list/>

Communication re: Primary Transition – Online Information Hub

To assist our communications, we have produced an online resource grouping all of the guidance and letters regarding secondary transition. The website will assist in bringing all the information together in one place. The link is: <https://sites.google.com/stepneyallsaintsschool.com/year6-starting2023/welcome>

Student Induction Day (7.7.23) + Coffee Morning for parents (5.7.23)

The induction day for our new students will take place on Friday 7th July. Full details will be sent out closer to the date. Please note that your primary school will count the day as education off site and not as an absence.

In addition, on Wednesday 5th July, two days before the student transition event, we will run a coffee morning for all parents from 9.15am until 10.45am in which we will talk to you about the transition process and life at our school. You will have an opportunity to meet key staff and to ask any questions.

We will be in touch again in the coming weeks with details about the student induction day and arrangements for starting in September. In the meantime, please follow our social media @StepneyAS on Twitter and Facebook to see what is taking place at Stepney All Saints. We look forward to meeting you in the coming weeks but please contact us if you have any questions in the meantime.

Yours faithfully



Neil Jones
Assistant Headteacher