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Headteacher: Mr F Westmorland
Chair of Governors: Mrs A Ellerby

Friday 11th June 2021

Dear Parents and Carers,

We are pleased to hear that you have been successfully allocated a place at Mundella Primary School and we look forward to welcoming you and your children very soon.

With the current Covid 19 situation adding complexity and changes to the normal procedures and plans we recognise that you may not have gained all of the information and experience, about our wonderful school, that you would have liked. Therefore we welcome any enquiries by email or telephone and also ask that, along with your children, you organise to visit the school should you wish to.

As safety restrictions can make visits throughout the school day impractical, we recommend that you arrange to visit after the pupils have gone home; from 3:30pm onwards, as this will reduce the chances of Covid transmission.

In the meantime, please feel free to contact us with questions and queries and, if you haven't already done so, drop in your proof of address etc. (see overleaf).

Many thanks for choosing Mundella Primary School. Further details about our Early Years Induction will be posted to you very soon.

Yours faithfully,

Mr F E Westmorland
Headteacher



Accept or Refuse the Primary/Junior School Place Offered by Wednesday 5 May 2021

Please **email*** the school directly by Wednesday 5 May to let them know whether you wish to accept or refuse the place, using the email address provided in your offer email or letter (office@mundella.kent.sch.uk). **The place may be offered to another child if the school has not heard from you by this date.** KCC recommends that - unless you no longer need a school place - you accept your offer. This will not stop you joining a waiting list or making an appeal for another school.

**Current restrictions may mean that you cannot visit schools in person or send documents by post. If you are unable to send your address evidence via email, please advise the school now and keep the required documents to hand until the school can check them.*

- Your email message should include the following information:
- **I wish to _ (Accept/Refuse) the place offered at ___ (Full name of the school)___.**
- **Child's full name**
- Date of Birth
- Pupil ID number (on your offer email/letter)
- **Parent's name**
- Address evidence (see below)

Address Evidence:

You should send the school you are **accepting** evidence by email to confirm that both you AND your child were resident at the address given on your application on the final closing date of 9 February 2021. You will need to provide original copies of this evidence to the school later.

Proof of **your** address should include:

- Council Tax statement for 2020/21 and 2021/22 OR
- Signed Tenancy Agreement or Exchange of Contracts/Completion document

Plus at least one of these:

- Child/Working Tax Credit/Child Benefit/JSA/Disability Benefit Letter or Statement
- Driving Licence
- Schedule of Motor Insurance
- Utility bills such as Gas/Water/Electric/Sky/Virgin Media/BT/Broadband etc
- Payslip

Proof that **your child** lives at the same address can be any of:

- Doctor/Hospital appointment letter in the child's name
- Savings account or bank statement in the child's name
- Child benefit statement
- Letter from their nursery / preschool / current school

Please Note - This is not an exhaustive list and the school / Local Authority reserves the right to request further documentation if it considers the evidence provided insufficient to prove residence at the application address.

If you have used an incorrect address on your application or your circumstances have changed unexpectedly, please contact the Primary Admissions team for guidance at primaryadmissions@kent.gov.uk.

If you do not provide address evidence or if you provide insufficient evidence to confirm your address at the final closing date of 9 February 2021 the offer may be withdrawn even after your child has started at the school.