



SHIRE OAK ACADEMY
TURNING POTENTIAL INTO EXCELLENCE



ALS/SXR

As postmark

Dear Parent/Guardian

Mid-term Admission Request – Shire Oak Academy

I refer to your recent request for a place for your child at Shire Oak Academy and would ask you to complete the attached mid-term admission form.

If there is a vacancy in the year group you require, the Academy will contact you to make the necessary arrangements.

If there is no vacancy in the relevant year group you do have a right of appeal and you will be provided with an appeal form on request.

We will contact you again upon receipt of your mid-term admission form.

Yours sincerely,

Annabel Stoddart

Headteacher