

10 March 2026

Dear Parent/Guardian/Pupil

## **Welcome to Penwortham Priory Academy!**

I am delighted to confirm that you have secured a place with us here at Penwortham Priory Academy from September 2026. Congratulations. We are very much looking forward to working closely with all our new pupils and their families to ensure that your move from primary to secondary education is as smooth as possible, and I therefore take this opportunity to officially welcome you to Priory.

**As we continue to be an over-subscribed school, with the upcoming academic year being no exception, you will need to confirm acceptance of your place. On Friday, 13 March, you will receive an email (sent to the address used for your Lancashire County Council application) containing a link to our online acceptance form. This email will come from our Applicaa program and will appear with the subject line 'Welcome to Penwortham Priory Academy'. Please ensure the form is completed by Friday, 27 March. If you have not received the email by the end of the day on 13 March, please check your spam or junk folder before contacting us.**

If you have accepted a place elsewhere or no longer require your place for any reason please let us know so that we can update our records accordingly and make an offer to those on our waiting list. **Please note, you will also need to advise Pupil Access at Lancashire County Council (LCC).**

From this point forward, we will continue to update you on the transition process by post, but may also send you information via email. We ask that you regularly check the email address you used when applying for your school place, as this is the contact information sent to us by LCC. Please also check your junk/spam folders. Copies of all correspondence and important transition information will be available on our website at [www.priory.lancs.sch.uk/about-priory/transition](http://www.priory.lancs.sch.uk/about-priory/transition) and we also recommend you follow our school Facebook, Instagram or X accounts for regular updates.

## **Key Dates**

The transition to secondary school will begin when our Transition Manager, Mrs Farley, visits your primary school to meet each pupil and their class teacher. We may also ask for a sample of work so that it can be given to the teachers here at Priory. It is important to us that we get to know each pupil individually rather than solely rely on the feedback we receive in the summer term from schools.

Following this, there will be a **New Parents & Pupil Evening on Wednesday, 1 July** from 6pm-7pm, with registration and refreshments from 5.30pm. This will be an opportunity for us to welcome you to the school, give you information about uniform, buses, lunches etc and for you to ask any questions you may have about the move to Priory. Although this is an evening primarily for the benefit of new pupils and their parents, all family members are welcome to attend. More information will be sent out in due course.



**Penwortham Priory Academy** Crow Hills Road Penwortham Preston PR1 0JE

**Phone:** 01772 320250

**Email:** [enquiries@priory.lancs.sch.uk](mailto:enquiries@priory.lancs.sch.uk)

**Visit:** [priory.lancs.sch.uk](http://priory.lancs.sch.uk)

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This will then be followed by our **Induction Day on Thursday, 2 July**. The induction day will be an opportunity for pupils to meet their form, get to know everyone else in their year group and get their bearings around school before starting with us in September.

Your first official day with us in school will be **Wednesday, 2 September 2026**. Again, further details will be communicated to you closer to the time.

Additional details about these exciting dates and other important information will follow, so if you change your postal address please advise Mrs Farley by email at [L.Farley@priory.lancs.sch.uk](mailto:L.Farley@priory.lancs.sch.uk), to ensure we are able to get this to you. You can expect to hear from us with regards to transport, uniform, buying ties etc in the next letter, which will be sent to you around Easter time. If you have any queries in the meantime, please check the website as previously mentioned. For anything further, please contact Mrs Farley via email.

Once again, we very much look forward to welcoming you to Priory; a school that has the highest expectations of everyone from the outset, is caring, progressive with high academic standards, and where individual pupils learn to succeed.

Yours faithfully



**Mr M Eastham**  
**Principal**