



**Wellfield Academy**

Headteacher Mr J Lewis

9<sup>th</sup> March 2026

**Welcome to Wellfield Academy – Year 7 September 2026**

Dear Parent/Guardian,

We are delighted that your son/daughter has been offered a place at Wellfield Academy for September 2026 and look forward to welcoming them fully to our school community. They will be joining us at a very exciting time in the development of our school. We are currently working towards a school rebuild which will provide state of the art facilities for your child during their time at Wellfield, with an estimated start time of Spring this year. Additionally, our school continues to go from strength to strength as the number of families choosing our school has significantly risen over recent years and we are thriving as part of the Endeavour Learning Trust. It is an exciting time to join Wellfield Academy and it is a fantastic time for your son/daughter to be a part of our family.

We are aware that the transition to secondary school, whilst being very exciting for many, can sometimes be worrying for parents and children. It is our aim that this process should be as seamless and stress free as possible. With that in mind, we wanted to include some detail for you so that you know what will be happening to help this process be as smooth as possible. The number of families that have chosen us has significantly increased over the past five years, something which no doubt recognises the fantastic progress we have made as a school. The students will be the first to tell you how much they love their school and that they are looking forward to welcoming you into our community centred family which hopefully provides you with confidence and comfort in the decision you have made.

**Transition Events**

**School visits;** In the summer term, a member of our transition team will visit each feeder primary school to discuss individual needs, friendship groupings and curriculum matters relevant to their transition to our school. If your child is gifted & talented, has special educational needs, medical issues or any other significant information, this is discussed as a matter of procedure, so please do not worry about this.

**Parental Forms;** Shortly after receiving this letter, you will also be invited to complete an online form which will arrive via email. This will allow us to collate vital information from parents/guardians, please do prioritise completing these.

**Induction Evening;** You, along with your child, are invited to an Induction Evening to be held at **6pm on Thursday 2<sup>nd</sup> July 2026**. On this evening there is usually a short presentation, after which you will have the opportunity to meet with a range of key staff, including the Head of Year 7, SLT link and SENDCO. We will send you more details nearer the time.

**Transition Days;** All our new students will also be invited to spend two days in school to meet with a range of teachers, their Head of Year and to get to know the students in their year group. The dates of these are **Wednesday 1<sup>st</sup> July** and **Thursday 2<sup>nd</sup> July** (the same date as the Induction evening). These days are an excellent opportunity for your child to get a feel for the school and for us to really start to get to know them individually as well as making friends, you and the Headteacher/Year 6 teacher of your child's primary school will receive detailed information about the arrangements for these days nearer to the time.



An Endeavour Learning Trust School  
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**Transition Support;** We will look to offer meetings with the parents of those students who may require a little additional support at Transition. More information will be available regarding this after we have conducted school visits and assessed the requirements.

**Summer School** We are considering having a Summer School for year 6 to 7 students on 19th and 20th August if interest makes this viable. When you complete the form to accept your son/daughter's place, please indicate if this is something you would be interested in so we can evaluate potential numbers.

### Accepting Wellfield Academy School Place

To help us with our planning and organisation it is useful if we know who is accepting a place, we are asking if you could complete this very quick [form](#) to clarify if you are planning to accept. To appeal the place, you should follow the procedure outlined in your email from the local authority stating your school offer.

If you didn't put us as your first choice, please don't worry. We will be more than happy to show you round at a time that suits you so that you can see what a special place this really is. We are confident you will be reassured once you get a feel for the warm, welcoming, calm and focused atmosphere we have around the school on any given day. If you would like a look around now that you know you have been allocated to Wellfield then please call our school office or email [transition@wellfieldacademy.org](mailto:transition@wellfieldacademy.org).

### Any questions

I hope that the arrangements, will reassure you and your child but please do not hesitate to contact us should you have any further concerns or questions. If you have any questions or queries throughout this process, please either contact the school office or email [transition@wellfieldacademy.org](mailto:transition@wellfieldacademy.org). Mrs Park (Assistant Headteacher) leads on the transition process within school, she monitors this inbox and will endeavour to answer queries you have and support you and your child through this important transition time.

### Summary of action points

- Please complete the acceptance form as mentioned above.
- You will receive a link via email requesting "**Parental Transition Information**", asking information such as friendships, we use it to assist deciding tutor groups and to get to know the young person, please complete it.
- Please add the two transition days that students attend **Wednesday 1<sup>st</sup> July** and **Thursday 2<sup>nd</sup> July** and the transition evening that parents and students attend (**Thursday 2<sup>nd</sup> July**) to your calendar.

Welcome to the Wellfield family- we are very much looking forward to meeting with you and your child in the Summer Term and to provide them with 'Nothing but the Best' throughout their time with us.

Yours sincerely,

Mr J Lewis (**Headteacher**)