



Tuesday 28th April 2026

Dear New Parents/Carers

## **Reception Places September 2026**

I would like to take this opportunity to warmly welcome you to our school. Gossops Green is a friendly, caring school with high expectations for all our pupils. We aim to provide, in our 3-form entry school, a lively, creative curriculum to challenge and motivate our pupils through a range of exciting learning opportunities both within and outside of the classroom.

To accept the place that has been offered, you need to:

- Complete the following online form by **Thursday 14<sup>th</sup> May**
- [School Place Acceptance For Gossops Green Primary School - SEPTEMBER 2026](#)
- Email/send us a copy of your 2026-27 Council Tax statement
- Email/send us a copy of your child's birth certificate

If you would like a paper copy of this acceptance form, you can either collect one from the office, or we can put one in the post.

The required documents can be returned by; as a labelled photo or scan in an email or a copy in the post. This can be via email to [office@gossopsgreen.org.uk](mailto:office@gossopsgreen.org.uk), or by dropping them into the school office on weekdays, between 9am and 3pm.

We will be in touch in the near future with further arrangements for when both you and your child will have the opportunity to visit our school during the second half of summer term; the key dates are on the back of this letter. In the meantime, please make sure that you include an up-to-date email address on the form, as this is how we will set up our communication with you and this will be used for all the related communication apps that we use here. Please also feel free to look at our website to get a flavour of the school.

I am looking forward to meeting and working with you over the coming years, ensuring your child is happy in school, making friends, learning exciting new things and developing into a successful young person.

Yours sincerely,

Mrs S Dunne  
Principal

| Date                                 | Event  |
|--------------------------------------|--|
| Thursday 16 <sup>th</sup> April 2026 | West Sussex County Council advise Parents of Admission to Gossops Green via email<br><br><b>Letter 1</b> - Welcome email sent by school to parents/carers  |
| Tuesday 28 <sup>th</sup> April       | <b>Letter 2</b> - Gossops Green Welcome Letter emailed out   |
| Thursday 14 <sup>th</sup> May        | <b>Deadline for Acceptance Form, Council Tax Statement and Birth Certificate</b> to be returned to school  |
| W/B Monday 18 <sup>th</sup> May      | <b>Letter 3</b> - Further information regarding transition to Reception to be emailed out via school   |
| W/B Monday 8 <sup>th</sup> June      | <b>Letter 4</b> - School to send out (via email) personalised details, including which class your child is in and whether they are in Group A or Group B for the induction days in September<br><i>(Group A or B determines which sessions your child will attend the week of 7<sup>th</sup> September as part of the staggered start)</i> |
| Monday 15 <sup>th</sup> June         | <b>Parent/Carer Information Evening</b> - Online<br>6pm - 7pm (online) <b>Joining link to be sent</b>  |
| Wednesday 1 <sup>st</sup> July       | <b>Pupils Meet the Teacher Session 1 (45mins) and Parent/Carers Talk</b><br>Two morning sessions - one for children in <b>Group A</b> and one for <b>Group B</b><br><b>(Times to be shared later)</b><br>Parent/Carers to sign up for September Home Visits  |
| <b>Summer Holiday</b>                |  |
| Wednesday 2 <sup>nd</sup> September  | <b>1:2 Home Visits</b> (Meetings for Parents and Teachers at the child's home)<br>Time slots booked at Meet the Teacher sessions (see above)   |
| Thursday 3 <sup>rd</sup> September   | Staff to share Seesaw App access codes and arrange for lunches to be booked for the following week   |
| Friday 4 <sup>th</sup> September     |  |
| W/B Monday 7 <sup>th</sup> September | Phased Start (children do not start full time until Friday 11 <sup>th</sup> September)   |
| Monday 7 <sup>th</sup> September     | <b>Group A</b> pupils in school 8.30am -12.30 (with lunch)<br><br><b>Group B</b> pupils in school 1.30-3pm   |
| Tuesday 8 <sup>th</sup> September    | <b>Group B</b> pupils in school 8.30am-12.30 (with lunch)<br><br><b>Group A</b> pupils in school 1.30-3pm  |
| Wednesday 9 <sup>th</sup> September  | <b>All pupils</b> in school 8.30am - 12.30pm (with lunch)  |
| Thursday 10 <sup>th</sup> September  | <b>All pupils</b> in school 8.30am - 12.30pm (with lunch)  |
| Friday 11 <sup>th</sup> September    | <b>All pupils</b> in school all day (8.30am-3.00pm)  |