

Our Ref: 005 14

10th January 2014

Dear Parent/Carer

We have been informed by the Department for Education that the school is entitled to extra funding for any child in the school who is recorded as being under the care of the Local Authority prior to their adoption, or becoming subjected to a residence order or special guardianship order.

Should this be the case for your child and you are prepared to share the information with school, would you please either return the reply slip below in an envelope **marked PRIVATE AND CONFIDENTIAL to Mrs S Power (Office Manager) in the School Office** or email spower@stmargaretsacademy.com . We would require confirmation of one of the following:-

- Ceased to be looked after through a Residence Order (**on or after 14th October 1991**)
- Ceased to be looked after through a Special Guardianship Order (**on or after 30th December 2005**)
- Ceased to be looked after through Adoption (**on or after 30th December 2005**)

Please be assured that this information will be held in strict confidence.

There is a Department for Education Census next week so I would therefore appreciate it if you would let me have any information **by Wednesday 15th January at the latest.**

Thank you for your continued support and co-operation.

Yours sincerely

MR R LAWTON
Assistant Principal
Student Support

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PLEASE RETURN TO MRS S POWER, OFFICE MANAGER, BY WEDNESDAY 15TH JANUARY 2014

Name: _____ Form: _____

I confirm the above named child should be counted under one of the following categories:

- Ceased to be looked after through a Residence Order (**on or after 14th October 1991**)
- Ceased to be looked after through a Special Guardianship Order (**on or after 30th December 2005**)
- Ceased to be looked after through Adoption (**on or after 30th December 2005**)

(please tick one of the above as appropriate)

Signed: _____ (parent/carer) Date: _____