

Our Ref: 089/19

18th September 2019



St Margaret's Church of England Academy

"Achievement by faith and work"

Principal: Mr S Brierley MA NPQH

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, special guardianship order or child arrangement 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 Deveney (Office Manager) in the School Office** or email sdeveney@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**)
- Ceased to be looked after through a Child Arrangement Order (**on or after April 2014**)

Please provide supporting evidence, for example, a photocopy of the adoption order, and confirm that your child/children was/were previously in care. You may conceal sensitive information (for example the name of the birth parents) should you wish. **Please be assured that this information will be held in strict confidence.** If you have previously informed the school of these details, you do **NOT** need to complete this again.

There is a Department for Education Census on 4th October 2018, so I would therefore appreciate it if you would let me have any information **by Monday 30th September at the latest**. Thank you for your continued support and co-operation.

Yours sincerely

MRS A PENKETH
Vice Principal

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PLEASE RETURN TO MRS S DEVENY, OFFICE MANAGER, BY MONDAY 30TH SEPTEMBER 2019

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**)
- Ceased to be looked after through a Child Arrangement Order (**on or after April 2014**)

(please tick one of the above as appropriate)

Signed: _____ (parent/carer) Date: _____