



DRAYTON MANOR HIGH SCHOOL

Dear Parent/Guardian

RE: Leaving Drayton Manor High School

The Attendance Team has received correspondence from you that you wish to withdraw your child from Drayton Manor High School. We have not received the necessary leavers form or had correspondence with the admissions team which has delayed this process. We have significant concerns that your child is not currently in education.

Please can whomever receives this letter (whether you are the child's parent, a family friend, property occupier or landlord) contact the school as a matter of urgency to advise on your child's whereabouts and wellbeing and work with our admissions team to resolve this outstanding issue. Please complete the leavers form ([Microsoft Word - Leaving-school-form-for-parents.docx \(draytonmanorhighschool.co.uk\)](#)) and email to admissions@draytonmanorhighschool.co.uk as a matter of urgency.

If the family have moved; please get in touch as soon as possible with their new address or their current phone numbers so that we may establish contact. If you do not have this information, please contact us with the details of any relatives or friends who may be able to assist. If the child is now attending a new school, then please let us know **the name and address of the school** so we can contact them and establish that your child is in education. We must receive this information by 15:30 Wednesday 11 October.

The school and the Local Authority are required to carry out enquiries to locate any child who stops attending school. If we do not receive an adequate reply to this letter by the date above then the school is required to advise the Local Authority and remove the child from the school roll. An Attendance Officer will visit the home and may contact Ealing Children's Integrated Services (social care) and/or the Police in the course of their enquiries.

Yours sincerely,

Mr R Boniface

Associate Assistant Headteacher