



REQUEST TO REMOVE FROM ROLL

Dear Parent/Guardian,

We understand the decision to remove a child from roll, can be for a variety of reasons. When removing a child(ren) from roll, we require written instruction to do so, in line with statutory government guidelines and support by our Attendance Policy. Royal Wootton Bassett Academy will provide support and guidance to ensure a successful transition.

Royal Wootton Bassett Academy have a duty of care to inform the Local Authority, Wiltshire Council, if not instructed to remove from roll and the student is not attending. We cannot remove a student from roll without authorisation from a Parent/Guardian.

Please complete the attached removal from roll request form, ensuring all sections are completed and full details provided. Once completed in full, please return via email to:

- **Mrs C Fisher** – Attendance and Welfare Officer
cfisher@rwba.ascendlearningtrust.org.uk
- **Head of Year**
 - **Year 7** – Mr D Webb - dwebb@rwba.ascendlearningtrust.org.uk
 - **Year 8** – Mrs M Moore - mmoore@rwba.ascendlearningtrust.org.uk
 - **Year 9** – Mrs B Bermingham - bbermingham@rwba.ascendlearningtrust.org.uk
 - **Year 10** – Miss M Jones - mdjones@rwba.ascendlearningtrust.org.uk
 - **Year 11** – Mr J Rendall - jrendall@rwba.ascendlearningtrust.org.uk

Thank you for providing this information. This will allow us to process your child(ren) removal from roll and share relevant documents/data to the intended school on request. Your child(ren) will be officially removed from roll at Royal Wootton Bassett from the date submitted. On completion the academy will no longer be responsible for your child(ren) education provision.

If you require any support or need to provide us with an update, please contact Mrs C Fisher – Attendance and Welfare Officer.

We wish your child(ren) all the best for the future.

Yours sincerely

Mrs A Ellis
Headteacher

REMOVAL FROM ROLL REQUEST FORM

Please complete and return to Mrs C Fisher – Attendance and Welfare Officer
cfisher@rwba.ascendlearningtrust.org.uk and the Head of Year and Student
 Manager.

Student name:	
Year and Tutor group:	
Last day attending RWBA:	
Reasoning for removing from roll at RWBA:	
If reasoning is due to a house move, please provide new address details and planned move date:	
New School details – Please provide full information to support your child(ren) school transfer.	
School Name:	
School contact name and telephone number:	
Official start date:	
Local authority/Council who is/will be processing your school transfer:	
Date:	
Parent/Carer Signature:	
Print Name:	
FOR SCHOOL USE ONLY	
Sign by Deputy Head:	Date:
Request recorded, actioned and confirmation notification:	