



Dear Parent/Guardian,

It is a requirement to inform your child(ren) education setting, if you intend on leaving the school. We understand that this can be for a variety of reasons and would like to support your child(ren) with the transition to their new school. When removing your child(ren) from roll, we require official instruction to do so and full details of new education setting in line with Attendance Policy

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

Please complete the below and submit via email to Mrs C Fisher – Attendance Lead at cfisher@rwba.org.uk:

Student name:	
Year and Tutor group:	
Date of last day attending RWBA	
Name of new or intended school placement:	
If school placement has not been confirmed, please provide new address details:	
Reasoning for removing from roll at Royal Wootton Bassett Academy:	
Date:	
Parent/Carer Signature:	
Print Name	

Thank you for providing this information. This will allow us to provide your new school with relevant documents/data and your child(ren) will be officially removed from roll at Royal Wootton Bassett.

If you have further question, require support or need to update on the above, please contact Mrs C Fisher – Attendance Lead.

We wish your child(ren) all the best in their next steps of their academic journey.

Yours sincerely

Mrs A Ellis
Headteacher

