# Letter Template for when destination School abroad is unknown

The following could be given to parent before the child leaves your school, for parent to pass to new school abroad. If the child has already left, you could email this to parent.

Alternatively, school could post this direct to new school to obtain confirmation of attendance.

Please use your own school letterhead.

Dear Headteacher

(child’s name and date of birth)

When the above pupil left our school, the parents were unable to supply to us details of the new school. In England, without this information schools must report the child to the local authority as a child missing from education.

Therefore, please can you provide us with written confirmation that

* (child’s name) has started at your school
* Date they started

Please reply to us on your school letterheaded paper (including full address, telephone number and email address so this can be verified). The letter can be posted or securely emailed to our school email address.

Thank you for your co-operation.

Regards,

Headteacher

**This information is requested under the following Acts:-**

**The Education and Inspections Act 2006 (Part 1, Section 4) placed a new duty on all LAs to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children residing in their area who are not receiving a suitable education.**

**Any sharing of information must comply with the law relating to confidentiality, data protection and human rights.**

**This request is made in accordance with Data Protection Act 1998, Schedule 1, Principle 1 and Schedule 2 (5) 9B), to process the data which is necessary to enable to Authority to exercise every avenue to trace this child.**