

THE NORTON KNATCHBULL SCHOOL



(Founded 1630)

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7 January 2015
SKS/ic/Census2015

Dear Parent/Carer

Please read if you have parental responsibility for a student adopted from care, left care under a Special Guardianship Order or left care under a Residence Order/Child Arrangements Order

Every year, the school completes a census return to the DFE and the information contained in this return is used to calculate the school's budget. The date of this year's census is Thursday 15 January.

Funding is available to schools for students who are on roll and recorded on the January census as either adopted from care, left care under a Special Guardianship Order or left care under a Residence Order/Child Arrangements Order.

We are advised that those with parental responsibility (ie adoptive parents, special guardians and carers of former looked after children on residence orders) must decide whether they wish school to have this information.

If you have a child/ward who is eligible for any of the above funding, and you are happy to share this information with the school, I would be grateful if you would email the school's Systems Manager, Mrs Griggs, who is responsible for the census return. It would be appreciated if the information could be received by **Monday 12 January**. Mrs Griggs' email address is: agriggs@nks.kent.sch.uk. The school will be able to use any funding received to enhance your child/ward's educational experience whilst at The Norton Knatchbull School.

We appreciate that we are asking parents/carers to provide the school with highly personal and confidential information, but can assure you that the School will treat any information received with the utmost sensitivity. If you have any queries, please do not hesitate to contact Mrs Griggs either by email or by telephone (01233 620045 ext 232).

Yours faithfully

Ms S K Staab
Headteacher



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