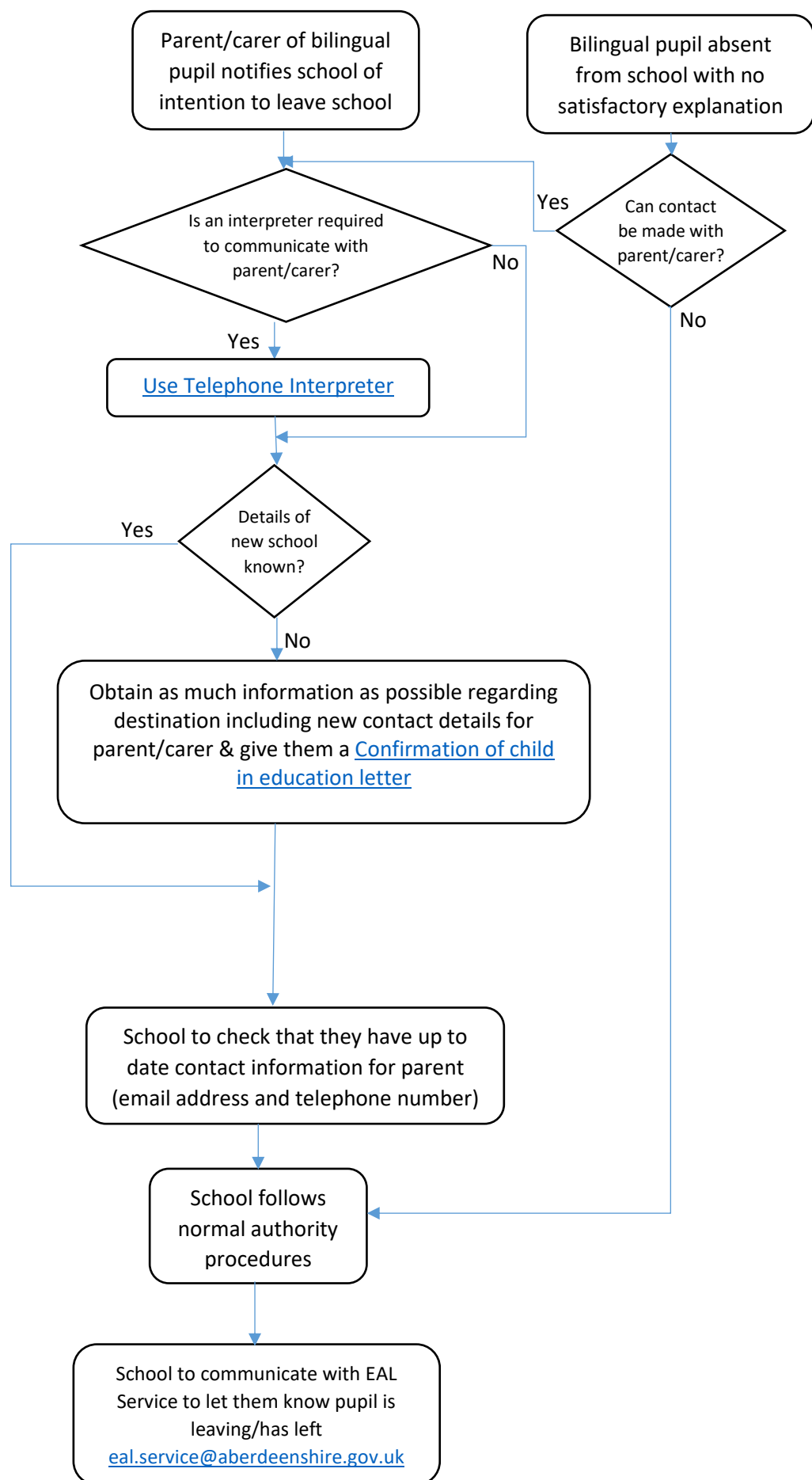
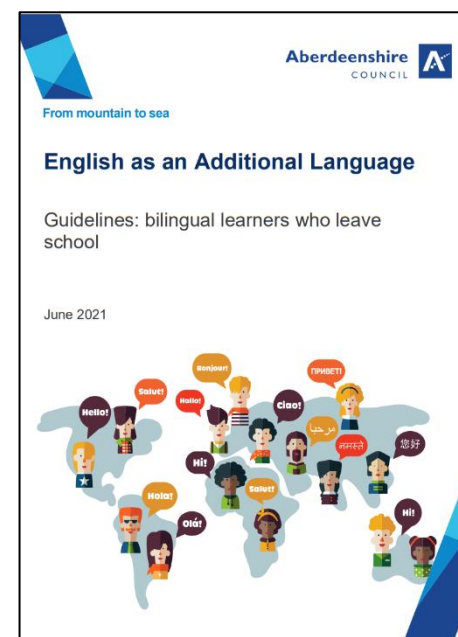


EAL Leavers Flowchart



EAL Forms/Resources

[EAL Guidelines – Bilingual Learners Who Leave School](#)



Interpreting

- Guidelines on [accessing interpreting and translation services](#)

[Confirmation of child in education letter](#)

Aberdeenshire COUNCIL	School Name School Address
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Confirmation that child is in education
Dear Parent/Carer

As part of the leavers process in schools, Aberdeenshire Council need to know your new address and the contact details of your child's new school. We have a duty to ensure children are receiving an education before we can remove them from our school register. If you do not know your child's new school yet, please take this letter and follow step one below.

1. **Parent/carer:** Please write your child's name and date of birth and give this letter to your child's new school and ask them to follow step two.

Name of child	
Date of birth	

2. **New School:** Please confirm the above child has enrolled at your school by emailing the child's previous school (see email address below).

Please include:

- the child's name and date of birth
- the name and contact details of your school
- confirmation that the child has enrolled/registered

Aberdeenshire school:
Please write name and contact details of your school:

Aberdeenshire school	
Email address	@aberdeenshire.gov.uk

Yours faithfully

(Head Teacher / Depute Head Teacher / Principal Teacher of Guidance)