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**Support for finding a school place for your child/children when travelling: exemplar letter (plus further advice to use verbally or written when approaching the local authority)**

 Date:

Dear Head teacher/admission officer/local authority officer (delete as appropriate),

Myself and my family are part of a travelling circus/fair and we will be residing in your area at ……………………………………………….. (give address details if possible) in the near future from……………………………to……………………….. ( give dates if possible and length of time staying) and we require a school place for our child/children throughout the duration of our stay. Although we have a mobile lifestyle due to our occupation we value the education of our child/children and try to get them into school whenever we can. We feel it is important that our child/children experience as much time in the classroom with teaching professionals as our occupation permits as we realise the importance of maintaining links with schools and making sure that our children are on the right track to get a good education.

We appreciate that in most areas now admissions are controlled centrally and there can also be a lack of school places, however, we only require a week/few weeks at most so we hope you can be flexible in this. Where head teachers and local authorities have been flexible we have had very positive experiences and the feedback from the school and wider children has always been good (only use if fact).

**Add the following if applicable**

My child/children currently attend a base school when we are not travelling ………………………………………. (give full details of school including contact number and name of key person to ring)

My child/children are currently working through distance learning materials…………(give details of subjects/level etc)

Please could you contact me as soon as possible using the address/contact details below.

…………………………………………………………………………………………………..

Yours faithfully

…………………………… (Name and Signature)

**Further Relevant Information which may be useful:**

**Duties and responsibilities of the local education authority (in England)**

Local education authorities must find a free school place for all children who are ‘of compulsory school age’ (5-16yrs). It must also find a school or sixth form college place for young people aged 16 to 19 who want one. If a child of compulsory school age can't receive education at school, the local education authority has a duty to provide suitable education in some other way, for example, home tuition.

The duty of the local education authority to provide full-time education applies to **all** pupils including those who:

* are temporarily living in the area for long enough to attend school, for example, the child of a Traveller or a child whose parent is in the armed forces
* have come from abroad
* have special educational needs.

If a local education authority is refusing to provide full-time education for your child because of one of these reasons, you should consult an experienced adviser for example, at a Citizens Advice Bureau.

Infant schools are legally required to limit class sizes to 30 pupils for each teacher. However, there are limited circumstances when the school can make an exception.

There are no limits on children over the age of 7 (year 3 onwards).

**UN Rights of the Child**

Article 28 (right to education)

Every child has the right to an education.

Primary education must be free and

different forms of secondary education

must be available to every child. Discipline

in schools must respect children’s dignity

and their rights. Richer countries must help

poorer countries achieve this.

Article 29 (goals of education)

Education must develop every child’s

personality, talents and abilities to the

full. It must encourage the child’s respect

for human rights, as well as respect

for their parents, their own and other

cultures, and the environment.

Article 30 (children from minority

or indigenous groups)

Every child has the right to learn and

use the language, customs and religion

of their family, whether or not these are

shared by the majority of the people in

the country where they live.