**Pan-London Leaver Notification Process – supporting you to fulfil the new duty to notify your home local authority when 16-18 year olds leave provision early**

Dear

As you will be aware, Raising the Participation Age comes into effect for the 2013/14 academic year. This means that all young people will be required to continue in education or training until the end of the academic year in which they turn 17; this rises to their 18th birthday from summer 2015\*.

With this change comes a new statutory duty for all providers delivering education or training for 16 and 17 year olds to inform their home local authority of any young person who leaves learning or training early, to ensure leavers can be contacted swiftly and offered appropriate support to help them re-engage. [As you are aware] your home local authority is [insert Council name].

To ensure that [insert Council name] can better deliver its duties to monitor participation and support all 16 and 17 year olds, we are also asking providers to inform us when new learners join provision during the year.

As significant numbers of young people in London travel outside of their resident borough to learn or train, London Councils has developed a simple process to make it easy for your institution to send leaver and joiner information securely to us and for that information to then be quickly shared with other boroughs.

*Optional paragraph:* In [insert Council name] we additionally ask that providers inform us of young people who may not yet have left but are a very serious risk of dropping out [adapt as required], so that we can work with you to help them stay in learning.

All this process requires is for you to send a monthly return to us via a secure portal available at - <http://www.londoncouncils.gov.uk/rpa>. A provider toolkit gives you the information you need to carry out the process smoothly and efficiently - <http://www.londoncouncils.gov.uk/rpatoolkits>.

Please could I ask that you reply to [insert name and email address] confirming receipt of this letter. If you need any further information or assistance [insert name] will be happy to help.

I look forward to continuing to work with you to ensure that all our young people receive the education, training and support they need to reach their potential and shine in their chosen learning and career paths.

Yours sincerely

Name

Title

Organisation