



The Wembley Schools Federation
Lyon Park Primary School
Vincent Road, Wembley, Middlesex, HA0 4HH
Executive Headteacher: Mr R Fenton
Headteacher: Mrs T Bhambra
Chair of Governors: Mrs I Yarde

Thursday 8th February 2024

Dear Parents and Carers,

Re: Important Update on Nursery Withdrawal Procedure

At Lyon Park, we are continuously striving to provide the highest standard of education and care for all our pupils. In order to ensure that we can effectively plan and cater to the needs of our nursery pupils, we have implemented a new admissions policy that requires parents to provide a two-week notice period when withdrawing children from the nursery during the academic year.

This notice period is crucial as it allows us to make the necessary arrangements to maintain a smooth transition for the child leaving the nursery and to accommodate new admissions accordingly. We kindly request your cooperation in adhering to this policy and providing us with ample time for necessary preparations.

To facilitate the nursery withdrawal process, we have also introduced a 'Leavers' form that must be completed by parents or carers. This form serves as a formal notification to inform us about your intent to withdraw your child from the nursery. Leavers forms can be collected from the school office. It is essential that the leavers form is filled out accurately and handed in to the school office at least two weeks prior to your intended withdrawal date.

If you have any questions or concerns regarding the nursery withdrawal procedure, please do not hesitate to contact our school office.

જો તમને ગુજરાતી ભાષાંતર જોઈતું હોય તો નીચેની લિંક પર ક્લિક કરો

[Nursery-Withdrawal-Policy-Gujarati.pdf \(lyonparkprimaryschool.co.uk\)](https://www.lyonparkprimaryschool.co.uk/Nursery-Withdrawal-Policy-Gujarati.pdf)

Yours sincerely,

Ms T K Bhambra

Headteacher



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