

Our Ref: AG/MF
Your Ref:
Contact: Alison Gordon
Tel: 01698 332001
Fax:
E-mail: Gordonal@northlan.gov.uk
Date: 15/04/2026



Education and Families

Allison Gordon
Chief Social Work Officer
(Education, Families, Justice and
Integrated Practice)
Civic Centre,
Windmillhill Street
Motherwell, ML1 1AB
www.northlanarkshire.gov.uk

Mr. Smart
5 Tallabout Crescent
Cupar
Fife,
KY15 4GU

Dear Mr. Smart,

I am writing to advise you that the Adoption Panel has considered Sophia Travers' circumstances, and I have agreed with their recommendation to place Sophia Travers for adoption in terms of the Adoption and Children (Scotland) Act 2007.

I am enclosing the following documents which are important and require your urgent attention:

1. Memorandum to Birth Parents

This document explains the adoption process and your rights to give or refuse your consent. There is also a certificate attached to the memorandum. Please sign and return this either via your Social Worker or in the enclosed freepost envelope. This certificate merely acknowledges that you have received the documents and you are not committing to any decisions regarding adoption by signing it.

2. Parents Agreement In Respect Of Making An Adoption Order

I enclose 2 copies, 1 for you to sign and return, and 1 to be retained for your information.

It is important that once you have decided whether or not you intend to agree or refuse to agree to your child's adoption, you complete this form and sign it as quickly as possible. If you do not return it within 28 days of receipt, the Department will assume you are **not** agreeing to the adoption and act accordingly.

Before making your decision, it may be appropriate for you to contact a solicitor for independent legal advice. Your Social Worker will visit you within 7 days of receipt of this letter to discuss this matter further. If you have made your decision, you may wish to sign the forms and give these to your Social Worker, or you may choose to return them in the freepost envelope enclosed.

Your Social Worker will be available to discuss any queries you may have during the course of the adoption process but will not be able to provide you with legal advice. You should consult a solicitor for legal guidance.

Yours sincerely,



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