

LEAVING SCHOOL FORM FOR PARENTS

IF YOUR CHILD IS LEAVING SCHOOL, PLEASE COMPLETE THIS FORM AS FULLY AS POSSIBLE AND RETURN IT TO THE SCHOOL OFFICE.

Why you need to complete this form for each pupil

- Your current school is expected to transfer information to the new school.
- The School and Local Authority have a duty to track your child's education.
- If you fail to provide details to either the school/local authority further checks will be carried out to determine your child's new educational provision which may include contacting Social Services and the police.

These checks are undertaken in the interest of safeguarding and to ensure every child is receiving a suitable education as legally required by the Education Act 1996.

SCHOOL NAME _____

PUPIL NAME	D.O.B	Class/ Yr	Estimated leaving date

LEAVING DETAILS please complete fully	
<input type="checkbox"/> MOVING ADDRESS	<p>Full Address</p> <hr/> <p>Post Code</p> <hr/> <p>Borough /</p> <p>County /</p> <p>Local authority.</p>
<p style="text-align: center;">And if moving COUNTRY Please specify</p>	<p>Country</p>
<input type="checkbox"/> NEW SCHOOL Name and Address of new school with Telephone no. and Email <p style="font-size: small;">If you have applied for or accepted a new school place in your new area, if you are not sure of the details as yet, please let school know as soon as possible. Please give detail</p>	

**PARENT with whom child will be living
CONTACT DETAILS**

Name	
Mobile Number	
Landline Number	
Email	

EXTRA CONTACT DETAILS - PLEASE COMPLETE

We will only contact them if we need information and cannot contact you about your child's new school. Please choose a friend or relative who you will be staying in touch with and who is not expected to move in the near future.

Friend/Relative Name	
Relationship to You	
Tele numbers	
Email	

Parents / Carer Name

Parents / Carer Name	
Current address	
Signature and Date	

OTHER SIBLINGS who may be moving also. Please list here but also complete a form for each child at the appropriate school

Name	School

Please provide any other information if appropriate. Please tell us or use an extra sheet if needed

SCHOOLS USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE.....
Details confirmed