# **LEAVING SCHOOL FORM FOR PARENTS**



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

Why you must complete this form.

# 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 provision.
* 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/ YEAR** | **DATE OF LEAVING** |
|  | |  |  |  |

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| --- | --- | --- |
| **LEAVING DETAILS -MUST COMPLETE** | |  |
| **MOVING ADDRESS** | **FULL ADDRESS:**  **POST CODE:**  **BOROUGH/ COUNTY/LOCAL AUTHORITY:**  **COUNTRY:**  **DATE OF LEAVING THE UK:** | |
| **NEW SCHOOL**  *If you have applied for or accepted a new school place in your new area, if you are not sure of the details yet, please let school know as soon as possible.* | **NAME AND ADDRESS OF NEW SCHOOL:**  **TELEPHONE:**  **EMAIL:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PARENT/CARER (with whom child will be living) CONTACT DETAILS** | | |  |
| **NAME** | |  | |
| **TELEPHONE 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 contactable.* | | | |
| **Friend/Relative Name & Relationship to you** | | | |
| **Telephone number/s:** | | | |  |
| **Email:** |  | | |
| **PARENTS/CARER NAME** | | | |
| **CONFIRM CURRENT ADDRESS** | | | |
| **Signature:**  **Date:** | | | |

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| **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 use an extra sheet if needed.** |

# **SCHOOLS USE ONLY** – DATE FORM RETURNED TO SCHOOL OFFICE…………………

# Details checked…