**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** |  |
| **Date of birth** |  |
| **Class/ year** |  |
| **Date of leaving** |  |

|  |  |
| --- | --- |
| **Contact details of parent/carer with whom child will be living** | |
| **Name:** |  |
| **Current address:** |  |
| **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:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details of any siblings who are moving with you that do not attend this school**  Please ensure you have also filled in a leaving school form for them at the school they attend. | | | | |
| **Name:** |  | **Name:** | |  |
| **Date of birth:** |  | **Date of birth:** | |  |
| **School they attend:** |  | **School they attend:** | |  |
| *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 by | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of new address and school – must be completed** | | | |
| **New address details** | | | |
| **Full address:** |  | | | |
| **Post code** |  | | | |
| **Country:** |  | | | |
| **Date child is leaving the UK:** |  | | | |
| **New school details**  *If you have applied for or accepted a new school place in your new area, if you are not sure of the details yet, you must let school know as soon as possible.* | | | | |
| **Name:** |  | | | |
| **Full address:** |  | | | |
| **Postcode:** |  | | | |
| **Telephone:** |  | | | |
| **Email:** |  | | | |
| **School application details**  *If you have not yet been allocated a new school place for your child, please fill in these details.* | | | | |
| **School, borough or county council application was submitted to:** | | |  | |
| **Date application was submitted:** | | |  | |
| If you are removing your child to electively home educate them, you must inform the school in writing. | | | |
| Please be aware that any child who leaves school without providing details of their new school place, or other suitable, full time education provision, will be referred to the children missing education officer at the local authority. | | | |
| **I confirm that the information supplied on this form is accurate to the best of my knowledge:** | | | | | |
| **Parent name:** | |  | | | |
| **Signature:** | |  | | | |
| **Date:** | |  | | | |