

# 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.**

**SCHOOL NAME** \_\_\_\_\_

**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.
- 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 will be undertaken in the interest of safeguarding and to ensure every child is receiving suitable education as legally required by the Education Act 1996.**

PUPIL NAME	Date of Birth	Year/Reg	Leaving Date
	/ /		Last Day at school:
	/ /		Last Day at school:
	/ /		Last Day at school:

**DETAILS OF NEW ADDRESS AND SCHOOL – *must be completed***

**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: \_\_\_\_\_

**NEW ADDRESS DETAILS**

*If you are moving out of the UK please supply a copy of your travel documents*

**Address**

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Address Line 3 \_\_\_\_\_

Post Code \_\_\_\_\_

**Country**

Date child is leaving the UK \_\_\_\_\_

**NEW SCHOOL DETAILS – *Applied for or accepted new school place***

*Confirmation will be sought from the new school of your child's enrolment and start date (even if the school is abroad)*

**If you are not sure of the details yet, you must let the school know as soon as possible.**

School Name: \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Country \_\_\_\_\_

School Telephone \_\_\_\_\_

School Email \_\_\_\_\_

Start Date \_\_\_\_\_

**Please be aware that any child who leaves school without details provided 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.**

CONTACT DETAILS of parent/carer with whom child will be living	
Father/Carer Name	
Mother/Carer Name	
Telephone number/s	
Email	
Current Address	
If your child will not be living with a parent/guardian, please give details of the person who will be responsible for their care below. Check if this qualifies as a Private Fostering arrangement, must be registered with <a href="#">Ealing family directory - private fostering</a>	
Name of person who will be caring for your child/ren	
Relationship to you	
Address	
Telephone number	
Email address	

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.		
Sibling Name	Date of Birth	School they attend
<i>Please provide any other information if appropriate. Use an extra sheet if needed</i>		

EXTRA CONTACT DETAILS PLEASE COMPLETE	
<i>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, is contactable and not expected to move in the near future.</i>	
Friend/Relative Name	
Relationship to You	
Telephone number/s	
Email	

I confirm that the information supplied on this form is accurate to the best of my knowledge	
Parent/Carer Name	
Signature	
Date	