

LEAVING SCHOOL FORM FOR PARENTS

If your child is leaving school fill in this form AND RETURN IT TO THE SCHOOL OFFICE. If you are not sure of the details of your move, please let us know as soon as possible, but fill in this form as fully as you can before you leave.

School Name: Warden Hill Infant School

Why you need to 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.
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PUPIL DETAILS		
Name:	DOB:	Year Group:
Name:	DOB:	Year Group:
Name:	DOB:	Year Group:
Name:	DOB:	Year Group:

REASON FOR LEAVING	
<input type="checkbox"/> Moving Address	Address Line 1 Address Line 2 Address Line 3 County Post Code..... Local Authority
<input type="checkbox"/> Moving Country	Address Line 1 Address Line 2 Address Line 3 Country
<input type="checkbox"/> Other, give details	

PARENT CONTACT DETAILS	
Father/Carer Name	
Mother/Carer Name	
Mobile Number/s	
Landline Telephone	
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	
Mobile Number/s	
Landline Telephone	
Email	

SIGNATURE

Parent/Carer Name	
Signature	
Date	

ANY OTHER DETAILS

Please provide any other information if appropriate. For instance, if you have applied for or accepted a new school place in your new area give the destination school's details.

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SCHOOL USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE.....

THANK YOU FOR YOUR HELP