# A blue circle with white text and a logo Description automatically generated with low confidenceLeaving school form for parents

If 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 child’s current school is expected to transfer information to the new school.

* The School and Local Authority have a duty to track your child into their new education provision.
* If you fail to provide details to the school your child will be referred to the Local Authority’s Children Missing Education Officer and 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 is legally required by the Education Act 1996.

|  |  |
| --- | --- |
| Date of pupil/s last day at this school: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pupil full name** | **Class** | **Date of birth** | **Does pupil have an EHCP?\*** | | **Does pupil have a social worker?\*\*** | |
|  |  |  | Yes | No | Yes | No |
|  |  |  | Yes | No | Yes | No |
|  |  |  | Yes | No | Yes | No |

*\*If your child has an EHCP this form will be shared with the SENAS team.*  
*\*\*If your child has a social worker they will be informed of their withdrawal from this school.*

## Contact details of parent/carer with whom child will be living

|  |  |  |
| --- | --- | --- |
|  | **Mother** | **Father** |
| **Name:** |  |  |
| **Current address:** |  |  |
| **Telephone number:** |  |  |
| **Email:** |  |  |

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.

|  |  |
| --- | --- |
| **Name of person who will be caring for your child/ren:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Telephone number** |  |
| **Email address** |  |

## Details of new address - (must be completed)

If you are moving out of the UK, please bring in a copy of your travel documents

|  |  |
| --- | --- |
| **Full address incl. postcode** |  |
| **Country** |  |
| **Date child is leaving the UK** |  |

## New school details - (must be completed)

|  |  |
| --- | --- |
| **New school name** |  |
| **Full address incl. 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 should inform the school in writing.*

## School age siblings of this child who are moving with you but do not attend this school

Please ensure you have also filled in a leaving school form for them at the school they attend.

|  |  |  |
| --- | --- | --- |
| **Name** | **Date of birth** | **School attended** |
|  |  |  |
|  |  |  |

## Extra contact details – (must be completed)

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 is contactable.

|  |  |
| --- | --- |
| **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 name** |  |
| **Signature** |  |
| **Date** |  |

## 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.

## SCHOOL USE ONLY

When checking this form please consider the following points:

* Are all members of the family moving? If not, are both parents/carers in agreement regarding the move?
* Are the family leaving the UK? Have they provided travel documents to evidence this?

|  |  |
| --- | --- |
| **Date form returned to school**: |  |
| **Form checked by** |  |
| **Leaving Reason** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **(Y/N)** | **Date sent** | **Sent to** |
| **Off roll confirmation letter to parent** |  |  |  |
| **Advise Elective Home Education team** |  |  |  |
| **Advise Social Worker** |  |  |  |
| **Advise Head of Virtual School** |  |  |  |
| **SEN team (EHCCo)** |  |  |  |
| **Referral to Private Fostering team in ECIRS** |  |  |  |
| **Referral to CME** |  |  |  |

## File checklist

Please remember that all files are confidential. If they are being sent via post it must be via a signed for/tracked delivery service.

|  |  |  |
| --- | --- | --- |
|  | **Sent to** | **Date sent** |
| **CTF** |  |  |
| **General physical files** |  |  |
| **SEND files** |  |  |
| **Safeguarding/CP files** |  |  |