

LEAVING 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 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 AND PUPIL DETAILS	
SCHOOL NAME:	
PUPIL NAME:	
PUPIL DATE OF BIRTH:	
DATE PUPIL WILL LEAVE SCHOOL:	

CONTACT DETAILS OF PARENT/CARER WITH WHOM CHILD WILL BE LIVING	
NAME:	
CURRENT ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	
<p>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. Please also check the link below to see whether this qualifies as a Private Fostering arrangement that must be registered with Ealing:</p> <p style="text-align: center;">https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=uDwWv33gitU</p>	
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.			
Name:		Name:	
Date of birth:		Date of birth:	
School they attend:		School they attend:	
<i>Please provide any other information if appropriate. Please use an extra sheet if needed.</i>			

DETAILS OF NEW ADDRESS AND SCHOOL – MUST BE COMPLETED

<p align="center">NEW ADDRESS DETAILS</p> <p><i>If you are moving out of the UK please bring in a copy of your travel documents</i></p>	FULL ADDRESS:	
	POST CODE	
	COUNTRY:	
	DATE CHILD IS LEAVING THE UK:	
<p align="center">NEW SCHOOL DETAILS</p> <p><i>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.</i></p>	NAME:	
	FULL ADDRESS:	
	POSTCODE:	
	TELEPHONE:	
	EMAIL:	
<p align="center">SCHOOL APPLICATION DETAILS</p> <p><i>If you have not yet been allocated a new school place for your child, please fill in these details.</i></p>	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.

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:	

I CONFIRM THAT THE INFORMATION SUPPLIED ON THIS FORM IS ACCURATE TO THE BEST OF MY KNOWLEDGE:

PARENT NAME:	
SIGNATURE:	
DATE:	

SCHOOL USE ONLY**Leaver's Checklist**

Date form completed:		
Form checked/exit interview conducted by:		
Date confirmed on roll at new school:		
CTF & Physical files sent to:		
Date CTF sent:		
Date physical files sent via secure delivery:		
Safeguarding files sent:	Yes	N/A
SEN files sent:	Yes	N/A

When checking this form/conducting an exit interview please consider the following points:

- Have the parents/carers filled in the new address & new school sections of the Leaving School Form? If not, why not?
- Will the pupil be living with their parent/guardian? If not, does this qualify as a Private Fostering arrangement? Please check at:
<https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=uDwWv33gitU>
- 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?
- What are the family doing with their current property?

Please remember that you must complete a Reasonable Enquiry Form and report all children who leave without a destination school/verified school application to the Children Missing Education Officer.