



## LEAVING SCHOOL FORM FOR PARENTS

### ELSLEY PRIMARY SCHOOL

If your child is leaving (except at the end of Year 6 when he or she has a confirmed and accepted place at a secondary school **PLEASE can you fill in this form AND RETURN TO THE SCHOOL OFFICE. If you are not sure of these details yet, please let us know as soon as possible, and fill in this form as fully as you can BEFORE your child leaves SCHOOL IN ALL CIRCUMSTANCES.**

The school is expected to transfer information as quickly as possible to the new school; and both the school and the Local Authority have to try to find out where your child is *if he or she stops attending and we do not know these details. Action may include contacting Social Services or the Police if you have not given us the information and we are unable to contact you. The school has a responsibility to safeguard all children that are on the school roll. By filling in this form and enabling us to keep in contact with you, you are ensuring we do not need to refer to other agencies, and that their time is not wasted, nor are you contacted unnecessarily, and that in those few more difficult cases, those resources are used to follow up where needed.*

NAME OF PUPIL..... DOB.....CLASS.....	
MY CHILD WILL BE LEAVING THE SCHOOL on .....	
BECAUSE WE ARE	a. Moving house
	b. Returning to country of origin <b>Please provide a copy of your flight details</b>
	c. Other - please give details
NEW ADDRESS ..... ..... .....	
NAME & ADDRESS OF NEW SCHOOL APPLIED FOR.....	
WILL YOU KEEP THE SAME MOBILE PHONE NUMBERS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please confirm your numbers: Mum/Dad Mobile/Telephone number.....	
<b>PAYMENTS-</b> <b>School Money- Please ensure all payments are up to date</b> <b>School Lunch</b> <b>Breakfast/After-School Club</b>	
<b>IF POSSIBLE, PLEASE GIVE US THE NAME, ADDRESS, AND PHONE NUMBER OF A FRIEND OR RELATIVE IN THE UK WHO IS NOT MOVING AND WHO YOU WILL BE STAYING IN TOUCH WITH.</b> We will only contact them if we need information about your child's new School and we cannot contact you. In most cases, this is not necessary because the new school will contact us and the pupil information is transferred. Name..... Telephone Number..... Address..... Mobile number.....	
<b>FULL NAME(S) of PARENT(S)/CARER(S) PLEASE PRINT NAMES AND SIGN</b> Mother..... signature Father..... signature	
<b>THANK YOU FOR YOUR HELP!</b>	
<b>FOR SCHOOL USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE -</b>	

