

<b>St Joseph's Primary</b> <b>LEAVING SCHOOL FORM FOR PARENTS</b> If your child is leaving, please can you fill in this form as fully as you can even if you do not know all the details yet		
<b>Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>
My child will be leaving school on: (date)		
Because we are: (please tick)	a.	Moving House
	b.	Returning to country of origin/emigrating
	c.	Other – please give details
New address if known:		
New school if known:		
If not yet known, the town or at least the country you are moving to:		
Will you keep the same mobile telephone numbers? Yes <input type="checkbox"/> No <input type="checkbox"/> Please confirm your numbers or list new numbers:  Mother's mobile ..... Father's mobile.....		
If possible please give the name, address and telephone number of a friend or relative in the UK who is not moving and who you will be staying in touch with. <i>We will only contact them if we need information about your child's new school and we cannot contact you. In most cases this will not be necessary because the new school will contact us to transfer your child's information.</i> Name: Address: Phone Number:		
Full Name(s) of Parent(s)/Carer(s). Please print names and sign.  Mother..... Father..... Other (state relationship).....		
<b>Attached to this form is a school compliments slip.</b> Please can you give it to your new school and ask them to contact us.		
For school use only. Date returned:		Date returned to EWS:

The school is expected to transfer information as quickly as possible to your child's new school. Both the school and the Local Authority have a legal duty to try to locate your child if he or she stops attending and we do not know the details of the new school or other educational provision. This may include contacting Social Services or the Police if you have not given us the information and we are unable to contact you. 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.