

Pupil Leavers Information

Parent to Complete:

It is important to inform school when your child is moving to ensure their educational records are accurately transferred, safeguarding responsibilities are maintained, and their education continues without disruption.

Please support us by completing this form with all the relevant information

Pupil Information: Child 1

Full Name of Pupil	
Date of Birth	
Current Year Group	

Pupil Information: Child 2

Full Name of Pupil	
Date of Birth	
Current Year Group	

New School Information – Child 1

Name of School	
Start Date	
School Address	
Phone Number of	
Email Address	
Staff Contact	

New School Information – Child 2

Name of School	
Start Date	
School Address	
Phone Number of	
Email Address	
Staff Contact	

Parent/Guardian Contact Information

Parent 1	
Name	
Relationship to Pupil	
Phone Number	
Email Address	
Parent 2	
Name	
Relationship to Pupil	
Phone Number	
Email Address	
Any other emergency contacts	

New Home Address Information

Address	
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Additional Information (if applicable) – please also provide email confirmation to school

Flight Number	
Departure Date	
Arrival Date	

Parent Declaration

I confirm that the above information is correct and that I am notifying the school of my child's departure to ensure their educational records are accurately transferred, safeguarding responsibilities are maintained, and their education continues without disruption.	
Parent/Guardian Signature	
Date	

For School Use



Date received by school	
School comments	