Sample template

[SCHOOL HEADER]

**Pupil Leaving Form**

Please complete this form and return to the school office if your child(ren) will be leaving this school mid-term or if they are not returning to our school in the new academic year.

|  |  |
| --- | --- |
| **Child’s name** | **Date of Birth** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**Last day your child(ren) will be in school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for leaving (please tick):**

|  |  |  |  |
| --- | --- | --- | --- |
| Moving out of the area (UK) | Change of school but not moving home | Moving outside of the UK | Elective Home Education |
| Other: please give details |  | | |

**Destination:**

|  |  |
| --- | --- |
| **Name and address of new school** | **Local Authority area or country if outside of the UK** |

**If you are moving home please provide your new address including the postcode:**

|  |
| --- |
|  |
| **Date you expect to move to your new home:** |

|  |  |  |
| --- | --- | --- |
| **Contact details** | **Phone Number** | **Email Address** |
| Parent/carer full name: |  |  |
| Parent/carer full name: |  |  |

|  |  |
| --- | --- |
| **Parent/carer Signature** | **Date** |
|  |  |
|  |  |