

Appendices

Appendix 1 – Pupil moving away and leaving school form

Please return this form to the school office prior to your child(ren)'s last day at school.

Under Pupil Registration Regulations, schools must obtain this information before recording a pupil as a leaver on the school's admissions register.

Your child(ren)'s name(s)	
When are you moving?	
Last date your child(ren) will attend school	
Your new address (even if temporary)	
Your new postcode	
If moving within the UK	
Have you applied for a new school?	
Name of school/s applied for	
If moving overseas	
Have you applied for a new school?	
Name of school/s applied for	
Contact details for new school	
If no school being applied for, what educational arrangements will you make for your child?	
Airline travelling on	
Date of flight	
Destination airport	
Your details	
Your full name	
Your mobile number(s)	
Your email address(es)	
Name of alternative contact for you	
Contact details for this person	
Your relationship to child(ren)	
Will your child be living with you?	
Signature	Date

Please be aware that this information will be shared with Children Missing Education Team, Norfolk County Council who will ensure that your child(ren) enrol in a new school.

They may contact you if they are unable to confirm your child(ren)'s arrival at a new school.

School to complete	
Has all required information been provided?	
If pupil is not going to live with parent completing form, who will they be living with?	
Have you seen evidence of flights?	
Name of person checking information	
Signature	Date