**STANBURN LEAVER FORM**

If your child is leaving school, please complete this form as fully as possible and return to the school office.

Please complete this form if your child is leaving the school during term time and return to the school office as soon as possible. Alternatively, email the completed form on office@stanburn.harrow.sch.uk.

If you are not sure of these details yet, please fill in this form as fully as you can before your child leaves. Please subsequently update these details as soon as they become available.

The school is expected to transfer information as quickly as possible to your child’s new school. If you do not provide information to us about where you are moving to, both the school and local authority has a safeguarding responsibility to make enquires to locate your child.

|  |  |
| --- | --- |
| **Name of pupil:** |  |
| **DOB:** |  |
| **Class:** |  |
| **Leaving date and/or date of move:** |  |
| **Reason for leaving school:** |  |
| **New address (if moving house)** |  |
| **Name and address of new school***If not known please contact us with the details as soon as you know them.*  |  |
| **Please provide contact phone numbers & email** | Parent/carer 1Parent/carer 2Other contact |
| **If moving abroad:***(Please provide contact details of a friend/relative in the UK who is not moving with you and will be able to contact you)* | NameAddressPhone numberEmail |

**Signature:………………………………….........Date:…………………………………….........**

**Print Name: ……………………………….........Relationship to the child:………………….**