



KOINONIA FEDERATION LEAVING SCHOOL FORM

Please complete this form if your child is leaving the school and return to the school office. 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 they become available.

Why you need to complete this form:

- Your current school is expected to transfer information to the new school as quickly as possible.
- The School and Local Authority have a duty to track your child's education.
- If you fail to provide details to either the school/local authority further checks will be carried out to determine your child's new educational provision which may include contacting Social Services and the police.
- These checks will be undertaken in the interest of safeguarding and to ensure every child is receiving suitable education as legally required by the Education Act 1996.

Child/Children's name (s)	
Child/Children's Year Group(s)	
Child/Children's Campus(s)	
Leaving date	
Reason for absence	
Name and address of new school (if not known please contact us with the details as soon as you know them)	
Parents/Carers information	Name:
	Phone number:
	Email:
	Address:
If moving abroad	Please provide proof of travel; Flight/Ferry Itinerary (Email confirmation from travel company) and/or Copies of tickets with names of those travelling
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, should we not be able to	Name:
	Phone number:
	Email:
	Address:

Parent name:	
Parent Signature:	
Date:	

Any other details

(Please provide any other information if appropriate. For instance, if you have applied for a new school place)

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