# Pupil moving away and leaving school

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.

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| 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.

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| **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 |
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