



School leavers contact information

To adhere to the statutory guidance as stated by the Department for Education. We are required to keep a record of all forwarding information for all our school leavers to ensure children are not missing out on any valuable education that they are entitled too.

For more information please refer to: **DFE Children missing education, statutory guidance for schools and local authorities, September 2016 document**, which is available online.

Name of child: _____

Child's year and form group: _____

Date child is leaving: _____

Destination of child/family (City, town or country): _____

Full address, contact number and name of new School:

New family address:

Updated contact information for parent/carer's including email address:

Phone number: _____

Email: _____

Please print name of person who completed the form: _____

Date: _____