



Cotham School, Cotham Lawn Road,
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LEAVING SCHOOL FORM

Why you need to complete this form:

We are expected to transfer information to the new school.

We must advise the Local Authority who have a duty to track your child's education.

If you fail to provide details , further checks will be carried out to determine your child's new educational provision , this may include contacting other agencies such as Housing/Police/Social Care.

These checks will be undertaken in the interest of safeguarding and to ensure every child is receiving a suitable education as legally required by the Education Act 1996 .

Student Name	Date of Birth	Tutor Group	Last Day of Attendance

Parent /Carer Detail	
Name	
Email address	
Daytime Contact Number	
New Address (if moving)	

Reason for Leaving	
Name of New School	
Have you received a formal offer of a place	YES/NO (Please circle)



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