

## Parental Request to remove their child/children from the School Roll

### Details of the child/children who will be leaving St Mary's:

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_

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### Reason for leaving:

I have registered my child/children at another school.	Name and Address of New School:  Date of last school day at St Mary's: __/__/____ Start-Date at new school: __/__/____
We are moving.	Date: __/__/____  New Address and Contact Details:
We are moving abroad.	Date: __/__/____  Country:  New Address and Contact Details:
I am going to educate my child/children at home, and have informed the school in writing.	Start-Date: __/__/____
Other.	

**Name:** \_\_\_\_\_

**Relationship to Child/Children:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_/\_\_/\_\_\_\_

For school use:

Date on which confirmed with new school that pupil has started:	
Date taken off roll:	
Date Common Transfer File uploaded to S2S:	
Date Pupil File sent (by recorded delivery)/hand-delivered to new school:	
Date safe arrival of pupil records confirmed:	