London Borough of Redbridge

Child(ren) Leaving School Notification

All sections to be completed **by parent/carer** when giving notice of child(ren) leaving Redbridge school

First Name				
Last Name				
Date of birth		Gender	Ethnicity as shown on School records	
Redbridge School	**Churchfields Infants' School**			
Sibling(s) First Name	Last Name	Date of birth	Gender	Ethnicity as shown on school records
Current Address				
Sibling(s) Address If different				
Date leaving this address				
Final day at school				
Responsible adult				
Contact Details	Phone Numbers			
	Email			
Where is the pupil going				
New Address				
Phone				
Email				
New School (Where Known)				
Phone				
Email				
Web Address				
If leaving the UK				
Date of departure				
Accompanying adult				
Place of departure e.g airport/dock				
Flight No./Ship Name & Final Destination				

Thank you for your co-operation. Please be aware it is Redbridge Policy to confirm your child attending school at their intended destination. This is a safeguarding measure applicable to all students to ensure they have arrived safely and are receiving education in their new home.

Education and Inclusion, Chris Hilliard – Operational Director

Education Welfare Service, Station Road Centre, Station Road, Barkingside, Ilford, Essex IG6 1NB