



Our six pillars of Character provide the foundations of our TDA Way

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Peterborough, PE1 2UW
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RE: Leaving City

Dear Parent/Carer,

Thank you for informing us that you will be moving out of Peterborough. Please complete and return the attached form to the Academy straight away.

Please check that the form has been completed in full and that you have provided Parent/Carer's full names **and National Insurance Numbers**; Parent/Carer's dates of birth can be provided as an alternative.

Please ensure that your child continues to attend school until you leave Peterborough so they can keep accessing their education. I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If your child fails to attend school in this period, then the Local Authority may take legal proceedings against you for your failure to comply with the law. You may also be reported to the Child Missing Education team at the Local Authority.

Should you return to Peterborough you will need to make a formal application to Peterborough City Council, School Admissions for another school place.

Yours sincerely



Miss S J Hope
Attendance Officer

Leaving City Form

PLEASE COMPLETE THIS FORM IF YOU ARE RELOCATING TO ANOTHER CITY, EMIGRATING FROM THE UK, TRAVELLING WITHIN THE UK OR RETURNING TO YOUR HOME COUNTRY.

PERSONAL DETAILS:

Parent/Carer's Full Names:
Parent/Carer's National Insurance Numbers:
Child/rens Full Name(s) and Dates of Birth:
Current Home Address: Post Code:
Current Contact Numbers/Email:
Last date of attendance at current school:

NEW DETAILS:

New Address: Country:	New School Details:
New Contact Telephone Numbers:	
New Contact E-mails:	

TRAVEL DETAILS (Traveller families only):

Expected date of return*:
*Should the child/ren not return on the agreed date and no contact is made by the family your child may be removed from roll without prior warning.

TRAVEL DETAILS (for those leaving the UK**):

Date of flight/leaving UK:
Departure Airport/Port:
Flight Number/Ferry Ref Number:
Arrival Airport/Port:
**PLEASE PROVIDE EVIDENCE OF TRAVEL ARRANGEMENTS

I declare that I have parental responsibility for the children named above and that the information is correct. I understand that my child will be deregistered from the school at the end of the last day of agreed attendance (unless I declare as a traveller a date of expected return). I understand that if I am leaving the city and then return to the Peterborough Local Authority area, I will have to reapply for a school place.

Name of Person Signing:.....
Signature..... Date.....



Peterborough City Council is registered under data protection legislation for the purposes of processing personal data in the performance of its legitimate business. The information provided will be processed in accordance with the Children Act 2004 and the Education and Inspections Act 2006 as we will use the information to record that you are leaving the Council's area. We will also share this information within the Council and with other organisations which handle public funds including the DWP and HMRC in order to prevent overpayments, fraud and protect public funds. Further information relating to your rights under the Data Protection Act can be sent to you on request.