

New Town Primary School

School Terrace, Reading, RG1 3LS

Telephone: 0118 937 5509

Fax: 0118 937 5510

Email: admin@newtown.reading.sch.uk

Head of School: Miss P. Cornish



Notification of leaving school

If your child will be leaving New Town Primary, please complete the form below. If you are leaving the UK please ensure you attach a copy of your flight confirmation.

Pupil name Class

Dear Head of School,

I am writing to confirm that the above child will be leaving New Town Primary School on
(child's last day).

We are remaining in the UK

☐

We are leaving the UK

☐

My child's new school is confirmed as:

My child has not yet been allocated to a new school yet, as we are moving. Our new home address is:

.....

Please notify the school as soon as you have a confirmed school place as your child will remain on our register until they start. If you remain in Reading you will be expected to still attend New Town Primary, until a new school is allocated and your child is admitted. It is your legal obligation to ensure that your child is in school.

We are leaving the UK on (date of departure) as we are moving to
..... (insert country). I have attached our flight booking confirmation.
Please be aware that pupils are required to remain at school until you depart.

Signed Print name

Date