



## Formal Request for Withdrawal

In order to withdraw your child from Priory School Foundation please complete the following information along with the short exit questionnaire overleaf. This completed form should then be forwarded to our Marion Karpowicz Pupil Services Administrator, along with a completed Transfer Request Form (available from your Local Council) for processing and authorisation by our Headteacher.

We regret that you have decided to withdraw your child from our school; however, we wish you continued success in your future endeavours and your child every happiness in their new school.

Please note, that before being able to take your child off roll, we require the fulfilment of all financial obligations. To reconcile any financial situation, please contact our Pupil Services Administrator, Marion Karpowicz on 01628 600300 or by email at [marion.karpowicz@prioryschool.com](mailto:marion.karpowicz@prioryschool.com)

I hereby withdraw child:	(Please print details clearly)
Date:	
Pupil's Full Name	
Class:	
Parent/Carer Name:	
Signature:	
Contact Telephone Number:	
My child's last day at Priory School will be:	
Our new address will be:	
My child's new school will be:	
Start Date:	

If leaving the country please complete questions below:	Required by Slough Borough Council – Pupil Tracking
What country are you travelling to?	
Time of Departure:	
Flight numbers and name of airline:	
Please attach copies of tickets if possible:	
Who is leaving the UK (please name)	
If child is not leaving with parent(s) who is accompanying them when they do travel?	
What is their relationship to the child? (if applicable)	
Why is/are the parent(s) not leaving with the child(ren)? (if applicable)	
Who will be caring/responsible for the child(ren)?	
Address of where you plan to reside?	
Name and contact details of the school you have enrolled your child/ren or plan to enrol yourchild/ren at?	
Any additional information:	

## PUPIL EXIT QUESTIONNAIRE

As part of our continuing effort to meet the needs of pupils and families, please take a few minutes to answer the following questions.

If you would like to meet with a member of my staff to discuss your decision to withdraw your child, then please contact Michelle Kingsley, who will coordinate this for you. Mrs Kingsley can be contacted on 01628 600304 or at [attendanceofficer@priorschool.com](mailto:attendanceofficer@priorschool.com)

Thank you.

Mrs H Foster, Headteacher

Name of person completing this form (please print clearly):

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Relationship to pupil: \_\_\_\_\_

1. What initially attracted you to Priory School?

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2. List any strength of Priory School, in relation to your child:

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3. List any weaknesses of Priory School, in relation to your child:

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4. What is your reason for leaving Priory School?

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5. We would like to follow up at a later date to ask how your child is adjusting to their new school. To which address or e-mail address should we mail future correspondence:

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6. Please confirm that you have no outstanding financial obligations to Priory School:

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7. Please confirm you have returned all school property (i.e. Library books/reading books etc.)

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8. If you would like to add additional comments, please do so below:

Thank you