



Brookfield Primary School information for parents and carers moving / transferring schools

It is important that parents/ carers keep the school informed when they are considering changing schools within this country or abroad, as we have a duty to inform the Local Authority of any child that we believe has left our school and has not provided forwarding information on their destination and education provision.

If we are unable to establish any contact with you or your child's new school, on the 11th day of absence we have to refer them as a child missing in education to the Local Authority. As a result, your child's name may be kept on a missing register and efforts will be made to trace them.

It is also important to know about a new school so that we can send them your child's records. At the point when you have decided to change schools, please inform the school office.