



**Oak Tree Primary School**  
Junction Road  
Burgess Hill  
West Sussex  
RH15 0PZ

**Headteacher: Miss D Bailey**  
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**oaktreeprimary.co.uk**

**WEST SUSSEX COUNTY COUNCIL COUNTY EDUCATION COMMITTEE**

**FORM OF NOTICE OF WITHDRAWAL FROM SCHOOL**

I, being the Parent/Guardian having the actual custody of:

**NAME OF CHILD:** .....

**DATE OF BIRTH:** ..... **CLASS:** .....

Give notice that I would like to withdraw him/her from Manor Field School on: .....

Reason for leaving: .....  
.....

If reason for leaving is moving your place of residence, please give following information:

New Address: .....  
.....

Name and Address of New School (if known): .....  
.....

Present Address:.....  
.....

Signed: ..... Name: ..... Date: .....

For Office Use Only:

Confirmed on roll at new school by phone/email on: .....

Date on roll: .....

CTF sent: .....

Hard copy papers sent: .....

Form sent to WSCC: .....

