



"An Outstanding School" Ofsted 2010 & 2007



IN YEAR TRANSFER OR LEAVER'S INFORMATION

Parents/Carers are requested to complete the relevant sections of this form once the decision to move to another school or leave the country for an extended period has been made.

This information is essential because:-

1. It will ensure that school staff are aware of the fact that the child / children has (have) left school.
2. It will ensure that our safeguarding duties can be fulfilled – we will forward information received to the local authority allowing them to authorise us to remove the child from roll. This ensures that our attendance data is correct and accurate.
3. It will allow the SMBC Admissions Team to offer the place to another child on the waiting list with minimal delay.
4. It will ensure that the school receives maximised funding for the benefit of all pupils.

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITAL LETTERS

Child's full name		Class	
Date of proposed move		Are you leaving the UK?	Yes / No
Current home address (where child lives)		New home address (where child lives after the move of residence or school)	
Full name of parents/carers		Contact Telephone No	
Who the child lives with (if different from above)			
Name and address of new school		Local authority in which the new school is based (if UK)	

OTHER INFORMATION

Please use this section to inform us of any other relevant information that you wish staff to be aware of.

Empty box for other information.

Signature of parent/carers:

Date:

Name