

**LEAVERS FORM**

|  |  |
| --- | --- |
| Child’s name  Class  Date of Birth |  |
| Last day of school |  |
| Home address |  |
| Parents names |  |
| Telephone Numbers |  |
| Email |  |
| New home address |  |
| Moving Country |  |
| Travel documents (please attach) |  |
| New school name  Address  Telephone number |  |
| Please return any school property (including all library books/laptops/tablets) |  |
| Any other comments |  |

Parent/Carers signature ………………………………………………………………………………………………………………………

Date …………………………………………………………………………………………………………………………………………………...

**FOR OFFICE USE ONLY:**

|  |  |
| --- | --- |
| Child’s name |  |
| Class |  |
| Attendance to date |  |
| UPN Number |  |
| Date off roll |  |
| Home Education / Letter |  |
| Any outstanding dinner money/breakfast club/tea time club |  |
| SLT & class teacher notified |  |
| EWO notified (if applicable) |  |
| Files sent off /archived |  |
| CTF sent |  |
| Scanned to Arbor |  |
| Any other comments |  |
| **Added to CCPR for Enfield Admissions** |  |

Signed ………………………………………………………………………………………………………………………………………………..

Date …………………………………………………………………………………………………………………………………………………..