



# BRIT SCHOOL

## IN YEAR LEAVERS SCHOOL FORM

Please return this form to Laurie Sutton – Attendance Officer

LSUTTON2@brit.croydon.sch.uk

**NAME OF STUDENT:**

**DOB:**

**STRAND:**

**TUTOR:**

My child will be leaving the school on (date) .....

Please give the reasons for your child leaving this school:

Have you discussed this with a member of staff?

Name of member staff:

Date of conversation:

If leaving the country please provide the date: ...../...../..... dd /mm/yy and evidence of travel plans – we will need this to pass onto local authority.

### IF MOVING - NEW ADDRESS

Address line.....

.....POST CODE.....

Or, if not known, the town and the country you are moving to.....

**Name and the address of the new school**.....

.....POST CODE.....

Tel. no.....

Will you keep the same mobile phone numbers Yes  No

Please confirm your numbers or list new numbers:

- a. Parent/Guardian (1) mobile number.....
- b. Parent/Guardian (2) mobile number .....
- c. Home telephone number.....

If leaving the country, please give us the name, address and the phone number of a friend or relative in the UK who is not moving. We will only contact them if we need more information about your child's new school and we are unable to contact you.

Name.....Telephone.....

Address..... Post Code.....

Have you informed your Local Authority? YES/NO (please circle)

FULL NAME(s) of PARENT(s)/GUARDIAN(s)

*Please print name(s) and sign*

NAME.....Signature.....

NAME.....Signature.....

**THANK YOU**

**OFFICE USE ONLY- DATE FORM RETURNED TO ATTENDANCE OFFICER**

Date returned: .....

Authorisation and decision from SLT :

Removed from roll date:

Removed from time table: Yes No

Teachers/Director informed? Yes No

Local authority informed date: