
Attendance Policy

Kingsbury Green
Primary School

Review July 2017

Governors' Committee Responsible – Curriculum, Pupils & Standards Committee	
Policy Author: Head teacher	Review Period: Annual
Statutory provision: Governors to ensure provision & policy	Next Review: July 2017

Introduction

Aims

- To ensure that all pupils attend school regularly and punctually to enable them to take full advantage of educational opportunities available
- To work with parents to ensure their child receives an effective full time education
- To meet the legal requirements for recording and reporting attendance
- To set annual targets of authorised and unauthorised absences
- To promote high standards of attendance and punctuality.

This policy makes reference to the statutory guidance in: Children Missing in Education - statutory guidance for local authorities September 2016 (Department for Education).

Why regular attendance / punctuality is so important?

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or lateness disrupts teaching routines so may affect the learning of others in the same class. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential.

What is regular attendance? The expected attendance level is 96%. Attendance and punctuality patterns are monitored rigorously and the school seeks to work actively with parents to ensure a regular pattern is maintained.

Types of absence

Every half-day absence from school is classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, **emergency** medical/dental appointments which unavoidably fall in school time, other emergencies or unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the use of sanctions and/or legal proceedings. Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark (see below)
- shopping, looking after other children or birthdays
- term time leave which has not been agreed

Persistent Absenteeism

Persistent absence at 90% will result in a referral to the Education Welfare Service.

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects. We seek the fullest support and co-operation from parents to tackle this. The school prioritises cases of 'persistent absence' or those at risk of reaching it. Parents will be informed of this concern and invited to attend a meeting, where an individual plan for improvement will be agreed.

Safeguarding

Failing to attend school on a regular basis is treated as a safeguarding matter as it can put children at risk of harm. Safeguarding the interests of each child is everyone's responsibility and at this school, promoting the welfare and life

opportunities for your child includes regular attendance. Consideration is given to all factors affecting poor attendance before deciding what intervention strategies to put in place to improve attendance. Each case is different and the school acknowledges that no one standard response will be appropriate in every case.

In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.

Parental Responsibility

Throughout this policy the term 'parent' represents one parent, both parents or carer with whom the child resides. Parents have a legal obligation to ensure their children receive a full time education. This is achieved by regular attendance at school. Permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Parents are informed of their responsibility to ensure their children attend regularly and the actions the school will take if they do not. Information is passed on through:

- Regular sign posting by targeted letters eg reminder of school attendance expectations at the end of school year / start of new school year, reminder of attendance expectations in the term that children become statutory school age, individual letters for pupils approaching the 'trigger' absence level eg attendance at 92%
- in the school prospectus
- – Home / School Agreement
- - Newsletters and regular signposting. Punctuality is also stressed as lateness impacts on learning not only for the individual, but the class as a whole.

Attendance will be discussed with each parent at learning consultation evenings, with the current percentage attendance being reported.

In addition to this, it is expected that parents will provide medical evidence to support the reasons for absences upon the return of the child to school.

Absence procedures for parents to follow:

- Contact the school **before 8:55 am on the first day of absence** informing the school of the reason for absence and when the child is likely to return.
- Send in a note/ medical evidence on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

If your child is absent without authorisation the school will:

- Telephone you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our school Attendance Officer and/or Deputy Headteacher
- If unauthorised absence continues, we will invite you to a pre-referral meeting with the Brent Council's Education Welfare Officer.
- Refer the matter to Brent Council's Education Welfare Officer if attendance is below 90% and the majority of absence is unauthorised.
- The Education Welfare Service may take no action, issue a Formal Warning, issue an Education Penalty Notice or prosecute you.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Where poor attendance causes a safeguarding concern for a pupil, parents are expected to meet with the Attendance Officer / Attendance Leader / Education Welfare Officer, to discuss the issues or barriers to poor attendance and to see ways of overcoming them.

If you are having difficulty with encouraging your child to attend school regularly and on time, please let us know and we will help you to make the necessary improvement.

Telephone numbers

Parents are required to provide the school with up to date contact numbers at all times.

Lateness

Poor punctuality is not acceptable. Late arrival into school is disruptive for your child, and class members. It can be embarrassing for a child and also can encourage absence.

School starts at 8.55am. Parents must ensure that their child arrives at school on time. No child should be on the school premises before 8:40am unless accompanied by a responsible adult or by special arrangement with the school eg Breakfast Club / Reading Eggs.

Registers are marked by 9am and pupils receive a late mark if they are not in school by that time.

Pupils arriving late should go directly to the Medical Room, where they will be signed into the Late Arrival book, and recorded as present in the building (supporting Health & Safety in school).

The registers are closed at 9.30am. If a pupil arrives after this time, they receive a mark to show they are in school, but it is not counted as a 'present' mark. This is known as 'late after the register closes' and shows as an unauthorised absence. This will affect your child's overall attendance level for the year.

School Responsibility

The Senior Management Team and all teaching staff work hard to ensure a high level of enjoyment and commitment to learning as a means of ensuring regular attendance.

The Deputy Headteacher for Inclusion, Behaviour & Safety holds responsibility for attendance matters, supported by the Attendance Officer and the Admissions Officer.

Where school attendance problems occur, the school will endeavour to work with parents in the interests of the child to achieve a resolution.

Attendance is recorded and data stored and analysed using the SIMS Attendance module.

It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents, and may be called for as evidence by the court. Class Teachers are legally responsible for marking their class attendance register twice per day at the start of each session.

All phone calls from parents regarding absence are logged. After registration, checks are made to ensure that all children are accounted for. 'First day absence' telephone calls are made to parents of children who are not in school to ensure that children are safe; this forms part of our safeguarding procedures.

The school will actively support parents to get their children into school if the reason for absence on first day calling is not sufficiently valid.

The school will ask for medical / other evidence from parents before authorizing absence, even if parents have telephoned into school.

Where children do not return to school and the school is unable to contact parents / carers or there are concerns around the circumstances, the case will be treated as a Child Protection / Child Missing From Education (CME). The school will

raise the concern immediately with the Education Welfare Service by making a swift referral on a CME form and thereafter follow the guidance of the Education Welfare Service with regard to procedures. See section on Pupil Transfer Procedures

Information about all leavers from school is recorded on pupil files. This includes the name of the receiving school, including when children are going overseas. Where the school is not able to ascertain details, we treat it as a safeguarding matter and are guided in our next steps through a formal referral to the Education Welfare Service. See section on Pupil Transfer Procedures

Education Penalty Notices and Formal Warnings

The school can request for an Education Penalty Notice (EPN) or a Formal Warning to be issued by the Education Welfare Service

An Education Penalty Notice is a fine (£60 per child, per parent, increasing to £120 per child, per parent if the fine is not paid within the first 14 days). A Formal Warning is a letter advising you that any further incidence of unauthorised absence in future years will result in the issue of an EPN.

The following circumstances are considered as appropriate reasons for the issuing of Education Penalty Notices:

- Truancy, including truancy sweeps
- Parentally-condoned absences
- Excessive holidays in term time
- Excessive delayed return from extended holidays
- *Persistent short absences either side of a holiday
- Persistent lateness after the register has closed

The Headteacher, not parents, authorises absence; Kingsbury Green Primary School adheres to the DFE guidelines in authorising absence. Absence for any reason during term time is discouraged.

Term time leave

Leave during term time is strongly discouraged due to the inevitable disruption caused to learning. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic entitlement in law to time off in school time.

All applications for leave must be made in advance on the school's Leave Request Form **and all decisions are at the discretion of the headteacher**. In making a decision we consider the circumstances of each application individually.

Leave in term time will **not** be agreed:

- In September, at the start of the new school year
- When a pupil is just starting the school to ensure children settle into a new environment as quickly as possible.
- Immediately before and during National Curriculum testing for Y2 and Y6 eg May
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below the nationally expected level of 96% or will fall to or below that level as a result of taking term time leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and referred on to the Education Welfare Service, leading to a Formal Warning or an EPN.

The **school will not authorise absence just before or just after a school holiday unless medical evidence is provided in the case of illness** (prescription, medicine, GP letter of confirmation). Any other reason for absence at these times will only be authorised if the school considers it to be an exceptional circumstance, with supporting evidence provided. Difficulties with return flights to the UK are not considered as an exceptional circumstance.

Taking leave during Term Time for exceptional circumstances

Regulation 8 Education [Pupil Registration Regulation 1995 (Amended)] gives schools discretionary power to grant leave for the purpose of exceptional circumstances. **A holiday is not classed as an exceptional circumstance.**

When application is made for authorised absence during term time, the Headteacher gives consideration to:

- The rights of the child to an education (Article 28 of UNICEF's Rights of the Child)
- The age of the child
- The nature of the parent's wishes
- The timing of the proposed absence
- The attendance pattern in the present and previous academic years
- The current attendance percentage
- The child's progress.

When an absence is authorised, parents will be provided with written evidence which can be presented in the event of being stopped as part of a truancy sweep.

Medical

Permission for medical or dental appointments may be given and authorised where confirmation has been received from the parent/carer. This could be in the form of an appointment letter or card. For any pupil who has a health related long term absence from school, or who has to attend regular and lengthy medical appointments, the school will work with families and healthcare professionals to ensure the maximum possible continuity to learning, eg through providing home learning materials.

Bereavement

The school will respond sensitively to requests for leave of absence to attend funerals or associated events.

Religious Leave

Following guidance from Brent and the DfE, only those days officially set apart for religious observance can be granted as authorised absence.

- absence taken on a school day for a festival falling at a weekend, or in a school holiday, will not be authorised;
- additional days taken on either side of the festival day will not be authorised;

Exclusions

When a pupil has been temporarily excluded, the absence should be recorded as authorised – **E**. This should continue if a review or appeal is in progress.

Homework will be set for excluded pupils.

Rewards

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured.

Attendance and punctuality are celebrated weekly during assembly, and is recorded in the school newsletter.

Certificates and 'special treats' are awarded at the end of each half term for 100% attendance. 100% attendance for the whole year is celebrated in the final school assembly. Punctuality is also rewarded each half term, through certificates and 'special treats'. 100% punctuality is celebrated at the end of the school year.

Individual incentives

Where positive impact is required, all staff in contact with the child must take extra care to welcome the child each morning, praise punctual attendance and acknowledge the effort the child has made. It is also appropriate to recognise the effort the parent has made to secure the child's attendance.

Pupil transfer procedures (pupils on / off the Admissions Register)

Admissions Register: the school uses the SIMS system to record all admissions and adopts the following registration procedures, guided by 'Children Missing in Education' September 2016 and Brent Local Authority protocols, to ensure pupils are safeguarded.

- All places, with the exception of the Nursery, are offered by Brent Admissions
- When the LA offers a place to a pupil, they add the pupil name and details to SAM (Brent system for recording offers) which informs the school an offer has been made.
- The school makes contact with the parent and invites the family for an interview.
- The parent completes the school's Admissions Pack and provides a passport / birth certificate or residents permit as well as a copy of proof of address.
- At the interview a start date is confirmed
- When the pupil is admitted the following information is added to the Admission Register:
 - a) pupil full name
 - b) pupil gender
 - c) birth date of pupil
 - d) UPN from previous school
 - e) name and address of name of person making application / parents of the pupil (this should include those with parental responsibility who live at a different address). These people are entitled to have access to pupil records, receive reports, vote in Governing Body elections etc.
 - f) emergency contact details of the parent / s / carers with whom the pupils normally reside
 - g) date of pupil admission or re-admission to the school
 - h) the name and address of any previous school attended by the pupil
- The Admissions Officer adds the start date to SAM which notifies the LA that the pupil is on roll
- The school provides the LA with all the information held within the Admission Register about the pupil, within 5 days of adding a name to the Admissions Register (p,10 CME Sept 2016)
- Where a pupil does not arrive on the start date, the school takes all reasonable steps to establish their whereabouts, and notifies the LA at the earliest opportunity if it is unsuccessful

The school follows LA guidance: Child Missing Education Guidance (SLA) 1.12.16

Pupils leaving / off roll

- The school asks parents to complete a 'Leaving School Form' which requests: date of leaving, name of new school, new address, (including country for those moving overseas), parent contact details. This information is added to the Admissions Register (SIMS)
- In cases where the child is remaining in UK, and the parent is not able to provide new school information, the school liaises with the EWS to ensure the pupil is registered with the receiving Local Authority EWS.
- In cases where a pupil is moving overseas, the pupil will not be removed from the Admissions Register until the school has had confirmation that the pupil is on a new school roll (the Attendance Officer maintains contact with parents and makes direct contact with the overseas receiving school for confirmation)
- Where the school is not able to confirm the receiving school, the Attendance Officer initiates a Child Missing in Education referral to the EWS.
- No pupil who is referred on as Child Missing from Education is taken off roll until the EWO has directed it.
- The Admissions Officer informs the LA of all pupils as they are taken off roll, by adjusting the number on roll as it appears on the SAM system.

Common Transfer File (CTF)

- The school uses the 'school2school' secure internet system to pass on information to a new school through the Common Transfer File (CTF) and follows the related guidance in 'Children Missing in Education' September 2016 and the information contained in the DFE School2School Guide – section on 'Lost Pupils Leaving or Joining your School'.
- If we do not know which school a pupil has transferred to, the Admissions Officer will create and upload a CTF file using XXX for the destination LA and XXXX as the destination school number. Each file contains information on only one pupil.

- This school refers to Regulation 8: The Education (Pupil Registration) Regulations 2006 for pupils who are continuously absent for a period of 20 days or more, before removing the pupil from the Admission Register
- Pupils are only removed from the Admission Register if they have been continuously absent for a period of 20 days or more. The school will always consult with the Education Welfare Service, as part of the reasonable enquiries made to locate pupils before removing them from the register.
- When a pupil moves to a non -maintained school or one outside England and Wales then MMMMMMM is used as the destination code.
- If the destination school is not using s2s e.g. going over-seas, Scotland, then a CTF transfer file uploaded onto s2s to go to that school will be rejected – in this event, the Admissions Officer uses MMMMMMM (Lost Pupil Database) for the destination. Each such file holds information on only one pupil.
- If a pupil arrives in school and we do not know the previous school, the Admissions Officer will contact your LA, who will be able to search the database for a matching record using gender, names or former names and date of birth
- The school understands that they are not able to search the “lost pupils database” and this would need to be done though the LA.

Review

This policy will be reviewed according to the schedule for policy review.

This policy is written in conjunction with:

- KGPS Safeguarding / Child Protection Policy – November 2016
- KGPS Medication Policy – November 2016
- Children Missing in Education (DfE) – September 2016
- Supporting pupils at school with medical conditions (DfE) December 2015
- School to school (S2S) guide (DfE) – September 2014
- Brent LA SLA Agreement – Children Missing Education guidance 1.12.16

Role	Responsibility
Head teacher	To oversee the level of attendance across the school and report this information to the Governing Body. To oversee the safeguarding of pupils within the statutory guidance relating to attendance
Deputy Headteacher	Operational management of the policy. Consider requests for authorised absence. Give approval in advance in appropriate circumstances, taking account of the child’s attendance record to date. Authorise absence after it occurs when a satisfactory explanation is accepted. Consider the use of a Penalty Notice for unauthorised absence or lateness. Complete witness statements on pupil absence for court use if required. Oversee day to day attendance procedures. Monitor pupil attendance and take action according to this policy. Analyse trends in attendance data to identify appropriate action. Investigate reasons for absence exploring any underlying cause either at home or in school. Ensure action is taken in response to any difficulties reported and [e.g. bullying/behaviour]. Ensure that anti-bullying and behaviour policies are followed. Work in partnership with parents to improve poor attendance. Liaise with the Education Welfare Officer and make referrals as necessary. Work with the EWO towards improved patterns of attendance for referred pupils identifying the course of action that should be taken. Make referrals to other agencies where appropriate. Work with Class Teachers to agree and implement strategies to reengage pupils with emerging attendance problems. Work with relevant staff to plan reintegration for pupils who have been absent for a period. Compile and update standard letters re: % attendance, notification of reasons for absence, lateness. Manage incentives to encourage regular attendance.

	<p>Ensure data is accurate for the termly and annual DFE attendance returns.</p> <p>Ensure that appropriate referrals are made to the Education Welfare Service and where there are Child Protection concerns regarding Child Missing From Education, ensure referrals are swift, guidance from EWS is followed and actions are pursued to a satisfactory conclusion</p> <p>Ensure that any parent electing to Home School their child is given the appropriate advice and that the school passes on related parent / school correspondence to the EWO who will activate a formal arrangement</p> <p>Ensure that information about all leavers from school is recorded on pupil files</p> <p>Ensure / monitor work of the Attendance Officer and Admissions Officer is compliant with LA protocols and safeguarding</p>
Class Teachers	<p>Prepare and deliver stimulating, well pitched and enjoyable work for all pupils.</p> <p>Registration of pupils at the start of morning and afternoon sessions.</p> <p>Alert the attendance secretary of any children who demonstrate an unsettled pattern of attendance or whose attendance pattern changes.</p> <p>Return registers to the designated place immediately after registration – 9:05am and 12.50pm / 1.20pm</p> <p>Report percentage attendance at parent consultations and on a child's end of year report; encourage regular punctual attendance; work to secure this</p> <p>Ensure that all children understand the importance of regular attendance at school.</p> <p>To follow up any absences by requesting letters from children upon their return.</p> <p>Ensure all absence notes are passed to the attendance secretary via the class register folder.</p>
Attendance Officer / Administration Staff	<p>Print weekly registers.</p> <p>Update data using SIMS system.</p> <p>Record late arrival and reasons.</p> <p>Ensure reasons for absences are accurately recorded.</p> <p>Update records using agreed codes.</p> <p>Make calls to parents when first day of absence contact has not been made by parents.</p> <p>Prepare standard letters requesting reasons for absence when this is unexplained.</p> <p>Prepare letters to inform parents when a child's attendance is giving cause for concern and is thus being monitored</p> <p>Meet parents to discuss reasons for absence</p> <p>Liaise with the EWO for advice and individual cases</p> <p>Collect absence notes and record reasons for absence.</p> <p>Meet with the DHT and take agreed action.</p> <p>Provide attendance reports when requested.</p> <p>Complete the termly and annual LA and DFE attendance returns.</p> <p>Uploading S2S files</p> <p>Updating the SAM system according to LA protocols – for pupils on or off roll</p> <p>Maintaining accurate Admissions Register</p> <p>Informing LA of new pupils on roll (within 5 days), according to LA protocols</p> <p>Informing LA of off roll pupils, according to LA protocols</p> <p>Make referrals to EWS, regarding Children Missing in Education</p>
Parents/Carers	<ul style="list-style-type: none"> • Ensure their child attends daily and on time. • Keep the school fully informed on all matters that might affect attendance and their child in school. • Telephone school on the first day of any absence to inform school of the reason. • Provide a note confirming the reason for absence on the child's return to school. • If attendance becomes a problem – work with the school to improve matters. • Give serious consideration to whether it is appropriate or necessary to request term time leave. • Make application for any term time leave of absence prior to proposed dates. <p><u>Lateness in collecting children</u></p> <ul style="list-style-type: none"> • Parents should collect their children on time at the end of a school session. • Children who have not been collected by 3:20pm will be taken to the Medical Room by their teachers. They will then be signed into the Late Collection Book by the supervising adults. This will be monitored and followed up on. <p><u>Children coming to school and going home alone</u></p> <ul style="list-style-type: none"> • Children in EYFS, KS1 and Year 3 are NOT permitted to come to school or go home on their own. The School expects them to be collected by an adult or a <i>responsible sibling who is aged 14 years or</i>

	<p><i>older.</i></p> <ul style="list-style-type: none"> Parents may consider that children in Years 4, 5 and 6 are responsible enough to make the journey to and from school with an older sibling in school or by themselves. Parents must complete and return a permission slip to allow children from Years 4, 5 and 6 to do this. <p><u>Children leaving the school / going off-roll</u></p> <ul style="list-style-type: none"> Parents must provide the name of the onward school if it is known If pupils are moving overseas and the school is not known, then onward address of the pupil must be provided, with the name of the school, once it is known If pupils are remaining in the UK then parents must provide the onward address and the Local Authority, and the name of the school once it is known If parents are electing Home Education, they must confirm their request in writing. The school will provide a letter of acknowledgement to the request. The school will pass on copies of both letters (the parent and school) to the EWO. The EWO will pass the information on to the Elective Home Education EWO who will contact the parent and make the elective home education a formal agreement.
Education Welfare Officer	<p>Work closely with school and families to resolve attendance issues. Visit school for meetings at agreed times. Identify, with school, cases of unauthorized absence which necessitate action and give advice on responses. Provide written reports to school in the form of consultation sheets. On receipt of a written referral, take appropriate action, which may include:</p> <ul style="list-style-type: none"> advice on strategies to improve attendance assessment home visits action planning agreed time-limited intervention attendance at school meetings written record of work undertaken verbal feedback where appropriate written response to referral within 10 days liaise with other agencies onward referral to other agencies liaison with other LA departments preparation of cases for prosecution including sending warning letters. <p>Keep school up to date with all new guidance and procedures at national and local level so KGPS can be compliant</p>
Brent Admissions Service	<p>Keep school up to date with all new guidance and procedures at national and local level so KGPS can be compliant</p>

Appendix 1: Leaving School Form for Parents to Complete

Appendix 2: Brent LA form for informing LA of leavers

Appendix 1: Leaving School Form for Parents to Complete

LEAVING SCHOOL FORM FOR PARENTS

School Name.....

If your child is leaving (except at the end of Year 6 when he or she has a confirmed and accepted place at a secondary school)

PLEASE can you fill in this form AND RETURN TO THE SCHOOL OFFICE. If you are not sure of these details yet, please let us know as soon as possible, and fill in this form as fully as you can before your child leaves leave.

IN ALL CIRCUMSTANCES,

The school is expected to transfer information as quickly as possible to the new school; and both the school and the Local Authority have to try to find out where your child is if he or she stops attending and we do not know these details. Action may include contacting Social Services or the Police if you have not given us the information and we are unable to contact you. The school has a responsibility to safeguard all children that are on the school roll. By filling in this form and enabling us to keep in contact with you, you are ensuring we do not need to refer to other agencies, and that their time is not wasted, nor are you contacted unnecessarily, and that in those few more difficult cases, those resources are used to follow up where needed.

NAME OF PUPIL.....DOB.....CLASS.....		
MY CHILD WILL BE LEAVING THE SCHOOL on (Date).....		
BECAUSE WE ARE		
a.	Moving house	
b.	Returning to country of origin	
c.	Other - please give details	
NEW ADDRESS		
Address LinePost Code.....		
Or, if not known, the town or at least the country you are moving to.....		
NAME and ADDRESS OF NEW SCHOOL if known		
WILL YOU KEEP THE SAME MOBILE PHONE NUMBERS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please confirm your numbers: or list new numbers		
a.	Mother's Mobile/Telephone number.....	email.....

b. Father's Mobile/Telephone number.....email.....

IF POSSIBLE, PLEASE GIVE US THE NAME, ADDRESS, AND PHONE NUMBER OF A FRIEND OR RELATIVE IN THE UK WHO IS NOT MOVING AND WHO YOU WILL BE STAYING IN TOUCH WITH. We will only contact them if we need information about your child's new School and we cannot contact you. In most cases, this is not necessary because the new school will contact us and the pupil information is transferred.

Name.....Telephone Number.....

Address.....Mobile number.....

FULL NAME(S) of PARENT(S)/CARER(S) PLEASE PRINT NAMES AND SIGN

Mother.....

Father.....

Other (state relationship).....

THANK YOU FOR YOUR HELP

FOR SCHOOL USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE.....

School Leaver Form

School Name: _____

Date: _____

Form completed by (Full Name and Title): _____

List of children who have been taken off the school role.

Pupil Name	Address (old & new if possible)	DOB	New School (name and address)	Reason for Leaving	Last day on school roll	Year Group	M/F	FSM (Y/N)

Please can all the columns in the table be completed. Where the information is not know please state: 'Not known'.

Once the form has been completed please email the form **via Egress** to Schools@brent.gov.uk with the subject line: **School Leaver: 'Child name'**

Where information is not provided as stated above, it could result in a delay in reoffering the school place.