



Cambridgeshire  
County Council



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# Pupil Leaver Checklist

## Primary Schools

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Reviewed by: The ICT Service Helpline Staff

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email: [support@theictservice.org.uk](mailto:support@theictservice.org.uk)  
website: [www.theictservice.org.uk](http://www.theictservice.org.uk)  
helpline: 0300 300 0000

<b>Child's Name</b>			
<b>Current Class</b>		<b>Current Year Group</b>	
<b>Date of Birth</b>		<b>UPN Number</b>	

<b>Parent/Carer</b>	Name(s)	
	Current Address	
	Current Contact Details	
	New Home Address	
	New Contact Details	

<b>New School</b>	Name	
	Address	
	Telephone	
	Email	
	DfE Number	

<b>Expected Leaving Date</b>		
<b>Staff Consulted / Notified</b>	Headteacher	
	Team Leader	
	Class Teacher	
	Office	
	Finance	

<b>Confirm Written Notification Received From Parent</b>	
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<b>Update SIMS Data</b>	
<p>Ensure all statutory data (e.g. Ethnicity/First Language/Exclusions/etc) has been completed while pupil is still on roll.</p> <p>Check financial accounts for credit/debit balances and deal with as appropriate, e.g. Dinner Money / Agora / Schoolcomms / etc</p> <p>Then:</p>	
<b>Either</b>	In individual pupil record, enter the leaving date as the end date for any existing school meal pattern (Tab 6: Dietary) <b>AND THEN</b> complete the leaving data in Tab 11: School History.
<b>Or</b>	Use the Routines   Pupil   Leavers procedure instead – this procedure must be <b>Saved</b> to ensure completion. Note that this is the best option for bulk leavers, e.g. Year 6.

<b>Update School Organisation Chart (SOC) &amp; Inform Admissions</b>	Send email to: <a href="mailto:admissions@cambridgeshire.gov.uk">admissions@cambridgeshire.gov.uk</a> Ideally submit new SOC whenever there are changes to the school roll, but at least monthly when the Vacancies and Leavers forms are required, as there is a statutory obligation for County to publish monthly up-to-date statistics regarding school places.		
<b>CTF Create and Upload</b>	<b>Date CTF Created</b>		
	<b>CTF Number</b>		
	<b>Date CTF uploaded to S2S</b>		
<b>CTFs &amp; Leavers Additional Notes</b>	DfE numbers for other schools can be located on the Get Information About Schools (GIAS) site at <a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a> or via Secure Access at <a href="http://sa.education.gov.uk">http://sa.education.gov.uk</a>		
	BFPO (Military) Schools – DfE numbers available on GIAS – if moving abroad, copy appropriate documents from pupil folder for parents and retain the originals.		
	'Lost Pupils' – code is XXXXXXXX – each file should contain only one pupil – consult the EWO in such cases and retain the pupil folder.		
	Independent Schools / Scotland / Ireland / Overseas (known destination) – the code is MMMMMMMM – each file should contain only one pupil – if emigrating, copy appropriate documents from pupil folder for parents and retain the originals.		
	Elective Home Education (EHE) – code is MMMMMMMM – each file should contain only one pupil – copy any appropriate documents for parents/tutor and retain pupil folder. Notify school's EWO. Notify EHE department at <a href="mailto:electivehome.education@cambridgeshire.gov.uk">electivehome.education@cambridgeshire.gov.uk</a> or phone 01223 703542 EHE department will require a copy of the written notification from parents confirming that the child is to be home educated Additionally, for Traveller Home Education, also notify Traveller Liaison (CREDS) at <a href="mailto:creds@cambridgeshire.gov.uk">creds@cambridgeshire.gov.uk</a> or phone 01223 703882		
<b>Pupil Records Send to new school</b>	Consider including: Pupil Folder / Current Teacher Information if relevant / Pupil Data / Record Sheet / Attendance Record / Additional Current Assessment Data, e.g. Teacher Assessments (as only End of Key Stage data is included in CTFs)		
	<b>Date Records Sent</b>		
<b>New Class / Family / School Lists – Updated / Printed as required</b>			
<b>Children Missing Education document: published by the DfE and available via gov.uk or click link <a href="#">here</a></b>  <ul style="list-style-type: none"> <li>Includes Statutory guidance relating to transition of pupils between schools</li> <li>Outlines school responsibilities regarding the Admission Register and Attendance</li> </ul>			

<b>Additional Notes</b>	
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Form produced by:  the ict service.  
helpline

telephone: **0300 300 0000** email: [support@theictservice.org.uk](mailto:support@theictservice.org.uk) website: [www.theictservice.org.uk](http://www.theictservice.org.uk)