Admissions Team – Leavers and Starters Form (Please insert school name)

You must complete this form for every child who leaves or starts your school. Please note that you can inform us of multiple school transfers on one form.

Please return the completed form to education.transfers@leeds.gov.uk.

Leavers - Please complete every relevant field for any child that has left your school. This must include the destination of the child. This is not a referral for Children Missing Education.

Child's name	DOB and Year Group	Current address	New school name or country	Date referred to AIO	Date removed from your roll

Starters - Please complete all fields for any child that has started your school.

Child's name	DOB	Year Group	Gender	Current address	Start Date

On roll figures – this should reflect the details of leavers and starters given above (including children who are due to start but are not yet on roll):

R	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11