



SCHOOL EXIT FORM

Please send to ALL appropriate email addresses

SCHOOL ADMISSIONS (school.admissions@bracknell-forest.gov.uk)
 ELECTIVE HOME EDUCATION (education.welfare@bracknell-forest.gov.uk)

Pupil Name:	M / F	DOB:	School Year:
Current Home Address:		Postcode:	
Current School:		Last Date Attended:	
First Parent's Name:			
Home Number:		Mobile Number:	
Email Address:			
Name of home local authority			
Second Parent's Name:			
Home Number:		Mobile Number:	
Email Address:			
GP Name And Surgery Address:			
Significant Other (E.G. Aunt/Uncle/Grandparent):			
Contact Details:			
Is This Pupil Claiming A Free School Meal?		Yes / No	

New Home Address & Contact Number	Postcode:
Date From:	

New School Name & Address & Contact Number	Postcode:
Date From:	
Parent's name and signature with whom the child will reside:	Date:

<p>FOR SCHOOL ADMISSIONS RETURNS: WE CAN CONFIRM THAT WE HAVE CONTACTED THE RECEIVING SCHOOL AND A CTF HAS BEEN SENT YES/NO</p>

<p>FOR ALL RETURNS: Reason for removal. See list below:</p>	<p>No.</p>
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Grounds for deleting a pupil from the school roll

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration)(England)Regulations 2006 as amended

1. Section 8(1)(a) – where the pupil is registered at the school in accordance with the requirements of the school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2. Section 8(1)(b) – except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3. Section 8(1)(c) – where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4. Section 8(1)(d) – in the case not falling with sub-paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise that at school.
5. Section 8(1)(e) – except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6. Section 8(1) (f) – in the case of a pupil granted leave of absence in accordance with regulation 7(1)(a) that –
 - i. The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave granted;

- ii. The proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii. The proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
7. Section 9(8)(1)(g) – that he is certificated by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
 8. Section 8(1)(h) – that he has been continuously absent from the school for a period of not less than twenty school days and –
 - i. At no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
 - ii. The proprietor does not have reasonable grounds to believe that the pupils is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii. The proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
 9. Section 8(1)(i) – that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupils will return to the school at the end of that period.
 10. Section 8(1)(j) – that the pupil has died
 11. Section 8(1)(k) – that the pupil will cease to be of compulsory school age before the school next meets and –
 - i. The relevant person has indicated that the pupil will cease to attend the school; or
 - ii. The pupil does not meet the academic entry requirements for admission to the school's sixth form
 12. Section 8(1)(l) – in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
 13. Section 8(1)(m) – that he has been permanently excluded from the school
 14. Section 8(1)(n) – where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school
 15. Section 8(1)(o) where –
 - i. The pupil is a boarder at a maintained school or an Academy;
 - ii. Charges for board and lodging are payable by the parent of the pupil; and
 - iii. Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate

FOR OFFICE USE:

DATE RECEIVED:

Revised 30 September 2016