Child's Name: ……………………………………….…………

Date Leaving: ……………………………………….………

Actions to be completed on departure of a student from Grateley Primary School

	Date	Signed
Make child a leaver on Arbor		
Contact new school, where known, for school number to send CTF		
Upload CTF (If student moving overseas, into private education or service education upload CTF for admission's team)		
Delete contact details in desktop address file, Teachers to Parents, emergency contact list, email list		
Send paperwork in Students' Details file to new school		
Class teacher/ SENDCo/Head Teacher to phone new school as necessary		
Additional information:	

All actions completed on ………………………………… date

………………………………… signed