**Recording Leavers**

1. Select **Routines | Student | Leavers** to display the **Find Student(s)** browser.



1. Search for the required student then double-click their name to display the **Manage Student(s) Leaving Details** page.

If you want to assign the status of **Leaver** to a group of students at once, specify their **Year Group** or **Reg Group** then click the **Search** button. Highlight the required student names by using the **Ctrl**, **Shift** and **Down Arrow** keys then click the **Select** button. This populates the **Students** panel with the selected students’ names.

If you wish to assign the status of **Leaver** to all the students at once, click the down-arrow on the **Select** button and choose **All**. This populates the **Students** panel with all the students’ names.

1. In the **Leaving Information** panel, enter the student's **Date of Leaving** or click the **Calendar** button then select the required date.



1. Select the **Reason for leaving** from the drop-down list, e.g. **Normal leaving age - Higher education institutions**.
2. Enter the **Destination after Leaving**, if known.
3. Specify the **Destination Institution**, if known.

a. Click the **Browse** button (adjacent to the **Destination Institution** field) to display the **School Browse** dialog.

b. **Search** for and then select the relevant institution. Alternatively, click the **New** button to add a new institution.

c. Click the **OK** button(s) to return to the **Leaving Information** panel.

d. Use the **Assign to All** or **Assign to Selected** options, as required.

1. Enter the **Destination Expected Start Date** (or select the relevant date from the Calendar), then use the **Assign to All** or **Assign to Selected** options, as required.

1. If the student is a child deemed missing in education, select the **Grounds for Removal** from the drop-down list, e.g. **E - Distance**, then use the **Assign to All** or **Assign to Selected** options, as applicable.

***IMPORTANT NOTE:*** *To comply with the Children Missing in Education legislation, schools are required to record this information for all students on leaving the school.*

1. Select the **Learning Aim Withdrawal Reason** from the drop-down list, e.g. **Other Provider**.

***NOTE:*** *The reason for withdrawing from a Learning Aim is collected in the Autumn Return for any Learning Aim with the status of* ***Withdrawn****.*

1. Click the **Assign to All** button or **Assign to Selected** button, as applicable.

