

# Plympton Academy

Moorland Road, Plympton, Plymouth, PL7 2RS

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## POST 16 LEAVER'S FORM

Route to follow:

Subject Teachers → LRC → Exams Officer (re exam entries) → Form Tutor → Head of Vocation/Head of Post 16 → Post 16 Admin → Student file archive.

Name: ..... Tutor Group: .....

Home Address: .....

Signature: ..... Date: .....

Date leaving Ridgeway Post 16: .....

Leaver's Destination: University/ Employment/Training/Apprenticeship/ FE/ Leaving Area

Name of University / Training /FE / Employer .....

Name of course.....

You must obtain the signature of teachers / tutors / LRC staff / Post 16 Administrator to show that all books, Student ID Badge, equipment, etc has been returned.

<u>Subject</u>	<u>Staff signature</u>	<u>Staff signature</u>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
Student ID Badge	.....	.....
LRC Staff	.....	.....

Exams Officer re: Examination fees paid: YES/NO

Form Tutor's Signature: .....

Head of Post 16/Head of Vocational Education Signature: .....

(Form revised: June 2016)



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