**TRANSFER CERTIFICATE**

* The information below is required on the **current school letterhead**
* The School must complete the form confirming the **pupil’s last day of attendance**
* This form must be **signed and stamped by a school official**
* The **original** transfer certificate must be submitted to Brighton College, once completed, before the start of the new academic year

**Below is the information that needs to appear on the Transfer Certificate:**

1. Name of the pupil:
2. Nationality:
3. Date of Birth (dd/mm/yyyy)
4. Year Group/Grade at which pupil was first admitted to the current school: \_\_\_\_\_\_\_\_\_
5. Date when pupil was first admitted to current school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Year Group/Grade: \_\_\_\_\_\_\_\_\_\_\_ for the 2019-2020 academic year.
7. Last day of attendance at current school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Result at the end of the Academic Year 2019-2020 Promoted/Not Promoted (delete one) to Year Group/Grade \_\_\_\_\_\_for the Academic Year 2020-2021.

**HEAD MASTER/PRINCIPAL/DIRECTOR/ADMINISTRATION MANAGER**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Stamp**