

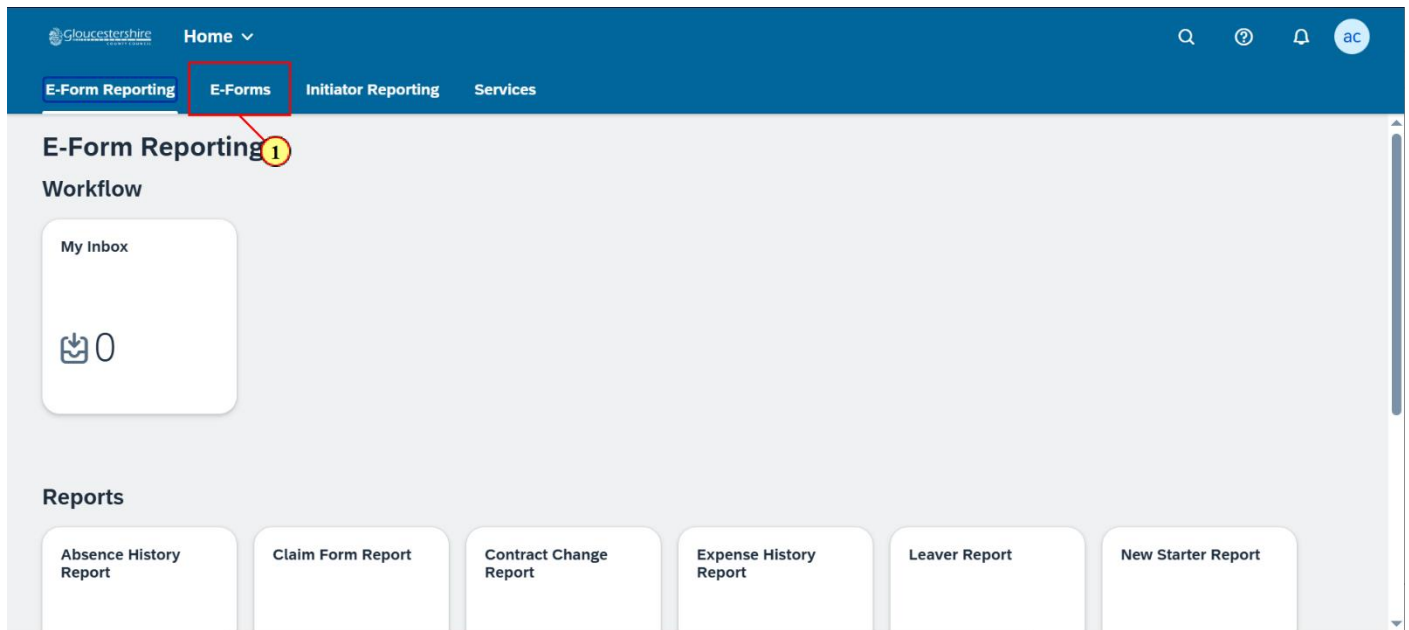


Schools OBO - Leavers Form

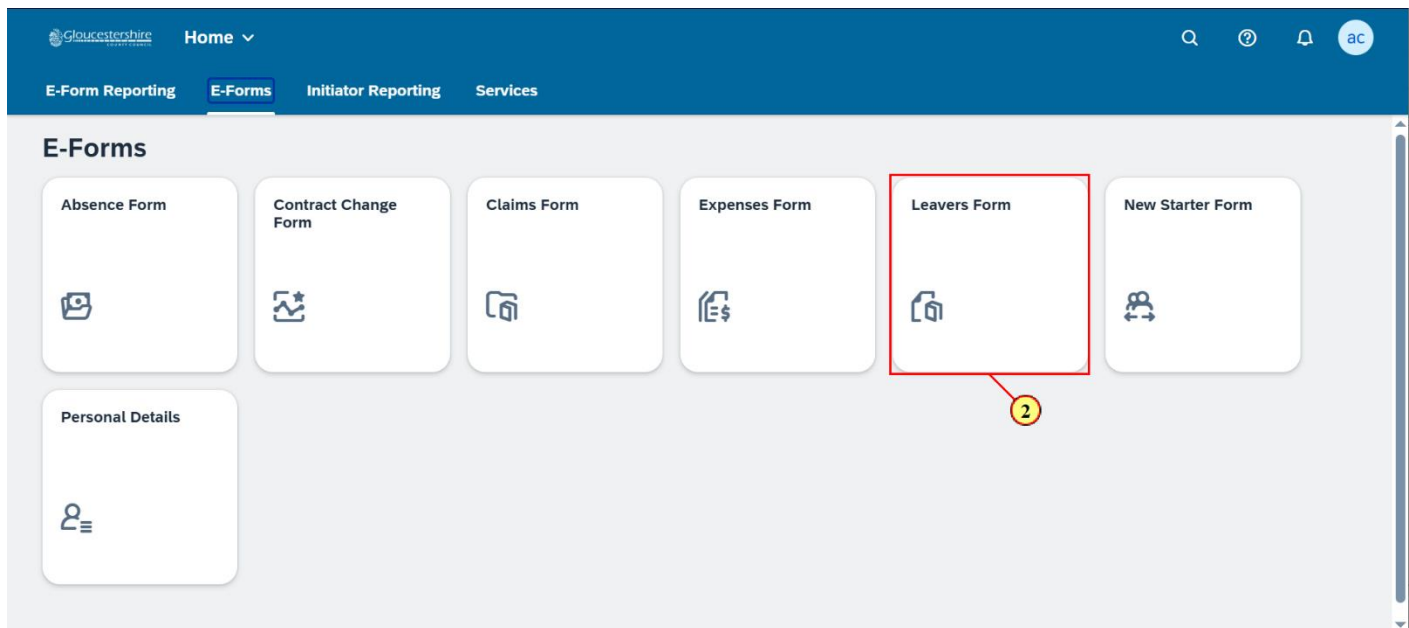
Schools OBO - Leavers Form

In this step by step guide, you will learn how to:

- Complete the Leavers Schools E-Form



(1) Click on the **E-Forms** tab.



(2) Click on the **Leavers Form** tile to access the Leavers E-Form.

Leavers Form

Leavers Application Historical Events

Introduction

This is the form used to notify the BSC of all leavers in your organisation, excluding Supply contracts. Upon Submission of the Leaver form, the form will route for approval and upload directly into SAP. Help and guidance on completing this form can be found on our [e-Form pages](#).


Header

Initiator: Mrs Marian Khan FormID: 0000015032 Date: 25/03/2025

Organisation Name: Clearwater C/E Primary Ac...

Approver: Mrs Danbrann Thompson

Print Cancel Delete Save To Draft Submit

 Your details will display in the **Header** section as the initiator of the E-Form.

(3) Click on ▼ to scroll down.

Leavers Form

Leavers Form Section A - Leaver Information

Header

Initiator: Mrs Marian Khan FormID: 0000015032 Date: 25/03/2025

Organisation Name: Clearwater C/E Primary Ac...

Approver: Mrs Danbrann Thompson

Section A - Leaver Information

Select Employee: *

Your Comments - Internal Organisation Use only

Print Cancel Delete Save To Draft Submit

(4) Click on ▼ to select the name of the employee leaving.

The screenshot shows the 'Leavers Form' interface. At the top, there is a header with the Gloucestershire logo and the text 'Leavers Form'. Below this, there is a 'Header' section with fields for 'Initiator: Mrs Mari...', 'Organisation Name:', and 'Approver:'. A dropdown menu is open, listing several employees: 'Coxa Dylisa 00153346 Assistant Head', 'Coxa Dylisa 00167582 Class Teacher', 'Davies Branwen 00163934 SENCO', 'Davis Sara 00129920 Teaching Assistant (GRD D)' (highlighted with a red box and a yellow circle with the number 5), 'Edwards Lynne 00135493 Teacher', 'Edwardsa Elaina 00196697 Teaching Assistant', 'Evans Carys 00186591 Teaching Assistant', 'Evans Carys 00186592 Breakfast and After-School Club Assistan', and 'Green Nerys 00160739 Teacher'. Below the dropdown is a 'Select Employee:' field. At the bottom, there is a 'Your Comments - Internal Organisation Use only' section and a row of buttons: 'Print', 'Cancel', 'Delete', 'Save To Draft', and 'Submit'.

(5) In this example, we will select **Davis Sara**.

The screenshot shows the 'Leavers Form' interface with the 'Davis Sara' employee selected. The 'Header' section now shows 'Initiator: Mrs Marian Khan', 'FormID: 0000015032', and 'Date: 25/03/2025'. The 'Organisation Name' is 'Clearwater C/E Primary Ac...' and the 'Approver' is 'Mrs Danbrann Thompson'. The 'Section A - Leaver Information' section shows 'Select Employee:' with 'Davis Sara 00129920 Teaching Assistant (GRD D)' selected in the dropdown, and 'Employee Name: Mrs Davis Sara' in the text field. At the bottom, the 'Print' button is highlighted, and the 'Submit' button has a yellow circle with the number 6 next to it.

(6) Click on ▼ to scroll down.

(7) Click on **Confirm Employee Details**.

(8) Click on **OK** to continue.

Section A - Leaver Information

Select Employee: * Davis Sara 00129920 Teaching Assistant (GRD D)


Employee Name: Mrs Davis Sara

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	e.g. 31/12/2025	

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term?

Is this employee leaving to go to another authority/organization where they will have continuous service? *

Your Comments - Internal Organisation Use only

 Next you need to specify a leaving date and reason for leaving. Note the leaving date can be in the past.

(9) Click on the **Calendar** icon in the **Leaving date** field.

Section A - Leaver Information

Select Employee: * Davis Sara 00129920 Teaching Assistant (GRD D)


Employee Name: Mrs Davis Sara

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	e.g. 31/12/2025	

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term?

Is this employee leaving to go to another authority/organization where they will have continuous service? *

Your Comments - Internal Organisation Use only

 You should consider the term dates when making an employee a leaver; for example the leaving date may be set at the end of a term rather than the end of the month.

(10) Select the **employee's leaving date**.

Section A - Leaver Information

Select Employee: * Davis Sara 00129920 Teaching Assistant (GRD D)

Employee Name: Mrs Davis Sara

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	<input type="text"/>

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term?

Is this employee leaving to go to another authority/organization where they will have continuous service? *

Your Comments - Internal Organisation Use only

(11) Click on to display a list of reasons for leaving.

Section A - Leaver Information

Select Employee: * Davis Sara 00129920 Teaching Assistant (GRD D)

Employee Name: Mrs Davis Sara

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	<input type="text"/>

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term?

Is this employee leaving to go to another authority/organization where they will have continuous service? *

Your Comments - Internal Organisation Use only

(12) Click on to scroll down the list.

The screenshot shows the 'Leavers Form' interface. At the top, there is a navigation bar with the Gloucestershire logo and the text 'Leavers Form'. Below this is a section titled 'Section A - Leaver Information'. It contains several input fields: 'Select Employee:' with the value 'Davis Sara 00129920 Teaching Assistant (GRD D)', 'Employee Name:' with 'Mrs Davis Sara', 'Personnel Number' with '00129920', 'Position Held' with 'Teaching Assistant (GRD D)', and 'Leaving Date*' with '10/03/2025'. A dropdown menu is open for 'Reason For Leaving*', showing a list of options: 'Resignation - Local Authority', 'Resignation - Maternity', 'Resignation - MPIP', 'Resignation - Private/VolSect', 'Resignation - Public Sector' (highlighted with a red box and a yellow circle containing the number 13), and 'Resignation - Res Unknown'. Below the form, there is a 'Confirmed' button and a question: 'Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term?'. At the bottom, there is a 'Your Comments - Internal Organisation Use only' section and a row of buttons: 'Print', 'Cancel', 'Delete', 'Save To Draft', and 'Submit'.

(13) Select a reason for leaving from the list.

This screenshot shows the same 'Leavers Form' interface as the previous one, but with the 'Reason For Leaving*' dropdown menu now closed and 'Resignation - Public Sector' selected. The 'Personnel Number' is '00129920', 'Position Held' is 'Teaching Assistant (GRD D)', and 'Leaving Date*' is '10/03/2025'. The 'Confirmed' button is visible. At the bottom, the 'Submit' button is highlighted with a yellow circle containing the number 14. The rest of the form structure, including the 'Section A - Leaver Information' header and the 'Your Comments' section, remains the same.

(14) Click on ▼ to scroll down.

Gloucestershire Leavers Form

Section A - Leaver Information

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	Resignation - Public Secto


Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term? Confirmed

Is this employee leaving to go to another authority/organization where they will have continuous service? * 15

Your Comments - Internal Organisation Use only

Your Comments:

Print Cancel Delete Save To Draft Submit

 You now need to specify whether the employee is leaving to go to another authority/organisation where they will have continuous service.

Note if you answer **Yes** to a question, more questions may need answering.

(15) Click on .

Gloucestershire Leavers Form

Section A - Leaver Information

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	Resignation - Public Se...

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term? Confirmed

Is this employee leaving to go to another authority/organization where they will have continuous service? * 16

Your Comments - Internal Organisation Use only

Your Comments:

Print Cancel Delete Save To Draft Submit

(16) In this example, we will answer **Yes**.

Section A - Leaver Information

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	Resignation - Public Se...

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term? Confirmed

Is this employee leaving to go to another authority/organization where they will have continuous service? * Yes

If an employee is going to another authority, where the leaving date is Friday, the end date needs to be specified as Sunday (or Bank Holiday Monday where appropriate) to ensure continuous service dates are accurate.

Is this individual moving to a new school, academy or college? * Yes No

Your Comments - Internal Organisation Use only

Print Cancel Delete Save To Draft Submit

(17) Click on .

Section A - Leaver Information

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	Resignation - Public Se...

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term? Confirmed

Is this employee leaving to go to another authority/organization where they will have continuous service? * Yes

If an employee is going to another authority, where the leaving date is Friday, the end date needs to be specified as Sunday (or Bank Holiday Monday where appropriate) to ensure continuous service dates are accurate.

Is this individual moving to a new school, academy or college? * Yes No

Your Comments - Internal Organisation Use only

Print Cancel Delete Save To Draft Submit

(18) In this example, we will answer **Yes**.

Section A - Leaver Information

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	Resignation - Public Se...

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term? Confirmed

Is this employee leaving to go to another authority/organization where they will have continuous service? * Yes

If an employee is going to another authority, where the leaving date is Friday, the end date needs to be specified as Sunday (or Bank Holiday Monday where appropriate) to ensure continuous service dates are accurate.

Is this individual moving to a new school, academy or college? * Yes

Please select authority/organization from drop down *

19

Print Cancel Delete Save To Draft Submit

(19) Click on ▾.

Section A - Leaver Information

Personnel Number	Position Held	Leaving Date *	Reason For Leaving *
00129920	Teaching Assistant (GRD D)	10/03/2025	Resignation - Public Se...

Please consider the term dates when making employee a leaver. For example, should the contract be ended on 31st August, rather than the end of term? Confirmed

Is this employee leaving to go to another authority/organization where they will have continuous service? * Yes

If an employee is going to another authority, where the leaving date is Friday, the end date needs to be specified as Sunday (or Bank Holiday Monday where appropriate) to ensure continuous service dates are accurate.

Is this individual moving to a new school, academy or college? * Yes

Please select authority/organization from drop down *

- F041 Clearwater C/E Primary Academy
- ORGANISATION NOT F...

20

Print Cancel Delete Save To Draft Submit

(20) In this example, we will select **F041 Clearwater C/E Primary Academy**.

The screenshot shows the 'Section A - Leaver Information' section of the Leavers Form. It includes fields for Personnel Number (00129920), Position Held (Teaching Assistant (GRD D)), Leaving Date (10/03/2025), and Reason For Leaving (Resignation - Public Se...). Below these are several questions with dropdown menus and a 'Confirmed' button. A red box highlights the '21' icon in the bottom right corner of the form area.

(21) Click on ▼ to scroll down.

The screenshot shows the 'Your Comments - Internal Organisation Use only' section of the Leavers Form. It features a text area for 'Your Comments:' and an 'Add Comment' button. A red box highlights the '22' icon in the bottom right corner of the form area.

You can add comments for internal-use only.

(22) Click in the **Comments** box.

Gloucestershire Leavers Form

Section A - Leaver Information

If an employee is going to another authority, where the leaving date is Friday, the end date needs to be specified as Sunday (or Bank Holiday Monday where appropriate) to ensure continuous service dates are accurate.

Is this individual moving to a new school, academy or college? * Yes

Please select authority/organization from drop down * F041 Clearwater C/E Pri...

Your Comments - Internal Organisation Use only

Your Comments:

[Empty text box]

Add Comment

23

Print Cancel Delete Save To Draft Submit

(23) Enter your comment for internal use.

Gloucestershire Leavers Form

Section A - Leaver Information

If an employee is going to another authority, where the leaving date is Friday, the end date needs to be specified as Sunday (or Bank Holiday Monday where appropriate) to ensure continuous service dates are accurate.

Is this individual moving to a new school, academy or college? * Yes

Please select authority/organization from drop down * F041 Clearwater C/E Pri...

Your Comments - Internal Organisation Use only

Your Comments:

Please approve asap

Add Comment

24

Print Cancel Delete Save To Draft Submit

(24) Click on **Add Comment** to save your comment.

The screenshot shows the top part of the Leavers Form. At the top, there is a blue header with the Gloucestershire logo, the text 'Leavers Form', and navigation icons. Below the header, the 'Section A - Leaver Information' section is expanded. It contains a paragraph of instructions: 'If an employee is going to another authority, where the leaving date is Friday, the end date needs to be specified as Sunday (or Bank Holiday Monday where appropriate) to ensure continuous service dates are accurate.' Below this are two dropdown menus: 'Is this individual moving to a new school, academy or college?' with 'Yes' selected, and 'Please select authority/organization from drop down' with 'F041 Clearwater C/E Pri...' selected. The 'Your Comments - Internal Organisation Use only' section is also expanded, showing a text area with the comment: 'Comments added by Marian Khan on Tuesday, 25 March 2025 10:29:20 GMT at Status Initial - Please approve asap'. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save To Draft', and a 'Submit' button with a '25' icon.

(25) Click on ▼ to scroll down.

The screenshot shows the bottom part of the Leavers Form. The 'Your Comments - Internal Organisation Use only' section is expanded, showing a text input field and an 'Add Comment' button. Below this is the 'Section B - Notify Approver' section, which contains a checkbox with a '26' icon and the text: 'Please tick this box if you require an email to be generated to your approver notifying this form is waiting approval'. Below the checkbox is a blue information box with a white background and a blue border, containing text about the Data Protection Act 2018 and GDPR. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save To Draft', and 'Submit'.

(26) Tick this checkbox if you wish for a notification email to be sent to the approver notifying them the E-Form has been submitted for their approval.

The screenshot shows the 'Leavers Form' interface. At the top, there is a navigation bar with the Gloucestershire logo and the text 'Leavers Form'. Below this, there are two main sections: 'Your Comments - Internal Organisation Use only' and 'Section B - Notify Approver'. The 'Your Comments' section has a text input field and an 'Add Comment' button. The 'Section B - Notify Approver' section has a checkbox that is checked, with the text 'Please tick this box of you require an email to be generated to your approver notifying this form is waiting approval'. Below this is a blue information box containing text about the Data Protection Act 2018 and GDPR. At the bottom of the form, there are five buttons: 'Print', 'Cancel', 'Delete', 'Save To' (with a yellow '27' callout), and 'Submit' (with a red box around it).

(27) Click on **Submit** to submit the Leavers E-Form to your approver.

Alternatively, you can cancel, delete or save the E-Form as a draft.

This screenshot shows the same 'Leavers Form' interface as the previous one, but with an 'Alert Message' dialog box open in the center. The dialog box has the title 'Alert Message' and the text 'Do you want to submit?'. Below the text are two buttons: 'Yes' and 'Cancel'. The 'Yes' button is highlighted with a red box and a yellow '28' callout. The background form is dimmed, and the 'Submit' button at the bottom right is now labeled 'Save To Draft'.

(28) Click on **Yes** to submit the E-Form for approval.

Gloucestershire Leavers Form

Success Message

Form 0000015032 is submitted successfully.
Please call ContactUs on 01452 425888 should you have any queries regarding this e-Form.

OK

29

Print Cancel Delete Save To Draft Submit

(29) Click on **OK**.

Gloucestershire Home

E-Form Reporting E-Forms Initiator Reporting Services

E-Forms

Absence Form Contract Change Form Claims Form Expenses Form Leavers Form New Starter Form

Personal Details

You have successfully completed a **Leavers Schools E-Form**.