

St Andrew's CEVC Primary School, Great Yeldham

Guidelines for Pupil Transfer to other Schools



Rewritten by Maria Trappitt,
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St Andrew's CEVC Primary School
Church Road
Great Yeldham
Halstead
Essex
CO9 4PT

Introduction

Pupils may transfer to other schools at any time during their Primary School life. And this may be for a variety of reasons. However, all pupils will transfer to the Secondary School when they have completed Year 6. The majority of the Year 6 pupils from St Andrew's Primary School transfer to Hedingham School.

Procedures for transferring to Hedingham School at the end of Year 6

- Booklets outlining Secondary Education in Essex are sent out to all Year 6 pupils in September.
- A teacher from Hedingham School visits St. Andrew's Primary School in the Summer term to discuss the pupils who will be starting at the school in September.
- The class teacher then talks with the children and answers their questions about Hedingham School.
- Any information about a pupil with Special Educational Needs is transferred directly to the SENCo at Hedingham School, likewise for Gifted & Talented Pupils.
- The Head of Special Educational Needs Support (SEN) from Hedingham School Support also visits the school and observes the Special Needs Children in their familiar working environment. Details of these children are passed on verbally as well as on the transfer documents.
- The pupils have a two day induction visit to Hedingham School in the Summer Term.
- The pupils transition work will be transferred to the school i.e. English, Mathematics as a guide to their attainment.
- The pupil's record files are completed and transferred to Hedingham School at the end of the Summer Term which includes their End of Key Stage 2 SATS results.
- Open evenings are arranged by Hedingham School and pupils are invited to attend with their parents to find out further relevant information.
- There is very close liaison with Hedingham School. Termly meetings are held when Head teachers and Deputy Head teachers meet together to discuss transfer and other issues.

For any pupil transferring to another school, the procedure will be similar. Much will depend upon the arrangements made by the other school. St Andrew's Primary School will always try to make the transfer as easy as possible for the benefit of the child.

Procedures for the Transfer of Pupils between Primary Schools

Introduction

The issue of transferring a child from one school to another at the request of a parent often arises because of some perceived problem at the existing school. It is recognised that in many cases the transfer will not be the answer because the problem may be within the child or in fact the result of a conflict between the parent and the school. However there are times when transfers appear to assist the educational process. When requests for transfers are made, we have to recognise the legal framework, which gives parents the right to express a preference.

Parents must notify the school of their intention to transfer their child, giving reasons for the transfer. Records must be updated and transferred within ten days of the pupil leaving the school. If children are to be transferred to or from a neighbouring school due to discontent on the part of the parent the agreed County 'protocol' should be followed.

Suggested Procedure

- When a Head teacher is approached by a parent with a transfer in mind, he/she should ascertain whether or not the existing school's Head teacher is aware that the parent is possibly seeking such a move for the child. It should be made clear to the parent that a dialogue will take place between the two schools even if the parent has not already discussed matters with the existing Head teacher. In addition, in the case of LA schools, the parent should not be given an indication as to whether or not a place would be available should they decide to pursue their transfer request. Whilst it is appreciated that this may at times cause some difficulties, it has to be said that the changing legal position regarding admission limits and capacities make it very difficult for the school to be precise. In fact, by referring the parent to Pupil Services, the onus is taken off the school with regards to either offering or refusing a place. It also needs to be borne in mind that occasionally requests are received by the LA Pupil Services of which the preferred school is not aware. Therefore the school would of course be consulted before a place is offered as it is recognised that any decision about availability of places cannot be made in isolation.

- Where parents wish to pursue a transfer, they should be informed that application has to be made to Pupil Services.
- LA Pupil Services staff will liaise with both schools concerned in terms of educational needs and availability of a place.
- If a place is available and there are no major reasons to attempt to dissuade the parent, the transfer will be agreed.
- If there are sound educational reasons apparent as to why it would not be beneficial to the child to transfer him/her, these will be discussed with the parent by Pupil Services staff. However, if a place is available in the relevant year group the final word must rest with the parent.

Other Issues and Suggested Action

- Sometimes Head teachers are put on the spot by parents saying that they want to transfer their child but do not want the existing school to know. In such cases the Head teacher must make it clear the existing Head teacher will be informed.
- On occasions a parent will want to look around a school before referring matters back to the existing school. There are no reasons to prevent the 'guided tour' but it must be made clear to the parent that matters cannot be progressed until the existing school has had the opportunity to consider the parental concerns.
- Sometimes a parent will express an initial interest in a particular school but fail to follow up on their visit. In such circumstances it is not advisable for a Head teacher, or another member of staff, to pursue the matter given the possibility of pressure for the parent which could then be transferred to the child. At the same time tensions could be created between schools as motives could be misunderstood.
- It is important for the parent to know that both schools and the Pupil Services work very closely together in the case of request for transfer and it is helpful therefore if the same message is given to all concerned. This can only benefit everyone involved in the process.

Guidelines on Pupil Destination Data

Whilst attending St. Andrew's Primary School much statistical information will be collected about each individual child. The data will include:-

Performance Related Data in the form of:

Baseline Assessment
SAT's results - Key Stage I (Year 2)
Optional Results at years 3, 4, & 5
SAT's results - Key Stage 2 (Year 6)
Reading Record

Personal Data given to the school from the parents or guardians. This includes:-

Family Background
Medical Information
Ethnicity

Attendance Data

Essex Stages of Assessment Data for children with Special Needs, This will include information about learning and behavioural issues.

All of this information is kept in the child's individual record folder which is locked in the filing cabinet in the school office. When a child leaves the school these records are sent to the child's new school. For the children who will attend Hedingham School at the end of Year 6 the records will be taken to the school at the end of the Summer Term prior to them starting at the school in September. For children who leave the school before Year 6 the records will be sent to their new school within ten days of them leaving.

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