

## Procedure/Process Map for pupils leaving the school



Throughout this process there are always bilingual staff to assist any parents/carers who need it. We also offer support with written paper work if required.

Parents/carers approach Belgrave School informing us that they wish for their child to move to a different school. The parents are required to fill in an 'in year transfer form', which the Principal signs. Parents/carers take this form to the new school. Principal/Senior Leadership Team (SLT)/ Extended Home School Links Worker (EHSLW) speaks/makes contact with parents/carers re pupil/s leaving.

Belgrave could be contacted by the new school prior to parents us themselves. We provide the 'in year transfer form' and sign to approve the move. Or, they could move areas, parent/carers will complete a form at their new school.

If the new school has a space/s, the parents/carers confirm which school the pupil/s will be attending and confirm the intended start date.

The Extended Home School Links Worker (EHSLW) may contact the new school to pass on any key information.

If we are unaware of the new school, new address or in other extenuating circumstances, a CME (child missing in education) may need to be completed and emailed as appropriate.

Parents/carers can arrange a visit to the new school during school time to aid a positive transition.

The office export the child's unique CTF (Common Transfer File) to the new school, which contains relevant information about the pupil/s, which is stored on Arbor.

A CPOMS transfer will also take place with pupil info and entries.

The parent/carer take the child to start their new school on the intended date.

The new school contact us to confirm that the pupil/s has been enrolled at their school and they are now on their register.

Pupil/s books and work to be sent to the new school if appropriate and/or requested.  
For SEN pupils, the Inclusion Manager will take or send the child's SEN folder.

**Please note:** it is a legal requirement for a child to remain in school until a place becomes available at a new school, or the child could be classed as missing in education.