

## Procedures and responsibilities – In- year transition to another school



**Parents** to inform school office via email [admin@gorsehall.tameside.gov.uk](mailto:admin@gorsehall.tameside.gov.uk) or telephone 0161 338 4262 as soon as decision is made. Parents share details of new school, reason for leaving and last date of attendance.

If parent has not contacted school but child informs **adult at school**, this information is passed onto **school secretary**. Contact by school secretary will be made with parents to confirm.

**Parents** are encouraged by **School secretary** to look around new school or attend a taster session.

**School secretary** records new address if parents are moving house.

Welfare at LEA to be contacted if new school has not been allocated a school to avoid the pupil becoming a missing child in education. This is completed by Welfare Officer at school.

**School secretary** contacts new school once the child has started. The Common Transfer File (CTF) to the school via the DFE website. Any other paper is sent via post. If Safeguarding information, this is hand-delivered where local and sent securely when not local.

**School admin** add name of pupil and name of new school to kept records.

New school will be contacted to share further , relevant information about child e.g. SEND, special dietary needs , attendance . This is completed by **Welfare Officer, secretary** or **SENDCO**.

Parents given a guide by **school secretary** on how best to support their child with a new move. School secretary to give parents a paper booklet taken from [MOD Moving Schools: A Parents' Guide \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) .