Transition

The following process is in place to ensure the transition for pupils and parents who leave during the school year (planned move)

1

•If a visit to the newly identified school is organised, Putnoe Primary will authorise the absence for the visit. This vist can be accompanied and supported by a member of staff if it is requested by the pupil and/or parents.

2

• Ideally, parents advise staff at Putnoe Primary school of the start date at the new school. Staff will then make contact with the new school to share information. This has always been the approach taken at Putnoe Primary, however, the new Government Guidelines Keeping Children Safe in Education (September 2018) advises information should be shared with the receiving school before the child transfers.

3

- Information is shared with the family worker and/or SENCo of the receiving school, preferably in person by arranging a meeting. The Family Worker/SENCo files are then personally handed over.
- If a child is moving out of area and a meeting is not possible, then a telephone call will be made to the receiving school and thefiles are always sent in a sealed brown enveloped via Royal Mail, Signed For service.
- If the receiving school subscribes to CPOMS (Child Protection On-Line Monitoring Service) which is what is used at Putnoe Primary, the all information recorded on CPOMS can be transferred electronically the the receiving school, one the child is registered with them on SIMS.