

# **Simmondley Primary School**

## **Policy Statement on Transferring to another school including Children Missing from Education Policy**

When moving or transferring schools it is important that parents keep the Headteacher informed when they are considering changing schools, as we have a duty to inform the Authority of any child that we believe has left our school and has not provided forwarding information on their destination and education provision. If we are unable to establish your child's new school, we would have to refer them as a missing child to Education Welfare Services. As a result, your child's name may be kept on a missing register and efforts will be made to trace them. It is also important to know about a new school so that we can send on your child's records. At the point when you have decided to change school, please ask the school office for a Pupil Exit Form. If you are concerned that the details of your destination should not be shared with anyone but the Headteacher, please discuss this with her. The Headteacher will be able to ensure that access to your new address details is restricted appropriately.

**\* Pupil Exit Form attached**

This policy was reviewed by governors January 2017.

Next review January 2019 or before if required.

## Simmondley Primary School Pupil Exit Form

<b>Name of Child</b>	
<b>Name of Parent or Carer advising school that their child is moving</b>	
<b>Reason for Leaving</b>	
<b>Name and address of new school</b>	
<b>New family address</b>	
<b>Date child leaving</b>	
<b>Any other information</b>	
<b>Signature of Parent/Carer</b>	
<b>Today's date</b>	