

**Protocol  
for  
Supported Transfers  
In Wigan Secondary  
Schools**

# Contents

<b>Page</b>	
<b>3</b>	<b>Introduction</b>
<b>4</b>	<b>Respite Placement Flowchart</b>
<b>5</b>	<b>Supported Transfer Flowchart</b>
<b>6</b>	<b>One Off Transfer Flowchart</b>
<b>7</b>	<b>Checklist for Individual Pupil Pre-Supported Transfer Agreement</b>
<b>8</b>	<b>Respite Placement Agreement Form</b>
<b>9</b>	<b>Parental Agreement to One Off Supported Transfer (Form 1a)</b>
<b>10</b>	<b>School Agreement to One Off Supported Transfer (Form 1b)</b>
<b>11</b>	<b>Parental Agreement to Supported Transfer (Form 2a)</b>
<b>12</b>	<b>School Agreement to Supported Transfer (Form 2b)</b>
<b>13</b>	<b>Notification of Successful Supported Transfer (Form 3)</b>
<b>14</b>	<b>Proforma for Registering Attendance (Form 4)</b>
<b>15</b>	<b>Pupil Criteria - Form B</b>
<b>16</b>	<b>Transfer of Pupil Information - Form C</b>
<b>20</b>	<b>Supported Transfer Induction Form</b>
<b>23</b>	<b>Supported Transfer Review Form</b>
<b>25</b>	<b>Registration Instructions</b>

## **Introduction**

### **Vision statement**

Where possible we will educate pupils within mainstream settings making adjustments as far as is possible to facilitate inclusion.

### **Aim of this protocol**

To clarify the process of Supported Transfers and Respite placements in the secondary sector in Wigan LA and to establish a formal and legitimised system within the authority to which all secondary schools have agreed.

### **Children in Care (CiC)**

Although this process can be used for children in care, this should only be done through agreement at a LAC review where all parties present agree that a move to another school is in the child's best interests.

### **Pupils with Statements of SEN**

As with CiC, this process may be used but should be done only as part of the SEN review process. All parties should be in agreement that a move is appropriate, support should be in place before the child moves school and the child should go on the roll of the receiving school (as this will be named in the statement).

### **Background**

The Document 'Improving behaviour and attendance: guidance on exclusion from schools and Pupil Referral Units' (DCSF, September 2008) suggests that Managed Moves ( Supported Transfers in Wigan) may be used as an alternative to exclusion in response to serious breaches of behaviour policy

### **Rationale locally behind establishment of protocol**

Availability of resources in Wigan to support pupils with EBSD in the secondary sector is finite.

### **Current resources consist of:-**

One school for KS3 / 4 pupils with EBSD:-  
Newbridge Learning Community – 80 places

### **Three Pupil Support Centres:-**

The Phoenix Centre KS3 / 4            - 16 full time equivalent places  
The Beechwood Centre KS3 / 4       - 16 full time equivalent places  
The Lilford Centre KS3 / 4            - 16 full time equivalent places

Alternative placements for KS4 vary in number from year to year averaging 100 places.

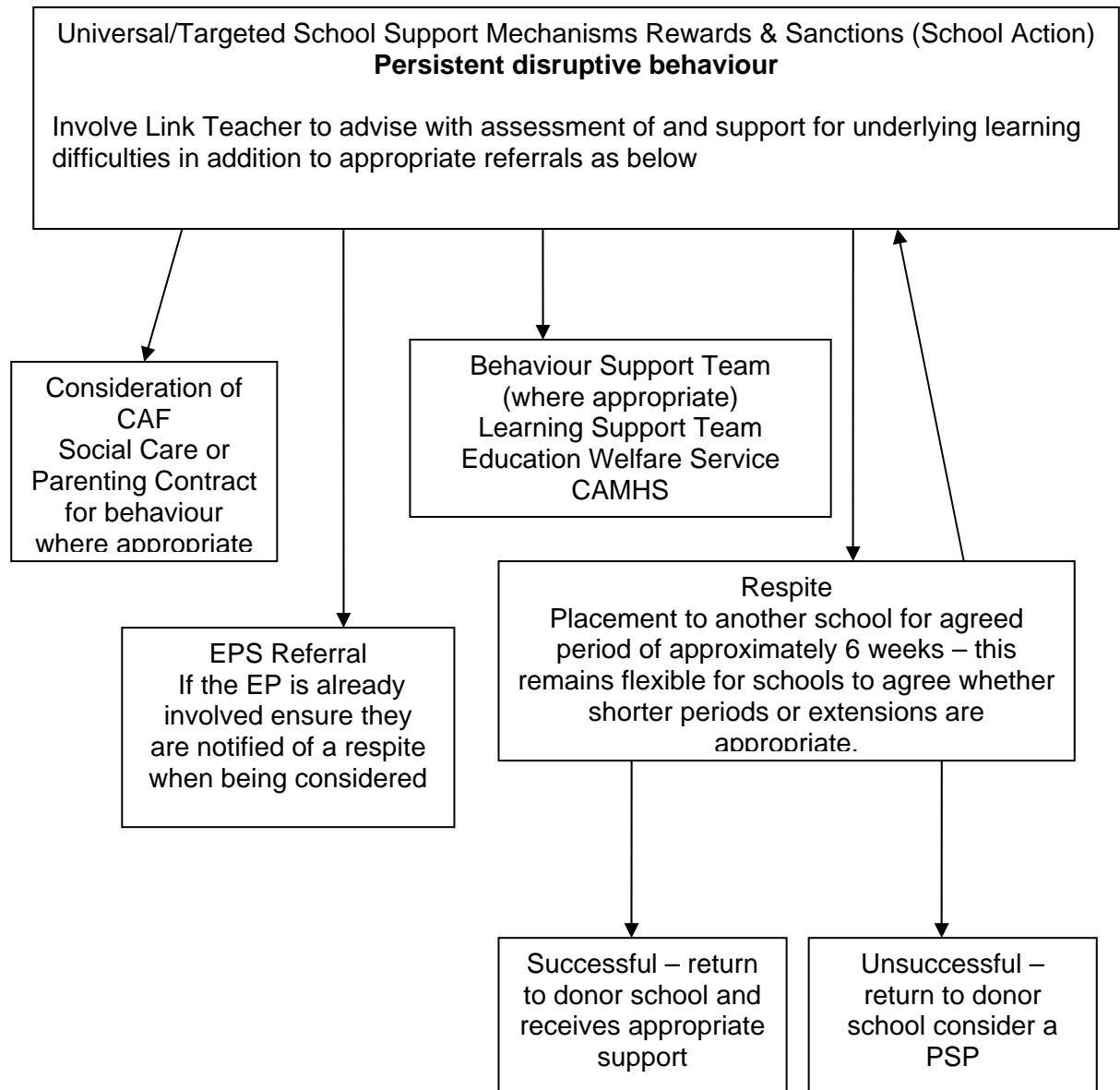
College places – variable numbers

Wigan Online Learning - up to 60 places

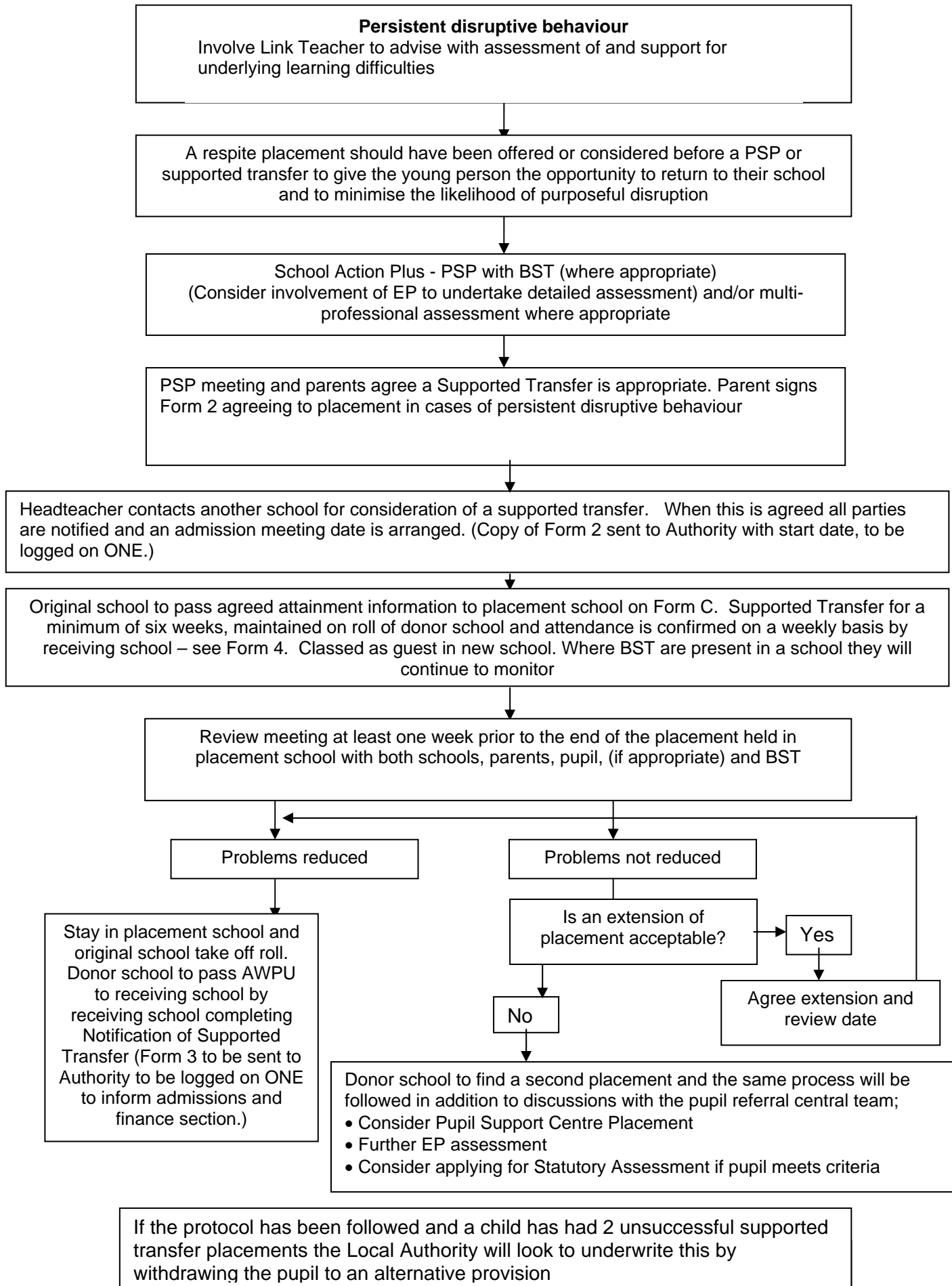
ACE Education Project 12 - 14 places (returnees from custody, excluded EBSD pupils etc)

Therefore as an authority we must ensure that these resources are used wisely to support inclusion within educational opportunities and where possible to maximise placement within mainstream schools.

**Process for a Respite Placement  
in the Secondary Sector**



## Process for a Supported Transfer in the Secondary Sector



**Process for a one off transfers  
in the Secondary Sector**

If incident is so serious that a permanent exclusion may have been issued, school first consider:

Allocate a 5 day fixed term exclusion to allow for;  
a) The Head teacher to carry out a thorough investigation  
b) To look at alternatives to permanent exclusion i.e. restorative justice, reparation, a supported transfer

Investigations conclude that a permanent exclusion is not appropriate – pupil remains at school with appropriate intervention

Investigations conclude that the pupil can no longer remain at the school and a supported transfer is the only alternative

The Headteacher retains the right to permanently exclude

School obtains parental agreement to approach an alternative school for a Supported Transfer (Form 1)  
School will also facilitate restorative justice input to reduce likelihood of a repeat incident in new placement

Head teacher phones another Wigan school to agree transfer, with information 'transfer' within 24 hours

Inclusion Manager arranges a supported transfer meeting with receiving school, parents and other relevant parties including PRS Central team. Transfer of information form should be completed and exchanged before or at the meeting and the relevant letters/notifications sent to the LA

Receiving school puts pupil on roll. (Forms 1 & 3 are returned to Authority and logged on ONE.) AWPU transferred to receiving school

If there are continuing difficulties the receiving school must at first use their internal sanctions and then discuss appropriate strategies with the LA

## Checklist for Individual Pupil Pre-Supported Transfer Agreement

Pupil \_\_\_\_\_ Year Group \_\_\_\_\_

Date \_\_\_\_\_ School \_\_\_\_\_

### Underlying principles to ensure consistency

***It is understood that receiving schools will consider the levels of support required by pupils requesting a move to their school and that schools will pledge where possible to provide this support.***

***It is important that pupils on transfer are treated fairly within the school's disciplinary process therefore responses to unacceptable behaviour will be the same for them as for all other pupils in that school community.***

***Agreed transfers should be for a minimum of 6 weeks unless a serious incident prevents this.***

Is this a: Respite placement  Supported Transfer  One Off Transfer

In brief reason for transfer \_\_\_\_\_

Does child have a PSP?  Yes  No At what stage/week of PSP? \_\_\_\_\_  
(ST should usually only be considered at week 12 of a PSP unless for a one-off incident)

Does pupil have a Statement of SEN?  Yes  No

Category of Statement \_\_\_\_\_ Funding allocated \_\_\_\_\_

Stage of the SEN code of practice SA  SA+  Under assessment

Has the child had an E.P. consultation or assessment?  Yes Date \_\_\_\_\_  No

Has the child had a Link Teacher Assessment?  Yes Date \_\_\_\_\_  No

Current Reading Age \_\_\_\_\_ KS2 NC levels Eng \_\_\_\_\_ Maths \_\_\_\_\_

Current NC levels Eng \_\_\_\_\_ Maths \_\_\_\_\_ Current learning sets \_\_\_\_\_

If Y10 or Y11 list G.C.S.E.'s & Boards \_\_\_\_\_ (attach where necessary) \_\_\_\_\_

If child is moving for violence, theft or any other one off incident has Restorative Justice been implemented in line with the Protocol?  Yes Attach evidence  No

Is the child accessing any alternative provision?  Yes \_\_\_\_\_  No

Is the child supported by EWS?  Yes  No

Is the child working with BST currently?  Yes  No

Is a CAF in place?

ρ Yes

ρ No

## Respite Placement Form

**Name of Pupil:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

Prior to a Pastoral Support Programme, schools are to consider a respite placement as an early intervention strategy for pupils who are displaying low level behaviour concerns and where they believe a respite placement would benefit the young person.

A respite placement is an agreed move to another school for a temporary period of time with the intention of the pupil returning to the donor school at the end of the placement regardless of their behaviour.

A place will be negotiated on your behalf at another Local Authority school.

I agree to my son/daughter accessing a respite placement to another mainstream school as arranged within the agreed protocol.

**Signature of Parent / Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For School Use:

**Donor school** \_\_\_\_\_

**Receiving school** \_\_\_\_\_

**Intended start date** \_\_\_\_\_

To ensure this placement is acknowledged formally as a respite placement, please contact Central Team (Exclusions) on 01942 486146 to discuss the transfer. When placement is agreed, please submit this form with a copy of this form within 7 days to Joanne Berry.

**Form 1 (a)**  
**Parental Agreement to Supported Transfer**  
**(To be used in cases of a serious one off offence)**

**Name of Pupil:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

I am aware that my son/daughter is strongly at risk of permanent exclusion from his/her current school for a serious offence.

I am aware that Wigan Children and Young People's Services have made an agreement with schools to avoid permanent exclusion and to facilitate smooth transition from one mainstream placement to another.

I agree to my son/daughter accessing a supported transfer to another mainstream school as arranged within the agreed protocol.

A place will be negotiated on your behalf at another Local Authority school.

I understand that regardless of the outcome of the placement my son/daughter will not return to their current school.

Wigan Children & Young People's Services believes that successful mainstream placement offers the best opportunities for the future life chances of young people.

**Signature of Parent / Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Form 1 (b)**  
**School Agreement to Supported Transfer**  
**To be used in cases of a serious one off offence**  
 (You must return a copy of this form to PRS Central Team)

Name of Pupil: \_\_\_\_\_ Year Group: \_\_\_\_\_

Please indicate whether this is the first or second supported transfer in relation to the above young person

First  Second

Donor School: \_\_\_\_\_

Receiving School: \_\_\_\_\_

Intended Start Date: \_\_\_\_\_

Reason for Transfer:

Reason	Please Tick
Bullying	
Drug and Alcohol Related	
Persistent Disruptive Behaviour	
Damage	
Physical Assault against Adult	
Physical Assault against Pupil	
Sexual Misconduct	
Theft	
Verbal Abuse / Threat Adult	
Verbal Abuse / Threat Pupil	
Other, please specify:	
<b>Did the incident involve a weapon? Please specify:</b>	

Has Restorative Justice taken place: Yes  No

Comments:

Registration Status Donor School: Off roll as of \_\_\_\_\_

Registration Status Receiving School: On roll from \_\_\_\_\_

To ensure this placement is acknowledged formally as a supported transfer and underwritten, please contact Central Team (Exclusions) on 01942 486146 to discuss the intended transfer. When transfer is agreed, please submit this form with a copy of the PSP if one is in place within 7 days to Joanne Berry.

**Form 2 (a)**  
**Parental Agreement to Supported Transfer**

**Name of Pupil:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

I understand that my son/daughter is strongly at risk of permanent exclusion from his/her current school.

I am aware that Wigan Children and Young People's Services have made an agreement with schools to avoid permanent exclusion and to facilitate smooth transition from one mainstream placement to another.

I agree to my son/daughter accessing a ..... week trial placement in another mainstream school as arranged within the agreed protocol.

A place will be negotiated on your behalf at another Local Authority school.

Wigan Children & Young People's Services believes that successful mainstream placement offers the best opportunities for the future life chances of young people.

**Signature of Parent / Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Form 2 (b)**  
**School Agreement to Supported Transfer**  
**(You must return a copy of this form to PRS Central Team)**

Name of Pupil: \_\_\_\_\_ Year Group: \_\_\_\_\_

Please indicate whether this is the first or second supported transfer in relation to the above young person

First  Second

Donor School: \_\_\_\_\_

Receiving School: \_\_\_\_\_

Intended Start Date: \_\_\_\_\_

**Reason for Transfer:**

Reason	Please Tick
Bullying	
Drug and Alcohol Related	
Persistent Disruptive Behaviour	
Damage	
Physical Assault against Adult	
Physical Assault against Pupil	
Sexual Misconduct	
Theft	
Verbal Abuse / Threat Adult	
Verbal Abuse / Threat Pupil	
Other, please specify:	
<b>Did the incident involve a weapon? Please specify:</b>	

Has Restorative Justice taken place? Yes  No

Comments:

Registration Status Donor School: Off roll as of \_\_\_\_\_

Registration Status Receiving School: On roll from \_\_\_\_\_

To ensure this placement is acknowledged formally as a supported transfer and underwritten, please contact Central Team (Exclusions) on 01942 486146 to discuss the intended transfer. When transfer is agreed, please submit this form with a copy of the PSP if one is in place within 7 days to Joanne Berry.

**Form 3**  
**Confirmation of Successful Supported Transfer**

Receiving School: Complete and return when pupil is entered on roll to allow transfer of remaining  
AWPU

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Year Group** \_\_\_\_\_

**Donor School** \_\_\_\_\_

**Receiving School** \_\_\_\_\_

**Placement Dates**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Date registered as main single registration**

\_\_\_\_\_

For the attention of:

Joanne Berry, Senior Officer – Pupil Inclusion  
Children & Young People's Services  
Pupil Referral Service – Central Team  
Progress House  
Westwood Park Drive  
Wigan  
WN3 4HH

**Form 4**

**Proforma for Registering Attendance for a pupil on Supported Transfer**

**Pupil Name:** .....

The attendance of young people needs to be carefully monitored while a Supported Transfer is underway. This will safeguard the young person's provision and ensure their health and safety whilst at school.

All staff teaching the young person should be aware of their presence in school.

Person responsible for Supported Transfer in donor school .....

Person responsible for Supported Transfer in receiving school .....

Arrangements for registration

.....

.....

**Attendance Data**

Week 1 Date w/b	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Week 2 Date w/b										
Week 3 Date w/b										
Week 4 Date w/b										
Week 5 Date w/b										
Week 6 Date w/b										

This information should be faxed to the donor school on a weekly basis. If a child is absent, the receiving school should inform the donor school as soon as possible and the EWO involvement sought at an early stage.

## WIGAN CHILDREN & YOUNG PEOPLE'S SERVICES FORM B

**THIS FORM TO BE FILLED IN BY CURRENT OR PREVIOUS SCHOOL AND RETURNED TO SCHOOL PLACEMENTS (MID YEAR ADMISSION) OR RECEIVING SCHOOL (SUPPORTED TRANSFER/MANAGED PLACEMENT)**

<b>Name of Pupil</b>	<b>DOB</b>	<b>Year</b>
<b>Current School</b>	<b>School Applied for or Receiving School (Supported Transfer)</b>	
<b>Is this a supported transfer?</b>		
<b>Has the transfer been discussed with parents?</b>		
<b>Has there been a meeting in school to resolve issues (if appropriate)?</b>		
<b>Is the transfer supported by current school?</b>		
<b>Is the pupil a Looked After Child or on the Child Protection Register?</b>		

**Please indicate any of the criteria below that applies to the pupil:**

<b>1</b>	Pupil has had a previous supported transfer/managed placement (Secondary) or managed move (Primary) in the last 18 months	
<b>2</b>	Pupil is returning to school after a permanent exclusion	
<b>3</b>	Number of exclusion days in the current academic year	
<b>4</b>	Pupil has a current Pastoral Support Programme or one that was active within the previous 6 months	
<b>5</b>	Pupil is in receipt of active one to one direct work that has been ongoing for at least 6 weeks from the Behaviour Support Team (or equivalent in another LA)	
<b>6</b>	Pupil has had provision in a Pupil Support Centre or custody during the previous 9 months	
<b>7</b>	Pupil is on SEN Code of Practice (If so please state current stage)	
<b>8</b>	Pupil has seen an Educational Psychologist (If so please state when)	
<b>9</b>	Pupil's attendance is a concern (If so percentage attendance this year)	
<b>10</b>	Pupil has had 3 or more changes of school in the last 3 academic years (not counting phase change)	
<b>11</b>	Pupil is transferring from an EBSD Special School	
<b>12</b>	Pupil is a traveller	
<b>13</b>	Pupil is an asylum seeker	
<b>Person Completing form (Current or Previous School)</b>		<b>Date</b>
Headteacher's signature		

WIGAN CHILDREN & YOUNG PEOPLE'S  
SERVICES  
**TRANSFER OF  
PUPIL INFORMATION FORM  
(FORM C)**



Name of Pupil	DOB	Year
Current School	School Applied for or Receiving School (Supported Transfer)	

**The following should be printed off from the school SIMS system (please tick)**

**The following documents should also be attached, where applicable**

Student Details Sheet – (include address and contact numbers of both parents if different).	
Curriculum Base Data	
Assessment Base Data/ Academic information	
Current Timetable	
Attendance Summary Sheet – with details of any warning notices or action taken	
Exclusions Data	
Conduct Log/Record	

Pastoral Support Plan	
Individual Education Plan	
Special Educational Needs – Statement, IEP, latest annual review etc.	
Key Stage 4 – Options information i.e. GCSE, NVQ, VGCE, modular, assessed grades, coursework etc.	

**In addition to the printed information, please complete the following sections in relation to the above pupil.**

### Pastoral Issues

<b>Family Members</b>	<b>Name</b>	<b>Relationship</b>	<b>Living at Home?</b>	<b>School</b>
<b>Family Circumstances (Relevant to current situation)</b>				
<b>Professionals Involved:-</b> EP EWS BST Link Teacher CAMHS Social Care Family Support Connexions YOT SBPO Other	<b>Name</b>	<b>Agency</b>	<b>Involvement (with dates)</b>	
<b>Parents/pupil's views on transfer</b>				

### Learning

<b>NC Levels/Set or grouping</b>		
<b>Strengths and Weaknesses</b>		
<b>Latest Assessed Grades, SATs, Fisher Family, Value Added etc.</b>		
<b>Any Learning Difficulties</b>		<b>SEN Stage</b>
<b>Strategies attempted to meet needs</b>		
<b>Strategies that have been successful</b>		

## Behaviour

Has this pupil had a PSP previously? Please give details.	
Has the child had a previous respite/ supported transfer? Please give details.	
Behaviour Issues	<ul style="list-style-type: none"> <li>• Has a risk assessment been completed?</li> <li>• Are there any known risks to the child or others associated to their behaviour?</li> <li>• Has the young person had any restorative justice intervention?</li> </ul>

## Relationships

Interaction with peers	
Interaction with staff	
Interests in or outside school	
Any other issues or concerns	

Data Protection Act	<p><i>This information falls within the Data Protection Act. The information supplied will be held on computer for the purposes of Education and training administration and will be used solely for this purpose and disclosed when necessary to the Local Authority, other schools, panels, school inspectors etc. The information provided on this form and any other information provided subsequently whether by meeting, phone, fax or mail would also be used for this purpose.</i></p>		
---------------------	--	--	--

Person Completing form (Current or Previous School)	Designation	Contact Number	Date

**PRS CENTRAL TEAM USE ONLY**

**Please indicate where pupil is being referred:** (click on the check boxes)

<b>Pupil Support Centre</b>	<input type="checkbox"/> Beechwood <input type="checkbox"/> Lilford <input type="checkbox"/> Phoenix	<b>ACE</b>	<input type="checkbox"/> ACE Development Team <input type="checkbox"/> WOL <input type="checkbox"/> Young Mums <input type="checkbox"/> Medical Needs <input type="checkbox"/> ACE Education Project
<b>School (for re-integration from PSC)</b>			
<b>Funding arrangement</b>	<input type="checkbox"/> Withdraw AWPU from school <input type="checkbox"/> School to fund full amount <input type="checkbox"/> School to partially fund, please state proportion <input type="checkbox"/> N/A (Centre/ACE will receive through central funding)		

**Purpose of placement**

<b>Please check all appropriate boxes:</b>	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time Please state which days/number of days
<input type="checkbox"/> Permanent/long-term <u>state expected period if known</u>	<input type="checkbox"/> Temporary/Respite <u>(state expected period as agreed)</u>
<input type="checkbox"/> Withdrawn to avoid permanent exclusion (Paperwork may have been issued, but no Governor's meeting held)	<input type="checkbox"/> Permanent Exclusion (Paperwork issued and Governor's meeting held or to be held, state if upheld or reinstated)
<input type="checkbox"/> Unsuccessful supported transfer(s)	<input type="checkbox"/> To support maintaining mainstream school placement
<input type="checkbox"/> To support entry to special school provision	<input type="checkbox"/> To support statutory assessment process
<input type="checkbox"/> School refuser	<input type="checkbox"/> Moved into Wigan area
Other (please state), or any further information regarding placement purpose.	

## SUPPORTED TRANSFER INDUCTION MEETING FORM

DATE:

A. SCHOOL AND PUPIL DETAILS	
<p><b>DONOR SCHOOL:</b></p>	<p><b>RECEIVING SCHOOL:</b></p>
<p><b>PUPIL NAME:</b></p> <p><b>ADDRESS:</b></p> <p><b>DOB:</b></p> <p><b>YEAR GROUP:</b></p> <p><b>GENDER:</b> Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p><b>PUBLIC CARE:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>PREVIOUS SCHOOL/S:</b></p> <p><b>PARENT/S NAME/S:</b></p> <p><b>CONTACT TELEPHONE NUMBER/S:</b></p> <p><b>PARENT SIGNED SUPPORTED TRANSFER FORM:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>COPY SENT TO LA:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>FORM C FORWARDED TO RECEIVING SCHOOL:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>C.A.F. COMPLETED</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>SEN STAGE:</b> A <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> S <input type="checkbox"/></p> <p><b>SUPPORT THROUGH SIS:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>STATEMENT FOR:</b>  <b>Moderate Learning Difficulties (MLD)</b> <input type="checkbox"/>  <b>Behaviour, Emotional and Social Difficulty</b>  <b>(BSED):</b> <input type="checkbox"/>  <b>Severe Learning Difficulties (SLD):</b> <input type="checkbox"/>  <b>Physical Disability (PD):</b> <input type="checkbox"/>  <b>Specific Learning Difficulties (SpLD):</b> <input type="checkbox"/></p> <p><b>LAST SEN REVIEW:</b></p> <p><b>SEN OFFICER:</b></p> <p><b>EDUCATIONAL PSYCHOLOGIST:</b>  <b>DATE LAST SEEN:</b></p> <p><b>FUNDING LEVEL:</b></p> <p><b>SUPPORT PROVIDED:</b></p> <p><b>Is the EP aware of this transfer?</b> Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p><b>Has an SEN or LAC review been Held to agree this transfer?</b> Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>

B. SUPPORTED TRANSFER DETAILS	
<p><b>'ONE OFF' OFFENCE:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>DETAILS:</b></p> <p><b>RESTORATIVE JUSTICE:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>CRIMINAL PROCEEDINGS:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>PERSISTANT DISTRUPTIVE BEHAVIOUR</b>                      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>DETAILS OF SIGNIFICANT BEHAVIOURS CAUSING CONCERN:</b></p>

<b>C. SUPPORT</b>		
<b>SUPPORT SERVICES INVOLVED (DONOR SCHOOL)</b>	<b>DATE</b>	<b>OUTCOME</b>
<b>PASTORAL SUPPORT PROGRAMME (DONOR SCHOOL)</b>	<b>DATE STARTED:</b>	<b>DETAILS:</b>
<b>LEAD PROFESSIONAL:</b>	<b>DATE REVIEWED:</b>	
<b>COPY TO RECEIVING SCHOOL: Yes <math>\pi</math> No <math>\pi</math></b>		
<b>AGREED STRATEGIES/ INVOLVEMENT DURING THE PLACEMENT E.G. – ACE, YISP, EP (Please List &amp; Give Details)</b>	<b>DATE</b>	<b>REFERRAL TO BE COMPLETED BY:</b>
<b>D: EXCLUSIONS</b>		
<b>PUPIL CURRENTLY EXCLUDED FROM SCHOOL: Yes <math>\pi</math> No <math>\pi</math></b>		
<b>NUMBER OF DAYS AND END DATE:</b>		
<b>EXCLUSIONS IN CURRENT ACADEMIC YEAR:</b>		
<b>TOTAL NUMBER OF DAYS:</b>		
<b>ARRANGEMENTS FOR EXCLUSION IN RECEIVING SCHOOL (IF NECESSARY):</b>		
<b>E: ATTENDANCE</b>		
<b>PERCENTAGE ATTENDANCE THIS ACADEMIC YEAR:</b>		
<b>DETAILS OF ANY ATTENDANCE ISSUES/EWS INVOLVEMENT:</b>		
<b>ARRANGEMENTS FOR REGISTRATION &amp; RECORDING OF ATTENDANCE:</b>		
<b>F. ACADEMIC ISSUES</b>		
<b>ACADEMIC INFORMATION PASSED TO RECEIVING SCHOOL: Yes <math>\pi</math> No <math>\pi</math></b>		

**EXAMINATIONS DURING TRIAL PERIOD (SAT's or GCSE): Yes  No**   
**EXAM ARRANGEMENTS**

**G: PASTORAL ISSUES**

**PARENTS VIEWS ON SUPPORTED TRANSFER:**

**PUPIL'S VIEWS ON SUPPORTED TRANSFER:**

**PRACTICAL ARRANGEMENTS:**

**UNIFORM:**

**TRANSPORT:**

**LUNCHTIME:**

**PARENT TO ACCOMPANY PUPIL ON FIRST DAY: Yes  No**

**BEHAVIOUR SUPPORT TEACHER  
(DONOR SCHOOL):**

**BEHAVIOUR SUPPORT TEACHER  
(RECEIVING SCHOOL):**

**NAMED CONTACT (DONOR SCHOOL):**

**MAIN CONTACT (RECEIVING SCHOOL):**

**START DATE:**

**AGREED ACTIONS FROM THIS MEETING:**

**PERSON RESPONSIBLE:**

**PRESENT AT MEETING:**

**NAME**

**DESIGNATION**

**DATE OF REVIEW MEETING:**

**VENUE:**

**FORM COMPLETED BY:**

DESIGNATION  
DATE:

## SUPPORTED TRANSFER REVIEW MEETING FORM

DATE:

PUPIL NAME:

DONOR SCHOOL:

RECEIVING SCHOOL:

HAVE PROBLEMS HIGHLIGHTED IN DONOR SCHOOL IMPROVED?

REVIEW OF ACTIONS FROM INDUCTION MEETING:

STRATEGIES USED IN RECEIVING SCHOOL:

ISSUES/CONCERNS (PARENT/PUPIL):

ATTENDANCE DURING PLACEMENT:

PERCENTAGE:

PLACEMENT SUCCESSFUL Yes  $\pi$  No  $\pi$   
NEXT STEP/S:

<p><b>DATE TO BE ON ROLL AT RECEIVING SCHOOL:</b></p> <p><b>FORM 3 SUBMITTED:</b></p>	<p><b>EXTEND PLACEMENT UNTIL:</b></p>	<p><b>RETURN TO DONOR SCHOOL ON:</b></p>	<p><b>CONSIDER ALTERNATIVE PLACEMENT:</b></p>
<p><b>FURTHER ACTIONS REQUIRED</b></p> <p><b>REFERRALS:</b></p> <p><b>Educational Psychologist</b>      <b>Yes <math>\pi</math> No <math>\pi</math></b></p> <p><b>Statutory Assessment</b>      <b>Yes <math>\pi</math> No <math>\pi</math></b></p> <p><b>Counselling</b>      <b>Yes <math>\pi</math> No <math>\pi</math></b>      <b>Reason:</b></p> <p><b>Other</b>      <b>Yes <math>\pi</math> No <math>\pi</math></b>      <b>Details:</b></p>			
<p><b>PRESENT AT MEETING:</b></p>			
<p><b>NAME</b></p>		<p><b>DESIGNATION</b></p>	
<p><b>FORM COMPLETED BY:</b></p> <p><b>DESIGNATION:</b></p> <p><b>DATE:</b></p>			



**INSTRUCTIONS**

**FOR REGISTRATION OF PUPILS**

**ON SUPPORTED TRANSFERS**

## **Procedure At Donor School:**

- 1. Reg – Main single for whole period of supported transfer. Shares CTF with receiving school.**
- 2. Marks provided by receiving school.**
- 3. End of – agreed – leaving date (day before new school pupils on roll) not back dated to beginning. Make a leaver.**

## Procedure At Receiving School:

### 1. Receive CTF from DS and put on roll as 'guest'.

- Use route **Routines | DATA In | CTF | Import CTF** to import the CTF.
- Placing the pupil on roll, import the CTF in the usual way.
- Once the import is completed, scroll down to view panel **4 Edit Current Imported Students**.

The UPN, Legal Surname, Legal Forename, Gender, DOB, Admission No. and Enrolment Status for the imported student are displayed: -



UPN	Legal Surname	Legal Forename	Gender	DOB	Admission No.	Enrolment Status	Save
Y359200006035	Brown	Lydia	F	01/02/2002 0...	000291	Single Registration	

- In the Enrolment Status column, click on the cell that displays **"Single Registration"**
- A down arrow key will appear to the right of the cell. Click the down arrow key to display a drop down menu.



- Click to highlight the registration option **Guest Pupil**.

Your screen should resemble the image below: -



UPN	Legal Surname	Legal Forename	Gender	DOB	Admission No.	Enrolment Status	Save
Y359200006035	Brown	Lydia	F	01/02/2002 0...	000291	Guest pupil	

- Click the **Save** button. The pupil is now on roll with a registration status of Guest Pupil.

*Note: The above method will only work if the pupil is NOT on roll at your school and the CTF creates pupil details.*



- Open the pupil record through the [Pupil Focus](#). On **link 2 Registration**, enter class details and edit the **Admission Date** to reflect the date the pupil joined your school as a Guest.

Class	RBA	House	
Year Group	Year R	Year Taught In	Curriculum Year R
Enrolment Status	Guest pupil	Boarder Status	
Admission Date	01/03/2007	Admission Number	000291
Former UPN		Attendance Mode	All day
UPN	Y359200006035	Local UPN	
Part Time Details	Start Date		End Date

## 2. Use Proforma for attendance and send to donor school.

## 3. When placement agreed – make leaver as guest – end date is same as donor school end date.

In the example below, the pupil left the donor school on the 31/05/2007. Her attendance as a guest pupil is also terminated on this date.



- Open the pupil record through the [Pupil Focus](#). Click on link **10 School History**.
- Type in the **Date of Leaving** as the **31/05/2007**.
- Enter the **Reason for Leaving** as **School Transfer (Mid Year)**.
- In the **Destination after Leaving** field, type in a suitable comment.
- In the **Previous School** panel, you may need to edit the **Date of Leaving** field to the correct date. (In this example the 31/05/2007).

Your screen should resemble the image below: -

**10 School History**

Date of Leaving: 31/05/2007  Reason For Leaving: School Transfer (Mid-Year) 

Destination After Leaving: Registration status change from Guest to Single

[Previous Schools](#)


School	Date of Arrival	Date of Leaving	Reason For Leaving	Enrolment Mode
Central Park Primary School	01/09/2006	31/05/2007		Single Registration

 New  
 Open  
 Delete

CTF Attendance

- Click the **Save** button.

## 4. Re-admit as 'guest' then change reg status to single.

- Click the  Pupil Focus button.
- Click on the **New** button.
- Type in pupil details.

**Basic Details**


Surname: Brown Forename: Lydia


Gender: Female  Date of Birth: 01/02/2002 



- Click the **Continue** button.
- The student is displayed in the **Matched People** browse.
- Highlight the correct student and click the **Open** button.

The following prompt is displayed: -

**Student Is A Leaver** 

 The selected student is a leaver, Do you want to re-admit the student

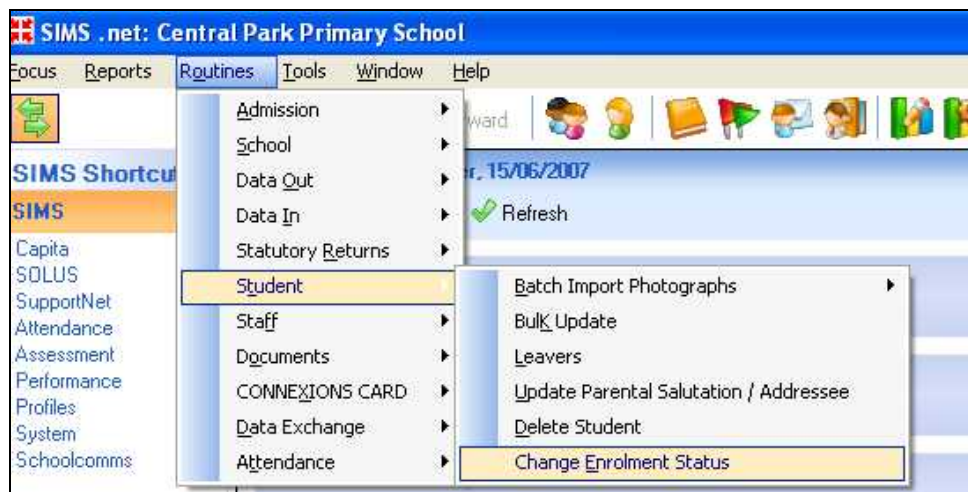
- Click the **Yes** button.
- On link **2 Registration** you must enter **Class, Year Group** and **Admission Date** details.

**2 Registration**

Class	RBA	House					
Year Group	Year R	Year Taught In	Curriculum Year R				
Enrolment Status	Guest pupil	Boarder Status					
Admission Date	01/06/2007	Admission Number	000291				
Former UPN		Attendance Mode	All day				
UPN	Y359200006035	Local UPN					
Part Time Details	<table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Start Date	End Date			<input type="button" value="New"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="History"/>
Start Date	End Date						

**Please note that you are unable to change the Enrolment Status to Single Registration at this point.**

- Click the **Save** button to save details.
- Click the **Close** button to return to the .net Home page.
- Select route **Routines | Student | Change Enrolment Status**.



- Open the relevant student record.

**1 Basic Details**

Legal Forename: Lydia

Middle Name(s):

Legal Surname: Brown

Preferred Surname: Brown

Preferred Forename: Lydia

Date of birth: 01/02/2002

Age:

Gender: Female

Birth Certificate Seen:

Photograph: [Click for photographers](#)

**2 Registration**

Enrolment Status: Guest pupil

- Click the browser to the right of the **Enrolment Status** field, and from the drop down menu select the option **Single Registration**.
- Click the **Save** button.


The following screen is displayed: -

**Change Enrolment Status**

Student's current enrolment status will be changed from 'Guest pupil' to 'Single Registration'. You may need to correct student's sessions attendance marks.

Do you wish to continue?

Yes No

- Click the **Yes** button to the .net Home page.
- To confirm the change to the Registration status, click the  Pupil Focus button and view the pupil's record.