Procedure/Process Map for pupils leaving the school

Parents/carers approach the school informing us that they want their child to move to a different school. The parents are required to fill in an in year transfer form. Parents take form to the new 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.



School could be contacted by the new school prior to parents contacting the current school. We provide the in year transfer form and sign to approve the move.



If the new school have space, the Parents/carers confirm which school the child will be attending and the intended start date.



The home school link worker will contact the new school if there is any safeguarding or welfare issues.



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



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



The new school contact us to inform us that the child has been admitted to their school and they are now on their register.

The office then export the child's unique CTF (Common Transfer File) to the new school, which contains all information about that child that is stored on SIMS.



Class teacher take all the children's books and relevant information to the office. This is then sent to the new school.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں.