



Procedure to Support Parents Whose Children Leave School Mid-Year

Action	Activity	Who is responsible?	When?
Application to new school	Meeting between parents and head teacher about moving school	Parents and Headteacher	Prior to leaving school.
	Impartial advice and support offered on how to apply	Administration New Communities Worker	
	Application is made to Admissions for a transfer to a new school	Parents supported by school and New Communities work	
	Pupils make a goodbye card for the child	Class Teacher	
	Children with additional vulnerabilities will be supported where possible with a visit to the school prior to transferring	Headteacher SENCO Safeguarding Coordinator as appropriate.	
Transferring to new school	Confirmation of transfer received for Admissions	Admissions	After child has left school.
	Contact new School to confirm start date	Attendance Officer	
	Remove from current role	Attendance Officer	
	Arrange for school files to be transferred	Teacher Safeguarding coordinator SENCO	
	Meeting with the new school to share essential information and deliver files	Safeguarding coordinator SENCO	
In cases where children are removed from school with no prior notice or communication we follow our missing from school procedures.			