



Dishforth Airfield Primary School

Departure Policy

Targets.

- To address the challenges associated with high mobility levels. To mitigate the negative effects and seize the opportunities associated with high mobility.
- To plan for a seamless transition to the new school.
- To ensure that pupils and their families have a smooth departure from Dishforth Airfield.
- To take responsibility to ensure that transition is successful.

Aims.

We will:

- Prepare the children for their transfer emotionally and academically.
- Allow adequate time for teaching staff to prepare records and assessment data.
- Communicate relevant attainment and progress data and other important information to the new school.

Steps.

1. Notification of moving.

Parents tell the office manager that their child will be leaving.

Parents are asked to collect their child at the end of the final day at school in order to collect any books or school work where required.

Parents are informed that pupils are allowed to get polo shirts signed on final day and bring sweets in for their class if they choose.

2. Office manager.

Inputs pupils leaving date on MIS system.

Inputs pupil's new school on MIS if known.

Informs induction mentor.

All records to be forwarded to new school.

Where child is SEN and / or vulnerable the Headteacher to ring the new school with appropriate details.

3. Induction mentor.

Adds name to the departures file.

Adds photograph of child to the departures board.

Has meeting/s with the child to fill in leavers book and to find new schools web pages.

Provides family with web site information.

4. Child's final week.

Name added to the departures board.

Ensure all paper work/books are sent to school office. Summer report from previous year will be sent as well.

Individual record completed with up to date assessments ready to be sent (see Appendix 1).

All SEN information from SENCO to be sent in the post.

Shred any local information or requests for absence unless absence is significant.

Make sure child is said goodbye to in their last assembly.

5. Child's final day.

The pupil transfer report folder is returned to school office manager who updates SIMS with details from DFES transfer form.

Produces a common transfer form with given information and sends an electronic CTF to receiving school.

Produces an attendance breakdown summary for record folder.

Moves pupil to former roll on MIS

6. After child has left.

Induction co-ordinator removes the leaver's details from the board.

Makes sure name is removed from tracking.



Appendix 1

Individual Record

Dishforth Airfield Community Primary School

Name:	UPN	Boy/Girl
Date of Birth:	Date of Entry:	Year group of Entry:

PSE	PSE	PSE	Total	CLL	CLL	CLL	CLL	Total	PSRN	PSRN	PSRN	Total	KUW	PD	CD	FSP
DA	SD	ED	AOL	LCT	LSL	R	W	AOL	NLC	C	SSM	AOL	KUW	PD	CD	Total

Yr.1	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.2		Reading	Writing	Maths	Science	SEN
Autumn						
Spring						
Sum	S/L	Reading	Writing	Maths	Science	SEN
Report						

Yr.3	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.4	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.5	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					

Yr.6	Reading	Writing	Maths	Science	SEN
Autumn					
Spring					
Summer					
Summer SATS					
English SAT					

Significant notes

Date of leaving

signed