



Pupil Transition Policy

With reference to -

Keeping Children Safe in Education September 2022
The Education (Independent School Standards) Regulations 2014
the Education (Pupil Registration) (England) Regulations 2006

Aims

Alamiyah School believes that the safety and security of children is paramount. Therefore children who go missing from education must have appropriate safeguarding responses to ensure that any issues of abuse, neglect, sexual abuse or exploitation do not go unnoticed and to help prevent the risk of children going missing in the future.

As a school:

- we hold two emergency numbers for the child other than the parents
- we adhere to clear procedures for absences including first day and longer absences
- we have strict monitoring procedures for absences and punctuality
- we have a clear transition procedure for each pupil who leaves the school
- we adhere to council protocols for removing a pupil from roll and informing the LA about pupils who leave the school or transition to other settings.
- we work with schools and other agencies to ensure that pupils are receiving a full time education in a secure environment

Definitions

Children Missing Education (CME) refers to 'any child of compulsory school age who is **not** registered at any formally approved education activity eg school, alternative provision, elective home education, **and** has been out of education provision for at least 4 weeks'.



Absence Reporting

We promote and encourage 100 per cent attendance for all our pupils to give them the strongest start to their education. We believe that parents have a very important role to play and that there is a need to establish strong communication systems so that whenever there is concern about attendance it can be addressed promptly. We ensure that we monitor attendance to ensure that children, whilst on our roll, do not go missing from education. *For further information please see the Attendance and Punctuality Policy.*

Transition Process

The transition process is triggered when a parent/carer provides us with a notice of withdrawal for their child. If a child needs to be withdrawn from the School, one term's written notice is required by the last day of the previous term. The length of this notice period ensures that we, as a School, have sufficient time to complete and conduct all our transition checks appropriately and thoroughly.

On receipt of the parent/carers written notice, we will send them a transition form to obtain further information on the reason for withdrawal and how and where they will continue the education of their child. We gather the following information from the parents/carers:

1. Name of Child
2. Date of Birth
3. Current Address
4. New Address (if moving house with date that your child will start residing there)
5. Final Day at Alamiyah School
6. Reason for leaving the School
7. Name and address of new school
8. Named contact of new teacher, or pastoral care lead or other relevant information about the new school
9. If the child is not moving to a new school, confirmation of alternative educational provision for example, home education



10. Whether the relevant council has been informed of plans to home educate
11. Expected date of notification
12. If home educated, any further support required to assist transition to home education.
13. Whether any further assistance is required for the transition process
14. Bank details for return of deposit (if applicable)

On receipt of a transition form, information is then recorded on the school's online 'Transition Record' and the transition process closely monitored until the child leaves. At this point communication with the new School, detailed on the pupil's transition form will commence to prepare for the child's transition.

Transition (from the Early Years at Alamiyah to another primary) will include:

- facilitating (if necessary) a visit by the parent/carer to the transitioning school usually at an open day
- an invitation to the transitioning school to invite them to visit and observe the child at Alamiyah School
- Preparation of the child and parent for the new transition through discussion and providing learning opportunities about the child's new school
- Pupils with SEN will have additional transitional needs and will have a unique programme put in place to assist with the transition

In the classroom the teachers will prepare the child for transitioning by sharing and discussing with the child photos of their new school as well as any relevant school artefacts (including the the school uniform if possible). This is in order to foster familiarity and ease in the transitioning process and allay any anxiety felt by the child.

For a child who is transitioning from Alamiyah Primary to another primary school, we follow the same procedure except the school would not usually visit Alamiyah to observe the child unless they have additional or special educational needs.

Alamiyah School will provide a transition report to the parents/carers of the child, which they can then provide to the new School. Any Safeguarding records, relating to the child, will be provided to the new School via a secure file transfer. This transfer will take place after the



child's last day.

For those Children Transitioning to Home Education

Once a completed transition form is returned to the School and it is noted that the child is to be home educated, the school will communicate with the parents regarding their child's transition. The transition form filled in by parents asks if they have reported their decision to home educate their child to the Local Authority. The transition form prompts them to register their child as home educated prior to notification by the school to the Local Authority. On the day that the child is taken off roll and this is reported to the LA, the parent's decision to home educate will also be reported in writing to the Local Authority Home Education Team.

Taking Pupils Off Roll

According to the Education (Pupil Registration) (England) Regulations 2006, section 8.1, the grounds for taking a pupil off roll are:

(a): Where a school has been named in a School Attendance Order, but the allocated place is no longer needed

(b): Where a child has gone on roll at another school

(c): Where a child is 'dual registered'

(d): Where parents decide to educate their child otherwise than at school (also known as elective home education or EHE)

(e): Where a child moved home and it is deemed too far to attend on a regular basis

(f)*: Where a child has not returned on the agreed date of return following an authorised term-time holiday

(g): Where a child is deemed not to be in a fit state of health to attend school before the end of his/her compulsory education and is not going to continue in further education at the school (sixth form).

h) Where a child had been continuously absent from the school for a period of not less than 20 school days



- (i): Where a child is placed in a Young Offenders Institution.
- (j): If a child dies;
- (k): Where children will be over compulsory school age by the start of the next academic year and have informed the school that they no longer wish to attend school
- (l): In the case of a pupil at a school other than a maintained school, an academy, a city technology college, or a city college for the technology of the arts, that s/he has ceased to be a pupil of the school
- (m): Where a child has been permanently excluded (superseded by The school Discipline (pupil Exclusions and Reviews)(England) Regulations 2012
- (n): Where a nursery child does not get a place in Reception of the same school

Procedure for taking a Pupil Off Roll

The admissions officer at Alamiyah will notify the Local Authority when we remove a pupil's name from the school admission register via the LBBD online form. This will be the day after they leave in the form of an electronic submission to the Local Authority devised by the attendance team which includes further information about where the child has moved on to.

A separate email to the attendance team is also sent with the names of the children who have left and where they have moved to to seek confirmation of receipt of the online submission.

If a parent has decided to home educate their child, this will be reported in writing to the Local Authority Home Education Team at the time of taking the pupil off roll.

There is no requirement to inform the LA of any pupils who leave at the end of Year.



Pupils who Leave during Enrolment

If a parent withdraws their child:

- after a place has been accepted
- after the enrolment process has begun
- prior to their first day at school
- prior to being added to the admissions register

Then the school will request in writing, which school the child will now be attending.

The school will then call the child's new school and email them to check that:

- the child does have a place at their school
- the date on which the child is due to start attending there

If they will not be attending another school, then Alamiyah will seek written confirmation of the educational provision that the child will receive for example home education. The parent will also be asked if they have notified the LA of their decision to home educate and also informed of our duty to inform the LA about pupil's educational provision. The home education team at the LA will then be informed and sent a copy of the parent's written notification to home educate.

If a parent withdraws their child:

- after a place has been accepted
- after the enrolment process has begun
- after being added to the admissions register
- on or after the first day that they were expected at school

then the parents will be requested to provide the following information to ensure that the child does not go missing in education:

- Name of Child
- Date of Birth
- Current Address
- New Address (if moving house with date that your child will start residing there)



- Reason for withdrawal
- Name and address of new school
- Named contact at the new school
- If the child is not moving to a new school, confirmation of alternative educational provision for example, home education
- Whether the relevant council has been informed of plans to home educate
- Expected date of notification
- Notification from the parents that the LA has been informed of plans to home educate

The child will then be taken off roll and the relevant departments at the LA notified as documented in the off roll procedure above.

Review

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah School on 07/07/2017

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)