

## **080 Mid-Year Pupil Leavers**

**Responsibility: IC**

**Date: Nov 2017**

**Next Review: January 2020**

**When a pupil is leaving Holmfirth High School the following procedure should apply:**

At various points in the academic year a small number of pupils may be considering the other schooling options open to them. It is essential that the following process is adhered to so that Kirklees Admissions department can keep track of leavers and potential leavers and maintain an accurate record of pupils on roll. It will also ensure that all staff have access to accurate information.

- Any member of staff receiving news of a pupil's imminent departure from Holmfirth High School must refer the pupil to the Head of Year.
- If a pupil is moving to another school **without a house move** an ICAF should be completed, signed by the Headteacher of HHS and sent to the chosen school by the parent/carer.
- The Head of Year will liaise with parents/carers about the proposed move. The following information will be recorded:
  - Reason for move
  - School the pupil is moving to including Local Authority
  - New address if a house move is involved
  - Date of proposed move
- **Written confirmation (email is acceptable) must be received from parent/carer stating the date of the move and the name of the destination school if known. If a house move is involved the new address or (if not known) the area they are moving to should be stated.**
- This information should then be sent to the Attendance Officer who will notify the following people:
  - Data Manager - will send CTF to new school when known – requested by receiving school
  - Systems Manager
  - VLE Co-ordinator
  - Head of Year
  - Form Tutor
  - Kirklees Admissions
  - Transition Manager
- The Head of Year will alert staff to the move at staff briefing or by email. Individual staff are responsible for collecting in any school property in the possession of the child.
- The Attendance Officer will remove the pupil from the school roll when confirmation that the pupil is attending the new school has been received. The Attendance Officer will chase this up and inform the IT technicians
- If, after 2 weeks, no confirmation of attendance at a new school has been received the Head of

Year will be notified and the pupil will be reported as missing in education.

- On the pupil's last day, it is the responsibility of the Head of Year to see them and ensure that they receive the formal good wishes of Holmfirth High School.
- Head of Year may pass on a verbal report about the pupil if this is requested and should forward all paper records to the new school.
- Safeguarding information may also be shared with the receiving school
- Elective home education is covered in the Safeguarding policy - 053