



Pupil Transition Policy

With reference to -

Keeping Children Safe in Education September 2018
The Education (Independent School Standards) Regulations 2014

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 If a child needs to be withdrawn from the School, one term's notice is required by the last day of the previous term.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 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. Address
4. Final Day at Alamiyah School
5. Name and address of new school
6. Named contact of new teacher, or pastoral care lead or other relevant information
7. If the child is not moving to a new school, confirmation of alternative educational provision for example, home education
8. If home educated, any further support required to assist transition to home education.
9. Notification from the parents that the LA has been informed of plans to home educate
10. Whether any further assistance is required for the transition process
11. Bank details for return of deposit (if applicable)

With this information we instigate communication with the new School detailed and the Local Authority and commence the child's preparation for transition.



The child's transition (from Alamiyah nursery 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, learning opportunities
- 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 may not wish to visit Alamiyah to observe the child at school 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.

We notify the Local Authority when we remove a pupil's name from the school admission register. 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.

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 record this information in a transition record.



The day after the child leaves the school this will be reported to the Home Education Team in writing to the Local Authority. The transition form filled in by parents asks if they have reported their intention to home educate their child to the Local Authority which prompts them to register their child as home educated prior to notification by the school.

This policy was adopted at a meeting at Alamiyah School

Held on:

Signed on behalf of the Alamiyah School:

Date of Next Review: July 2019