

# Leavers Records: Policy and Procedures

2024



**BANKS ROAD INFANT AND NURSERY SCHOOL**  
**“A Home for Learning, Laughing, Caring and Trying”**

**Aims of the Policy**

This Policy and Procedure is to be used when a Pupil leaves Banks Road and transfers to another school, either at the end of KS1 or in-year.

The aim of this Policy is to safeguard Pupil's personal information by ensuring the secure transfer of personal records from Banks Road to another School.

**Procedure – End of Phase**

1. Work book and Teachers records

Teachers will prepare agreed Pupils work books for transferring to Junior School.

Work books for all Pupils transferring to Bispham Drive Junior School will be delivered to Bispham Drive by Banks Road staff.

Work books for those children transferring to a different junior school will be passed to the Office Administrator.

2. SEN/EAL records

To be provided to the Office Administrator by the SENCo.

3. Office base paper work

Annual reports and parent consultation comment sheets to be added to the Pupil's personal record file held in the School Office.

Pupil personal record files and any SEN/EAL records for all Pupils transferring to Bispham Drive Junior School will be delivered to Bispham Drive by Banks Road staff.

A receipt form to cover all records delivered will be prepared and the records will be signed for at Bispham Drive.

Pupil personal record files, any SEN/EAL records, work books and any Teacher records for all Pupils transferring other Schools will be packed up in envelopes and delivered to the new school in accordance with the procedure set out below.

File Leavers Checklist and records. Retain for 6 years.

**Electronic records:**

1. Transfer electronic records to the new school via the Department for Education Secure Access website.
2. The date of transfer is recorded on the Leavers Checklist (see above).

## **Procedure – In-year Transfer**

### **Paper records (Appendices)**

1. Complete the Leavers Checklist – see appendix 1
2. Pack up all the paperwork in an envelope. Pass to Head for checking.
3. Prepare letter to the Head Teacher of the new school
4. Seal envelope and record on checklist.
5. Prepare 'Receipt' form – see appendix 3/4
6. Record date and method of delivery
7. File Leavers Checklist and records. Retain for 6 years.

### **Electronic records:**

1. Transfer electronic records to the new school via the Department for Education Secure Access website.
2. The date of transfer is recorded on the Leavers Checklist (see above).

## **End of year and In year transfer procedures for Child Protection Records**

Designated safeguarding lead (DSL) must:

1. Make sure the pupil's child protection file is transferred to their new school as soon as possible (within 5 days for an in-year transfer or within first 5 days of the start of a new term)
2. Transfer it separately from the main pupil file (e.g. in separate envelopes)
3. Transfer it securely and get proof of receipt
4. Consider whether to share any additional information with the new school/college before the pupil leaves, to help the new setting get ready to support the child and help them thrive.

## BANKS ROAD INFANT AND NURSERY SCHOOL

## PUPIL IN-YEAR TRANSFER RECORDS

<b>NAME:</b>	
<b>UPRN:</b>	
<b>Registration Group:</b>	

<b>Leaving date:</b>	
<b>Reason for leaving:</b>	
<b>New School address:</b>	
<b>DfE No:</b>	

**Leaving checklist**

- Records collected  Update computer records  Notify Admissions
- Migration Report  Remove from Class List
- Create CTF Report  Transfer CTF via S2S  Date transferred: \_\_\_\_\_
- Amend Registers  Records filed  Destroy date: \_\_\_\_\_

**Record Management**

- Records checked by Head Teacher  Letter to Head Teacher of new school
- Hand delivered  Date: \_\_\_\_\_
- Recorded/Tracked post  Date sent: \_\_\_\_\_
- Records Returned to LA  Date: \_\_\_\_\_
- Confirmation of receipt  Date: \_\_\_\_\_
- Form  Phone  Email

**BANKS ROAD INFANT AND NURSERY SCHOOL**  
**“A Home for Learning, Laughing, Caring and Trying”**

**CHECKLIST OF RECORDS REQUIRED FOR SENDING TO NEW SCHOOL**

Appendix 2

<b>Item</b>	<b>Source</b>	√
Latest books or samples of work	from class teacher	
Reading diary	from class teacher	
Reading record sheets	from class teacher	
Numeracy record sheets	from class teacher	
Any other class teacher's assessments	from class teacher	
Annual reports	from office filing cabinet	
Parents evening comments sheets	from office filing cabinet	
SEN/EAL records	from SENCo	
Yellow record file and contents	from office filing cabinet	

**NOTES:**



“A Home for Learning, Laughing, Caring and Trying”

Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881

Email: office@totonbanksroad.notts.sch.uk

Email: head@totonbanksroad.notts.sch.uk

Appendix 3

“A Home for Learning, Laughing, Caring and Trying”

DATE

Head Teacher  
**ADDRESS**

Dear **NAME**,

**Re: PUPIL NAME (d.o.b: \_\_\_\_\_)**

Please find enclosed the paper files for **PUPIL**, who transferred to your school from Banks Road Infant & Nursery School on **DATE**.

I would be very grateful if you could confirm safe receipt of this file.

Our School DFE No is 891 2317. The CTF was loaded onto the S2S website on **DATE**.

Please contact the school should you require any further information.

Yours sincerely

Head Teacher  
Banks Road Infant and Nursery School



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Tel: 0115 917 9881

Email: office@totonbanksroad.notts.sch.uk

Email: head@totonbanksroad.notts.sch.uk

Appendix 5

**"A Home for Learning, Laughing, Caring and Trying"**

**Delivery of School records for**

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**Received by (School)**

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**(name)**

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**(position)**

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**Date:**

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Appendix 5

“A Home for Learning, Laughing, Caring and Trying”

Delivery of **Safeguarding** records for

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Received by (School)

---

(name)

---

(position)

---

Date:

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**Appendix 6**

**KS1 PUPIL TRANSFER FORM 2023-2024**

**Personal Information**

Full name of child	
Year Group	
Date of Birth	
Gender	
UPN	
Current Attendance	
Eligibility for FSM	
Eligibility for Pupil Premium	
EAL	
Dietary Requirements	

**Current Teacher Assessment (please tick appropriate)**

	Below ARE	Working at ARE	Above ARE
Reading			
Writing			
Phonics			
Speaking & Listening			
Maths			
Science			

Y1 Phonics Score (if applicable)	
Floppy Phonics tracker Coloured book band	

### **Special Educational Needs / Disability Information**

EHCP		<i>Please provide a brief summary. All information will be sent in a 'confidential' envelope.</i>
SEN Support		
Vulnerable Groups		
AFN / Funding		

### **Safeguarding**

Initial Assessment		<i>Please provide a brief summary. All information will be sent in a 'confidential' envelope.</i>
Historical only		
Early Help		
Family Service		
Child in Need		
Child Protection		

### **Medical Needs**

Medical Care Plan		<i>Please provide a brief summary. All information will be sent in a 'confidential' envelope.</i>
Wears Glasses		
Hearing		

### **Other helpful information**

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Completed by	
Position	
Date	



Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881

Email: office@totonbanksroad.notts.sch.uk

Email: head@totonbanksroad.notts.sch.uk

Appendix 7

## EYFS PUPIL TRANSFER FORM

### Personal Information

Full name of child	
Year Group	
Date of Birth	
Gender	
UPN	
Current Attendance	
Eligibility for FSM	
Eligibility for Pupil Premium	
EAL	
Dietary Requirements	

### Current Teacher Assessment (please tick appropriate)

	Below ARE	Working at ARE	Above ARE
PSED			
C&L			
PD			
Lit			
Maths			
UoW			
EMM			

Floppy Phonics tracker Coloured book band	
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## **Special Educational Needs / Disability Information**

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Vulnerable Groups		
AFN / Funding		

## **Safeguarding**

Initial Assessment		<i>Please provide a brief summary. All information will be sent in a 'confidential' envelope.</i>
Historical only		
Early Help		
Family Service		
Child in Need		
Child Protection		

## **Medical Needs**

Medical Care Plan		<i>Please provide a brief summary. All information will be sent in a 'confidential' envelope.</i>
Wears Glasses		
Hearing		

## **Other helpful information**

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Completed by	
Position	
Date	

**THE POLICY WILL BE REVIEWED ANNUALLY.**

DATE OF REVIEW AND RATIFIED BY GOVERNING BOARD: March 2023, March 2024,  
March 2025

This policy was reviewed and ratified by the Pupil and Personnel committee in  
March 2024

Signed: Chair of Governors \_\_\_\_\_

Date: \_\_\_\_\_