

Leaving the school



Parent Mini

Guides

The Three Schools

Procedure for pupils leaving school mid-year

1. School is informed by parent / carer
2. Office Manager
 - In – Year application form given to children moving to a Bucks school for reasons other than a house move.
 - Create CTF file and forward to new school
 - Post pupils paper file (containing reports etc) to the new school
 - Inform admissions that space has now become available
3. The Classteacher will:
 - Give pupil's work to parent/ carer
 - Update and pass on records to new school
 - Celebrate last day at school within class
4. The Headteacher will:
 - Inform new school of any relevant background information