

MID-SESSION PUPIL TRANSFERS

The following procedures should be adopted in relation to potential mid-session pupil transfers.

1. PLACING REQUESTS MADE FOR IMPLEMENTATION AT TIMES OTHER THAN AT THE START OF A NEW SESSION

In most instances, other than where pupils move home into a new area, there are sound educational reasons for advising parents/guardians that transfer of children from one school to another should take place only at the start of the school session. Head teachers should advise parents/guardians accordingly, explaining the educational arguments against mid-session transfers and should seek agreement to delay activating placing requests until the start of the coming session. The parents/guardians must always be advised however of their right to request that their cases be dealt with at an early date if they so wish.

2. REQUESTS TO REMAIN AT A SCHOOL FOLLOWING MOVES OUT OF THE LOCAL AREA

When parents/guardians change residence and request that their children remain in their present school, they can be advised that these requests will be granted by the Community Services Directorate but no responsibility can be accepted by the authority for associated transport costs other than in exceptional circumstances. On receipt of such a request and after receiving approval from the Head of Education – Community Services, head teachers should complete the attached sample letter at Appendix 1 and send it to the parent forthwith. A copy must be sent to the Head of Education–Community Services. These procedures will also apply (in similar circumstances) to pupils aged 16 or over who require to make requests on their own behalf rather than have them submitted by their parents/guardians.

In either of the above situations other than in exceptional circumstances, the granting of a placing request or a request to remain must be accompanied by an acceptance by the parents/guardians or the older pupils involved of the responsibility to make and meet the cost of any associated home to school transport arrangements.

SAMPLE LETTER
SCHOOL'S HEADED PAPER

Parent/Carer of:

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Dear

REQUEST TO REMAIN IN _____ SCHOOL

I understand you have recently changed/are about to change residence to an area outwith the catchment area ofSchool.

The local school for your new residence is

However, you have requested that your child remain in
This request, which is in effect a placing request forto continue to be educated in this school, can be granted.

You should, however, be aware that the education authority's policy on home to school transport regarding placing requests will apply in these circumstances. Transport costs relating to continuing to attend this school will not normally be met by the education authority in terms of its policy and you will require to make appropriate arrangements and meet any associated costs yourself, unless exceptional circumstances are agreed to apply.

Should you wish to proceed with your request on the basis outlined above, will be most welcome to remain in this school and I hope that he/she/they will enjoy a fulfilling future educational career with us.

Yours sincerely

HEAD TEACHER

cc: Head of Education, Community Services, Southbank House, Southbank Business Park, Kirkintilloch, Glasgow, G66 1XQ