

## **TRANSFER OF PUPILS FROM PRIMARY TO SECONDARY SCHOOL**

The authority's arrangements for the transfer of pupils from primary to secondary schools and the role of head teachers in implementing the associated procedures are set out below.

### **1. GENERAL**

On completion of their primary education, pupils resident within the primary school catchment area will normally transfer to the associated secondary school as set out in the authority's scheme of provision unless they have been granted a placing request to another secondary school.

**Pupils in attendance at a primary school as the result of a successful placing request will be required to make a further placing request to the associated secondary school should they wish to transfer to that secondary school rather than the secondary school for the area they reside in.**

Where a secondary school has a delineated area then the relevant primary schools whose catchment areas lie within the delineated area are described as "formerly associated" primary schools. In such cases only those primary pupils residing within that area, or having been in attendance at a formerly associated primary school before the date of the delineating will transfer for secondary education to that school. Pupils attending a primary school located within the delineated area of the secondary school as a result of a successful placing request following the date of delineation will not automatically transfer to the secondary school but will require to have a formal placing request to that effect made on their behalf.

### **2. TRANSFER DATE**

Pupils will be transferred from primary school to secondary school once per year on the date of the start of the new session for pupils.

### **3. AGE FOR TRANSFER**

Transfer will normally take place between the ages of 11 1/2 and 12 1/2 years. Regard will be had to the desirability of ensuring that as many pupils as possible have the opportunity of completing 4 full years of secondary education. No pupil should be transferred before he/she has attained the age of 11 years, except in special circumstances and then only with prior approval from the education office.

#### 4. PROCEDURES

The head teacher of the primary school will advise parents/guardians in December each year that their children are due to transfer to secondary school in the following August. Intimation should be made of the name of the secondary school with which the particular primary school is normally associated and information on the links established with that school should be given. Details of all liaison meetings for parents which are normally held should also be provided.

Where the primary school relates with a secondary school with a delineated area, particular care will require to be taken to give appropriate advice to the parents of pupils attending the primary school as a result of placing requests.

#### 5. PLACING REQUESTS

At the same time, these parents/guardians should be advised of their right to make a placing request in respect of another school under the management of the authority and should be provided with details of how such a request should be made and, where it is sought, information regarding other schools in the locality.

Where a placing request has been granted at the primary stage, it should be made clear to parents/guardians that they will be required to make a further request, at the time of transfer, should they wish their child to attend the secondary school associated with the primary school currently attended. Should parents/guardians select to make a placing request to the associated secondary school and the school is beyond the safe walking distance limits, in terms of the authority's home to school transport policy, parents/guardians must meet all transport costs unless in exceptional circumstances.

However, in the case of a secondary school which has a delineated area and where a placing request has been granted at the primary school stage to a formerly associated primary school before the date of delineation, the catchment area of which lies within the new delineated area of the secondary school, parents/guardians have the option of transferring to one of two secondary schools, via the secondary school for the local area in which they reside or the secondary school within whose delineated area the primary school is located. Should parents/guardians select this latter option and should the chosen secondary school be beyond safe walking distance, again parents/guardians must meet all transport costs except in exceptional circumstances.

Where a placing request is granted following the date of delineation to a primary school located within the delineated area of a secondary school, parents/guardians will gain no automatic placement option at the time of transfer to secondary education. The only secondary school to which their children will have the right of transfer without a further placing request being made will be that secondary school for the local area in which the parents/guardians reside.

#### 6. ARRANGEMENTS FOR TRANSFER

Where parents/guardians have indicated their intention to have their children transfer to a secondary school other than that with which their primary school is associated (either by making a further placing request or by reverting to their own local area school) the head teacher of the primary school must notify the head teacher of the named secondary school. **This information must be passed on no later than 1 February.**

Thereafter head teachers of primary schools will pass to the head teacher of the appropriate secondary school the names in alphabetical order of all pupils due to transfer, together with such information as is relevant. Reports shall include:

- i) the sex, date of birth and class of each pupil,
- ii) indications of each pupil's attainments and aptitudes as per the 5-14 report on guidelines in the basic language and mathematical skills,
- iii) comments on any special interests or aptitudes of each pupil, for example manual dexterity, ability in music, art of creative writing,
- iv) comments on any other factors which might influence a pupil's abilities, aptitudes and attitudes on transfer to the secondary school.

It is therefore important that while full consultation between the appropriate primary and secondary school staff is a continuous process, particular emphasis should be placed on discussions during the P7 year concerning the pupils to be transferred at the start of the new session. Opportunity for the staff of the schools concerned to visit one another's schools should be encouraged and this could well include preliminary visits by pupils to their new school in May or June.

## **7. SCHOOL HANDBOOK**

The head teacher of the secondary school shall also, before the time of pupils' transfer to secondary school, fully inform their parents/guardians of the school's curricular philosophy and of the various stages at which educational career decisions will require to be taken in future years following discussions and advice from the head teacher and staff. This information should be contained in the school handbook which must be given in any event to parents/guardians in December when they are considering which secondary school they would prefer their children to attend.

## **8. APPEALS**

If parents/guardians are aggrieved by any decision to transfer their children to a given secondary school or to retain their children at the primary stage, they have the right to lodge an appeal with the education office.