

PROCEDURES FOR WHEN CHILD LEAVES SCHOOL

Any student leaving Idsall –

- Prior to transferring CTF to new school – Main Office staff speak directly to Support for Learning Department to check what the latest SEN status of student is (*regardless of whether this child is known to have SEN or not*)
- Check on CTF that SEN statuses match before transfer and, if not, amend as appropriate – *this could be the case if the SEN list has only just been updated which happens three times a year*
- Upon confirmation of student identified as having SEN, Support for Learning Department to deliver any paperwork to Main Office for sending by registered/recorded delivery to receiving school once the CTF has been uploaded by them
- Log kept of when paper file sent and who to by main office
- Support for Learning paperwork to be sent within 10 days of new school uploading CTF